



Licensed Vocational Nursing Application Instructions

The College of the Redwoods' Licensed Vocational Nursing Program is a three-semester program with admission by application and approved by the California Board of Vocational Nursing and Psychiatric Technician (BVNPT). Upon successful completion of the Program, the student is eligible to take the National Council Licensing Examination (NCLEX-PN) for licensure as an LVN. The student is also eligible to apply for a Certificate of Completion in Licensed Vocational Nursing or an Associate Science Degree for LVN.

LVN APPLICATION DISCLOSURES FOR

THE ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM

Apply Spring - February /Program start Fall - August /Complete Spring - May

Applications accepted February 1, at 8:00 am through February 15, at 4:00 pm

Program Curriculum Requirements

Required for Admission:

- 1. HO 110 Basic Patient Care** (through College of the Redwoods) **OR** California CNA Certification **OR** California Home Health Aide Certification. Transfer of certification to California is required for out-of-state certificates. **Students wanting to use a Basic Patient Care (CNA) course taken at another accredited community college must submit official transcripts and the lecture schedule/course description. Contact the Health Occupations office regarding this requirement.**
- 2. BIOL-8-Human Biology**
- 3. HO-15-Nutrition**

All prerequisites must be completed prior to applying to the program.

**Students must have a grade of C or higher in all prerequisite classes to qualify to apply for the LVN Program. (A grade of C- will not be accepted.)

If you have questions regarding prerequisites, please contact academic advisory, Alex Wright, alex-wright@redwoods.edu.

For general program inquiries, email HealthOcc@redwoods.edu.

General Information

1. The LVN Program on the Eureka and Del Norte campuses begins **every other year in the odd years** and completes the fall semester in the even years. (For example: 8/2025 – 12/2026)
2. Applications will only be accepted via the electronic application on our website during the open application period (usually in the first two weeks of February).
3. Evaluation of the student nurse is based upon theoretical knowledge, nursing skill proficiency, and the application of both in the clinical setting. To progress through and graduate from the nursing program, students must achieve at least C grades in all nursing courses. In addition, a cumulative 2.0 GPA in all general education and nursing courses must be maintained to earn the associate degree.
4. All students are required to complete a Background Check **after they have been offered a seat in the program**. If a student's background check (criminal record) does not satisfy the requirements of any one clinical agency, or the clinical agency refuses the student access to patients for any other reason, the Program will not be able to provide alternate experiences, and the student must withdraw from the Program or receive a grade of F for the course.
5. All students are required to have a 10-panel urine drug screen **after acceptance** and completed no earlier than 30 days prior to the start of clinical each Fall. Program withdrawal is required for positive urine drug screens.
6. All nursing students must possess sufficient computer literacy skills to complete Internet research, communicate by email, create and upload electronic documents, manage data storage devices, and use web –based instructional materials and applications. Those without these skills are encouraged to take CIS 1 prior to enrollment in the nursing program.
7. At the completion of the Program, graduates in the State of California apply for licensure to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Applicants must report any disciplinary action against a professional vocational certificate and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BVNPT.
8. Availability of clinical facilities necessitates admitting a limited number of students to each class. Therefore, if qualified applications exceed the number of seats available, a random ranking by lottery at the end of the Enrollment Period will determine the awards of seats. **We will no longer offer a wait list but have added 5 alternates to the number of seats available.**
9. The demands of the nursing program are many; most students find it difficult to work more than part time. Clinical scheduling, assignments, etc. cannot be altered due to an individual's outside employment. Financial Aid and Scholarships are available to help offset the need to work and the cost of admission. Contact the Financial Aid and Scholarship Offices for more information. In addition, personal life issues need to be in balance to be successful in the program. You must have reliable transportation, reliable

childcare (if applicable), and an ability to be punctual to assigned classes and clinical locations. Finally, tardiness is not an acceptable performance standard in the professional world, or this program.

10. Clinical labs may be scheduled at various times during the day, evening, and/or weekends. Students rotate to various clinical facilities **throughout the college district** and are required to provide their own transportation, childcare, etc., to attend clinical labs. Many students carpool; limited childcare services are available at the Child Development Center on the Eureka campus.
11. Freedom from alcohol and/or drug abuse and emotional illness that could jeopardize the student's ability to provide safe client care is essential. Students are advised (according to Board of Vocational Nursing and Psychiatric Technicians guidelines) to seek voluntary aid for conditions that could lead to disciplinary action and/or prevent licensure to practice nursing in California.
12. **Students must notify the Nursing Office of any change in mailing address, email address, phone number, and name. Changing your contact information through Web Advisor or the College does not change it with this office.** The Nursing and Healthcare Pathways office uses your CR contact information to communicate with you. If the Office does not have your current contact information, our ability to notify you is lost and you may not receive critical information which could result in losing your seat. All communication from Nursing office will be through your CR email.

Cost of the Program: APPROXIMATELY \$6,500

- ❖ Enrollment fee (\$46/unit): approximately \$2,116
- ❖ Books, supplies and materials: approximately \$200.00
- ❖ ATI Materials: approximately \$1200.00 per semester
- ❖ Required uniforms, white or black shoes and a watch with second display (see dress code in student handbook for specifics) approximately \$200
- ❖ Immunizations for students who do not have the required immunity to several communicable diseases may cost over \$220.
- ❖ COVID Testing: costs vary based on testing site and insurance coverage.
- ❖ CPR certification: approximately \$50. (*Can be obtained for **FREE** through Adult and Community Education at the Eureka Downtown site. **Call 707-476-4500 for information.**)
- ❖ School pin (optional) for graduation: approximately \$60-\$130.
- ❖ Licensure application: approximately \$300.

Application Steps and Eligibility

- **College Application and Student Email:** All applicants must have applied to the College of the Redwoods and have obtained a CR student ID number before applying.
- **Apply for admission to College of the Redwoods** <https://www.redwoods.edu/apply.php>.
- If you have not attended classes at College of the Redwoods for two or more semesters you are required to re-apply. This must be completed prior to submitting your application.
- **Ensure your College of the Redwoods email address is current** and active throughout the application cycle. All communication regarding your application and admission status will be sent to your College of the Redwoods email. **No personal emails can be used.** You receive your College of the Redwoods email address and student ID when you apply to be a student at College of the Redwoods.
- **Name/Address Changes:** If there have been any changes to your name, address, email, or phone number after submitting your application, you must update this information immediately by emailing to: HealthOcc@redwoods.edu . Updating your information in College of the Redwoods Admissions alone will not update your RN Program application.
- **Check CR Email Daily:** Check your College of the Redwoods email for the Important Dates. We DO NOT use personal email accounts, so please ensure your CR email is active and up to date.

TRANSCRIPTS:

Transcript Submission: Applicants must submit current transcripts from ALL colleges attended.

PLEASE NOTE: High School or GED Transcripts are required by the Board of Vocational Nursing.

- Official/unopened (in a sealed envelope) hand delivered to Health Occupations Office, or electronic transcript of high school graduation or equivalent must be **attached** to your application, or it will be considered incomplete and disqualified.
- An electronic or official/unopened (in a sealed envelope) certificate verifying earning a GED (General Education Development Examination) or passing the California High School Proficiency Exam. **Please log on to one of the following web sites:**
 - <https://www.ged.com/>
 - https://www.chspe.net/documents/CHSPE_Cert_Trans_Order_Form.pdf
- Any high school education from outside the United States must be evaluated for equivalency to a United States high school education. Approved evaluation services are found at: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>
- OR...a student may take the GED exam in lieu of the evaluation. The evaluation or the GED certificate must be included in the application to the Program. Documents must be official and must be submitted in an unopened/sealed envelope.

- Must be from regionally accredited US colleges or universities.
- Transcripts submitted previously showing in-progress coursework need to be resubmitted when the course is completed to be considered eligible.
- Transcripts for coursework taken at College of the Redwoods do not need to be submitted.
- You may submit most transcripts electronically through Parchment emailed to Nursing-Applications@redwoods.edu. Mailed transcripts will **not** be accepted.
- **DO NOT SUBMIT ANY TRANSCRIPTS TO THE GENERAL COLLEGE OF THE REDWOODS ADMISSIONS EMAIL.**
- If submitting a paper transcript, it must be in a sealed envelope. You must contact the Nursing office (707-476-4216) to arrange a time to hand deliver the transcripts.

*Foreign/International transcripts must be formally evaluated by a foreign transcription service. For more information, please visit: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635))

Selection Process

Class selection follows the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor's Office.

- Points are awarded in the areas of academic performance; work or volunteer experience; proficiency in a language other than English; and life experiences or special circumstances. The points awarded in each of these categories are explained in the point allocation section of these application instructions.
- Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie.
- **There is no wait list for the VNC/LVN program.** Applicants not admitted to the program must reapply in a future application cycle. All documents and transcripts must be resubmitted with each new application.
- College of the Redwoods LVN/VNC program licensure exam pass rates are listed on our website.
- Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. For more information, please refer to the "Reporting Disciplinary Actions" FAQ section of the California Board of Registered Nursing Website:
https://www.bvnpt.ca.gov/licensees/enforcement_faq.shtml
- Applications will be rejected if there are any unverified and/or invalidated entries on the application form or the application is incomplete.
- To maximize the number of seats for nursing students at College of the Redwoods, students who apply the Psych Tech, LVN and ADN programs must select and enroll in only one program.

Public Notice/Nondiscrimination: All classes are open to those who have met the academic prerequisites. College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. The College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.

Application Timeline

(*dates are subject to change*)

- December 31: Deadline to complete prerequisite courses
- Feb 1- 15: Applications accepted for Fall semester admission
- Feb. 15: Deadline to submit current official transcripts from ALL colleges attended
- March 15: Notification of eligibility status and point allocation emailed to all applicants
- April. 1: Deadline to appeal eligibility status and dispute point allocation
- April 15: Notification of appeal and seat offers
- May: Mandatory Orientation
- August: VNC/LVN Program begins

Program Ineligibility

Applicants are ineligible for admission for one or more of the following reasons:

1. A combined GPA of less than 2.5, with no rounding, in the science prerequisite courses, or a grade less than 'C' in any prerequisite. Overall GPA less than 2.5.
2. Failure to submit **all** official, current sealed transcripts for coursework completed from **all** colleges and universities attended, other than College of the Redwoods, by application deadline.
3. Failure to submit High School/GED transcripts.
4. Prerequisite coursework not taken at a regionally accredited U.S. college or university, or international courses not formally evaluated by ACEI or IERF (check these evaluation services).
5. Incomplete applications.
6. Failure to meet deadlines and/or respond to time-sensitive emails.
7. A hold on your College of the Redwoods student account will stop you from successfully moving forward in the process. Please contact the Business Office if needed at 707-476-4126 or email Business-Office@redwoods.edu.

**College of the Redwoods LVN Program
Multi-Criteria Point Allocation**

1. Academic degree, license or relevant certificate held by applicant. Points are awarded in ONE of the following categories only.

Maximum points = 10

Degree, License or Certificate	Points	Required Documentation
1a. Associate degree or higher	10	<ul style="list-style-type: none"> Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. College of the Redwoods transcripts do not need to be submitted. Transcripts must show degree awarded if points are to be applied in this category.
1c. California Certificated Health Care Worker with work experience (500 hours in past 2 years): (Nurse Assistant, Medical Assistant, Phlebotomist, EMT, Mental Health Worker, Peer Specialist in Behavioral Health, Case Manager in Behavioral Health, Pharmacy Tech)	8	<ul style="list-style-type: none"> Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted. Copy of 1) current certificate with certificate number, date issued, and expiration date, 2) "Work Experience in Healthcare Verification" form and 3) Employer Letter.
1c. California Certificated Health Care Worker without work experience (in past 2 years): (Nurse Assistant, Medical Assistant, Phlebotomist, EMT, Mental Health Worker, Peer Specialist in Behavioral Health, Case Manager in Behavioral Health, Pharmacy Tech)	6	<ul style="list-style-type: none"> Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.

2. Academic Excellence: Grade point average in relevant coursework and prerequisite course attempts.

Maximum points = 46

Coursework	Points	Required Documentation
2a. Combined Prerequisite Science GPA: (BIO 8, HO15) <ul style="list-style-type: none"> ➤ Minimum 2.5 combined GPA required and no less than a "C" in any course (GPA cannot be rounded). ➤ Points are calculated by multiplying the combined GPA by 10: i.e. a combined GPA of 3.64 x 10 = 36.4 pts. ➤ GPA cannot be rounded. Maximum points 2a and 2b = 46 	Combined Science GPA of 2.5 or higher x 10 2a. Maximum 40 points	<ul style="list-style-type: none"> Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.
Prerequisite completion first time	Points	Required Documentation
2b. Points awarded for successful completion of prerequisite courses. <ul style="list-style-type: none"> ➤ 3 points awarded for each of the prerequisite courses completed on the first attempt. ➤ Prerequisites: BIOL 8 and HO15 ➤ BIO 2, 6 and 7 combined receive 3 points if blanket course substitution will be used. 	3 points per course Maximum 6 points	<ul style="list-style-type: none"> Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.

3. Work or volunteer experience.

Maximum Points = 7.5 *Form located in application*****

Work or Volunteer Experience	Points	Required Documentation
3a. 200 hours or more work experience in healthcare, within the last 2 years	5 points	<ul style="list-style-type: none"> • Work Experience in Healthcare Verification Form • All work experience must be submitted on the current form with this application to be considered.
3b. 200 hours or more volunteering- unpaid experience in healthcare or a nonprofit organization, within the last 2 years	2.5 points	<ul style="list-style-type: none"> • Volunteer Experience in Health Care or a Nonprofit Organization Verification Form • All volunteer experience must be submitted on the current form to be considered. • Hours volunteered and signed on the February 2025 volunteer form will be accepted as long as they were completed during the required timeframe.

4. Life experiences or special circumstances.

*While more than one of the following criteria may apply, **only 10 points** can be awarded in this category.*

Maximum points = 10 *Form located in application required for items 4a, 4b and 4c*****

Life Experience or Circumstance	Points	Required Documentation
4a. Disability <i>**</i>(form required)	2.5	<ul style="list-style-type: none"> • Current Proof of eligibility for Student Accessibility Supports and Services (SASS), a letter from Social Security or your medical provider. Your name must be on document.
4b. Disadvantaged social or educational environment <i>**</i>(form required)	2.5	<ul style="list-style-type: none"> • Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS). Your name must be on document.
4c. First generation to attend college<i>**</i>(form required)	2.5	<ul style="list-style-type: none"> • Personal written statement explaining how you meet this category with your name, student id number, and signature.
4d. Family income	2.5	<ul style="list-style-type: none"> • Current Proof of eligibility or receipt of financial aid under a program that may include but is not limited to a fee waiver from the Promise Grant, Cal Grant Program, Federal Pell Grant program, or Cal Works. Your name must be on document.
4e. Need to work - student worked at least part-time while completing RN prerequisite course(s).	2.5	<ul style="list-style-type: none"> • One paycheck stub from the semester you worked while enrolled in RN prerequisite course(s), or a letter from your employer verifying employment on official letterhead. Your name must be on document.
4f. Difficult personal or family situation or circumstances	2.5	<ul style="list-style-type: none"> • Personal written statement describing your difficult situation that has occurred within the past 3 years including your name, student id number, and signature. Supporting documentation may be requested to verify what has happened.
4g. Veteran status	2.5	<ul style="list-style-type: none"> • Copy of form DD214. Your name must be on document.
4h. Refugee status	2.5	<ul style="list-style-type: none"> • Documentation or letter from USCIS. Your name must be on document.

5. Proficiency in languages other than English. Applicants may be proficient in more than one additional language but only 2.5 points can be awarded in this category.

Maximum points = 2.5

Proficiency in languages other than English*	Points	Required Documentation
<p><i>Credit awarded for languages as identified by the Chancellor's Office, not limited to:</i></p> <ul style="list-style-type: none"> ➤ American Sign Language ➤ Arabic ➤ Chinese ➤ Farsi ➤ Russian ➤ Spanish ➤ Tagalog ➤ Languages of Indian Subcontinent & Southeast Asia 	2.5	<ul style="list-style-type: none"> • Verification of Proficiency in a Language Other than English Form • Previous language points are no longer valid. The verification form must be submitted on the current form with this application to be considered. <p>* Coursework does not equate to proficiency. Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate in the healthcare setting. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at College of the Redwoods.</p>

6. Additional points for previous applicants not selected for admission:

Maximum points = 8

Previous Eligible Applicant Credit	Points	Required Documentation
<p>7a. An additional 2 points will be awarded to eligible applicants who submitted <i>eligible RN/ADN</i> program applications in the previous cycle and were not admitted.</p> <p>7b. An additional 5 point will be awarded to eligible applicants who have previously submitted 2 <i>eligible</i> Career Mobility program applications within the last 3 years without being admitted.</p> <p>7c. 8 points will be awarded to <i>eligible</i> applicants who have previously submitted 3 or more <i>eligible</i> RN/AND applications within the past 5 years <i>without being admitted</i>. The current application does not count toward these points as eligibility has not yet been determined.</p>	2-8	<ul style="list-style-type: none"> • The current application does not count toward these points as eligibility has not yet been determined. • Applicants must save their eligible alternate pool letters to resubmit in future applications to receive these points. We are unable to save these for you.