

**Sutter County Superintendent of Schools
Regional Occupational Program**

Vocational Nursing Program 2021-2022



**Sutter County One Stop
950 Tharp Road #1000 • Yuba City, CA 95993
(530) 822-5120 • TRS/VRS 711
www.sutteronestop.com**

Health & Safety Precautions In Place

The Sutter County One Stop is a proud partner of America's Job Center of CaliforniaSM network.



Equal Opportunity Employer/Program

Auxiliary aides & services are available upon request to individuals with disabilities.

08/31/2020

VOCATIONAL NURSING

Vocational Nursing Schedule:

Theory 600 hours—Instruction delivered online and in class.
 Tuesday and Thursday 8:30 AM to 1:15 PM

Clinical 1,000 hours
 Monday, Wednesday, and Friday 6:00 AM to 6:00 PM

HOURS SUBJECT TO CHANGE WITHOUT NOTICE.

All regular holidays are observed. The program includes winter, spring, and summer breaks. Students will receive a school calendar for the entire program as part of the Program Syllabus.

Program Tuition: \$14,800

Payment is due one month prior to start of class.

ATI TEAS

You must take the ATI TEAS before applying. It is highly recommended you study for the test. Must have "Basic" level or higher to apply to the program. Higher scores earn more points which increase applicants chances of selection to enter the program. For testing sites and more information go to atitesting.com.

ATI TEAS Level
Exemplary
Advanced
Proficient
BASIC
Developmental

APPLICATION DEADLINE

All applicants must submit a completed application, and include all required documents by **October 5, 2020**. Packets must be submitted to the Sutter County One Stop front lobby (building 1000) in person only. **No late applications will be accepted.** Documentation submitted with application will not be returned to students. All documents submitted become part of the confidential records retained at Sutter County One Stop.

VN Program Completion

All students who successfully complete the program will be awarded a Tri-County ROP Vocational Nursing Program certificate of completion. Students who meet the requirements for completion are eligible to apply for the BVNPT National Council Licensure Examination (NCLEX) PN.

VOCATIONAL NURSING

STUDENT COMMITMENT

Vocational Nursing is a rigorous college level program that requires a 100% commitment from each student. All students enrolled in the VN program are expected to maintain professionalism at all times and follow all policies, procedures, and the authority of the instructors. Program participation and attendance are extremely important; students must arrive on time and fully prepared. If the student must be absent, he/she must inform the instructor. Absences may adversely affect their grade.

TIME MANAGEMENT

The average student should anticipate 18-20 hours of study in addition to class time. All students are required to make time outside the classroom to study and prepare for class.

LEARNING COMMUNITY

What does it mean to be part of a learning community at the Tri-County ROP Vocational Nursing Program at the Sutter County One Stop? It means that you owe it to your classmates to be prepared, to respect their opinions, give them authentic, constructive feedback; and to learn from their experiences. Your peers may have expertise you lack. The only way to find out is to give them the same respect as you would your instructor when they have taken charge of learning in the course.

PHYSICAL REQUIREMENTS

The essential functions of the LVN occupation require many physical tasks which include; but, are not limited to, lifting, bending, stooping, and standing for extended periods of time.

Applicants must be able to fully participate in program activities for the entire length of the program.

CODE OF CONDUCT

The students of the Tri-County ROP Vocational Nursing program are expected to maintain professional behavior in the classroom and in clinical settings. Students are required to follow the standards of conduct set out by Sutter County Superintendent of Schools as well as the scope of practice and professional regulations set down by the State Board of Vocational Nurses and Psychiatric Technicians. Please refer to the following website especially article 4 section 2518.5 and 2518.6.

www.bvnpt.ca.gov/pdf/vnregs.pdf

CONVICTIONS AND ARREST RECORD

Prior to admission into the program, if criminal history is a concern, check the BVNPT website https://www.bvnpt.ca.gov/licensees/enforcement_faq.shtml to ensure you qualify for a nursing license. The BVNPT possesses the right to deny any graduate to take the NCLEX. Criminal history may keep you from admission into the program because our clinical partners may not allow it. All students will have a criminal background check once accepted into the program.

VOCATIONAL NURSING

Fees

Fee-Based Program for Adults:

- Must be 18 years or older, and show proof of high school or GED completion.
- A class must have a minimum of 20 students, or risk cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.
- Card holder must be present with valid ID at time of payment.

Refund Policy (EFFECTIVE AUGUST 1, 2012):

Sutter County One Stop has a fair and equitable policy for the refund of tuition fees and other charges. The policy is uniformly administered and published.

Students are provided an orientation on the first day of the program. Orientation presentation outlines the refund policy as well as other pertinent program information and expectations.

Program fee refunds for students withdrawing prior to completion of a program, are issued based on the following refund policy:

- * **Program Cancellation** - In the event of program cancellation, due to the class not meeting the minimum number of students, all fees will be refunded within thirty (30) days of the cancellation date without requiring a request from the student.
- * **Student Withdrawing From the Program** - Student withdrawing from a program at least five (5) business days prior to the first day of class will be refunded all fees paid. Student has the option to withdraw three (3) business days after the start of the program, but will be assessed a \$100 processing fee for all refunds. The \$100 processing fee will be deducted from the refund, and all other fees paid will be refunded within thirty (30) days. No refunds will be issued after the third business day after the start of the program.
- * **Students Exited Administratively from a Program** - No refunds are issued for administratively exited students.
- * **Military Service** - A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.
- * **Refunds to Students Receiving Community or Organizational Funding** - All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students may be responsible to pay any unpaid fees.

Methods of Refunds

Cash Payment:

Once the student requests withdrawal from the class the refund process will begin. The business department will then issue a check that will be mailed to the student's address of record within 30 working days.

Cashiers Check, Credit Card or Debit Card payment:

The business department will verify payment was received on the cashiers check, credit card or debit card transaction prior to processing before any refund can be processed. Once payment has cleared the financial institution, a refund check will be mailed to the student's address on record within 30 working days.

Students are responsible to ensure their correct address is on file to avoid any delays in receiving refunds.

VOCATIONAL NURSING

The following are the prerequisites for the Tri-County ROP Vocational Nursing Program at Sutter County One Stop.

Prerequisites:

1. **Must have a current CNA License from the Department of Health Services.** CNA classes are offered at Sutter County One Stop. For further information, call 530-822-5120 and/or check our website – www.sutteronestop.com and click on "CATALOG". Proof of current enrollment in course accepted. Must provide official transcript after successful completion of class, prior to final acceptance into VN program.
2. **Must have high school diploma or GED.** Please bring a copy of your diploma or GED for our records. You may submit an official transcript of any ROP, college or other school classes that you would like to include with your application. We offer classes for a high school diploma and GED Prep at Sutter County One Stop. For further information call 530-822-5120.
3. **Must complete Anatomy and Physiology course (at least 54 hours).** Anatomy and Physiology classes are offered at Sutter County One Stop. For further information, call 530-822-5120 and/or check our website – www.sutteronestop.com and click on "CATALOG". If you have already taken this course at a Community College with a grade of "C" or better, with at least 54 hours spent in the course, this may satisfy the prerequisite. Please bring an official copy of your transcript. Medical Assistants may possibly be granted credit for this course. Proof of current enrollment in course accepted. Must provide official transcript after successful completion of class, prior to final acceptance into VN program.
4. **Must complete Medical Terminology (at least 20 hours).** Medical Terminology classes are offered at Sutter County One Stop. For further information, call 530-822-5120 and/or check our website – www.sutteronestop.com and click on "CATALOG". If this course was taken at a Community College with a grade of "C" or better, this may satisfy this requirement. Please bring your official transcript so that we may review this. Proof of current enrollment in course accepted. Must provide official transcript after successful completion of class, prior to final acceptance into VN program.
5. **Proof of Basic Computer Literacy.** You may submit a copy of your school transcript, or a letter from your Employer attesting your skills, or pass our Basic Computer Literacy test.
6. **ATI TEAS.** Please see www.atitesting.com for testing sites and dates in your area.
7. **Must have Negative TB Mantoux Test.** The test must be taken within one year of the start of the VN Program. If your previous test was positive, a chest x-ray needs to be done with a report showing no active disease. This will be done yearly while being a student in the VN Program.
8. **Must have physical examination done stating you are physically able to do the VN Program.** This is to be performed by a physician stating that the individual is able to perform the duties of a VN student. This should be done within one year of starting the VN Program. This will be done yearly while being a student in the VN Program.
9. **Must have completed the Hepatitis B vaccination series (3 injections) or be in the process of this and has received at least one injection by the beginning of the VN Program.** A Hepatitis B TITER showing immunity may be used instead.
10. **Have an active CPR card – Healthcare Provider from the American Heart Association or "Professional Rescuer".** This needs to be renewed during the VN Program when the card expires.
11. **Proof of a MMR vaccination (measles, mumps, and rubella) booster or TITER to prove immunity.** This is a requirement to be able to do the Obstetrics and Pediatrics Module in the VN Program.
12. **Proof of Tdap - Tetanus, Diphtheria and Pertussis vaccination**
13. **Proof of a Varicella shot or titer.**
14. **Proof of Influenza shot**
15. **Two letters of recommendation stating why you are a good candidate for the VN Program from professional business people, such as teachers, nurses, physicians, manager, etc.**
16. **Bring your driver's license and social security card (originals) to confirm identification.** We will copy them when you bring in your application.
17. **Must have a negative drug screen test.** This test will be done on applicants that are chosen for the next VN Program within one month of the start of clinicals. The student will pay for this test done at Rideout Health or Sutter Medical Foundation. If the test is positive, the student will be dropped from the program. This position will be filled by an alternate student who passed the drug test.

**TRI-COUNTY ROP VOCATIONAL NURSING PROGRAM
APPLICATION CHECK LIST**

Recruiting Dates for Adult Student:

Recruitment period will begin on August 31, 2020.

All applications must be completed and submitted before 5:00 PM on Monday, October 5, 2020.

All applications must be submitted in person to the front desk office of Sutter County One Stop at 950 Tharp Road, Building 1000, Yuba City, California, 95993. Normal office hours are Monday – Friday 8:00 AM – 5:00 PM.

Application Check List:

When submitting your application, you must include all the required paperwork listed below:

- _____ Completed application
- _____ Current CNA - Copy of Official State Certificate _____ Exp. Date _____
- _____ One official transcript verifying High School Diploma or GED
- _____ ATI TEAS
- _____ Anatomy & Physiology (54 hours) - One official transcript
- _____ Medical Terminology (20 hours) - One official transcript
- _____ Proof of Basic Computer Literacy (on transcript, "Prove It" test score, or letter from Employer attesting your skills)
- _____ Negative TB or chest x-ray – Good for one year. Expiration Date _____
- _____ Physical Exam – Good for one year. Expiration Date _____
- _____ Hepatitis B Vaccination Series (Hep 1, Hep 2, Hep 3) – Must be current or titer done after 7 years.
- _____ Current Healthcare Provider CPR – Expiration Date _____
- _____ Proof of MMR (measles, mumps, and rubella) Vaccination – Must be current or titer
- _____ Proof of Tdap (Tetanus, Diphtheria, and Pertussis) Vaccination – Must be current or titer
- _____ Proof of Varicella shot – Must be current or titer
- _____ Proof of Influenza shot
- _____ Two letters of recommendation – Must be from professional people. No letters from family members will be accepted.
- _____ Current Driver's License – Staff will make a copy and include with application.
- _____ Social Security Card – Staff will make a copy and include with application.
- _____ Verification of employment history (if applicable) on company letterhead and signed by the employer.
- _____ Negative Drug Screen – You must submit to a drug test after being accepted into the VN program.

INCLUDE THIS CHECKLISTS ON THE TOP OF YOUR PACKET

Incomplete or late application packets will not be considered. All applications will be reviewed and scored using the Rubric; interviews will be scheduled with selected applicants. Results of applicants chosen for the next VN class will be posted Monday, November 2, 2020.

Date of interview: _____

Time of interview: _____

Date of Class applying for: _____

OFFICIAL USE ONLY

Student's Name: _____ Fees Paid: \$ _____

Date & Time Stamp: _____ Staff Initials: _____

TRI-COUNTY ROP VOCATIONAL NURSING PROGRAM APPLICATION

Please print and use ink.

Last Name	First Name	M.I.

Mailing Address	City	State	Zip Code

Home Phone	Cell Phone	Email Address

Date of Birth	Social Security Number

Educational History

Do you possess a high school diploma or high school equivalency? Yes No

	Name & Location of School	Year Attended	Certificate/Diploma/ Degree Earned	Subject Areas Studies
Trade/Career Technical School				
College				
Other Schools				

Two (2) official transcripts required and must be included in the application packet. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service to be granted credit.

Employment History

Dates	Name of Employer	Address	Position	Reason for Leaving

MEDICAL INFORMATION

If you wear a MEDIC ALERT BRACELET, please provide your number. If not applicable, please put N/A.

Do you have a disability/impairment for which you may need assistance using classroom equipment or during a written or oral test? If yes, what assistance might you need? i.e.: hearing, sight, learning disability, ESL, etc. If not applicable, please put N/A.

RELEASE OF INFORMATION

I, _____ give my consent to the individual and/or agency indicated below to release and exchange information with the instructor of the Tri-County Regional Occupational Program, Health Career Programs/Sutter County One Stop – Health Career Programs.

Names of individuals and /or agencies:

Since the age of 18, have you been convicted of a misdemeanor or a felony? YES NO

PHOTOGRAPHIC RELEASE

I, _____ give my consent to be photographed while participating in the Tri-County Regional Occupational Program Health Career Programs/Sutter County One Stop – Health Career Programs.

SIGNATURE

DATE

MEDICAL ETHICS CODE OF CONFIDENTIALITY

With regard to the Medical Ethics Code of Confidentiality, I understand that I do not at anytime, discuss the details of a patient's problem or history, the doctor's personal business, or a fellow student's personal business. I will abide with all HIPPA Regulations.

SIGNATURE

DATE

CRIMINAL BACKGROUND

The VN Program requires a fingerprint clearance by the Department of Justice and the FBI. Do you have any criminal convictions on record? YES NO

If yes, please explain and provide dates of convictions.

If yes, please refer to the BVNPT's website at www.bvnpt.ca.gov/enforcement to identify if the BVNPT will deny your clearance.

Name of the person we may contact in case of an emergency:

Name _____ Relationship _____

Address _____

Phone Number _____

Doctor _____ Phone _____

Mark any of the following medical conditions that apply:

- () Asthma () Seizure Disorder () Heart Disease
- () Diabetes () History of Stroke

Do you have any other medical conditions that we should be aware of in case of emergency? If so please describe. When?

I learned about this program in the following way (check all that applies):

- School Brochure Newspaper
- Friend/Family Member Caseworker/Participation in another program
- Previous Tri-County ROP student Website
- Facebook/Craig's List Resource or Career Fair
- Other _____

The information I have provided on this form is true to the best of my knowledge.

SIGNATURE

DATE

GENERAL INFORMATION

Please review and write your answers, in your own handwriting, on a separate sheet of paper, the following questions/items. Attach to VN application:

1. Why do you want to be accepted into the VN Program? Write a max 400 words essay stating why you should be accepted.
2. List your hobbies and special interests.
3. What experiences have you had in the medical industry?
4. What licenses or certificates have you possessed? Include expiration date(s).
5. List three personal strengths that would make you an asset to the nursing field and three personal challenges you would face in the nursing field.