Selective Admission Requirements

Admission to Tyler Junior College does not guarantee admission to certain selective programs. Student enrollment in these programs is limited by the following factors, including but not limited to: program capacity, clinical space, prior work experience, academic preparation, prior academic achievement, negative drug screening, and a clear criminal background check. Specific application information and admission policies for the Department of Nursing, Vocational Nursing Track are outlined in this document. Admission policies/criteria are reviewed each semester and are subject to change between admission periods. Some changes could affect your eligibility for admission to the program.
Vocational Nursing Track

Thank you for considering the TJC Nursing program to begin your journey of becoming a Vocational Nurse!

The TJC Nursing program is a selective admission program. This means enrollment in the program is limited. To be considered for placement into the Vocational Nursing track you need to submit a separate admissions application.

This document outlines the admission requirements you need to complete before you can submit an application to the program and will guide you through the admission process, helping you successfully prepare your application.

It is your responsibility to ensure that you meet all admission requirements and you submit a complete application that includes any supporting documents.

We’re here to help you throughout this process so you can achieve your goal of becoming a Vocational Nurse!

Nursing Admissions Team
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   Minimum Age Requirement
   Submit Official Transcripts

5  Schedule an Advising Appointment

6  Admission Health Requirements

7  Prerequisite Course Requirements

8  Submit Proof of an 'In Progress' Course
   Submit Final Grade of an 'In Progress' Course

9  Entrance Exam Requirement

10 Submit Entrance Exam Scores

11 Prior/Current Enrollment in an NHS Program

12 Selective Admission Points

13 Download Application Forms
   Submit Your Application

14 Conditional Acceptance Requirements Notice
> **TJC General Admission**

You must be accepted as a student at TJC before you can apply to any track in TJC’s Nursing program. Your application for admission to TJC can be completed and submitted on-line at [www.tjc.edu/apply](http://www.tjc.edu/apply).

When you submit an application to the nursing program you must include your **A Number** (student ID).

*Admission to TJC does not guarantee admission to any track in the nursing program. The number of students admitted to each track in the nursing program is limited and you must submit a separate application to be considered.*

Revised 03/30/2020.

> **Minimum Age Requirement**

You must meet the minimum age requirement before you apply to any track in TJC’s Nursing program. At the time you submit an application you must be a **minimum of 18 years of age**.

*If you are not 18 years of age on the date you submit an application to the nursing program, your application will be withdrawn and you must reapply in the next admission period in which you meet the age requirement.*

Revised 03/30/2020.

> **Submit Official Transcripts**

You must submit an official transcript from each college you have attended even if you have courses in progress or the completed coursework is not required for the Vocational Nursing degree plan.

All transcripts must be **received** in the TJC Registrar’s Office by the last day of the admission period.

When you submit a transcript you must:

- Submit an **official transcript**
- Submit the transcript to the **TJC Registrar’s Office**
- Submit a transcript with the **most recent semester** of coursework
- Complete the on-line **Transcript Evaluation Request** form

For more information go to [www.tjc.edu/transcripts](http://www.tjc.edu/transcripts).

*If a college submits transcripts electronically, contact the TJC Registrar’s office at (903) 510 2400 to verify that TJC is able to accept the electronic version. It is your **responsibility** to make sure transcript(s) are received by the deadline.*

Revised 03/30/2020.
It is highly recommended that you schedule an appointment to meet with a Healthcare Professions advisor before submitting an application to any track in the Nursing program.

Our Healthcare Professions advisors can assist you with the following:

- Develop a plan for completing your prerequisite courses.
- Review your transfer credit from other colleges/universities.
- Help set a goal for when you can submit an application to the Vocational Nursing track.
- Provide more information on VN admission policies.

To ensure that you get the most out of your advising appointment make sure you bring any important/relevant documentation with you to your appointment, such as official or unofficial transcripts, testing scores etc.

For more information about the Academic Advising office and how to schedule an appointment with an advisor, go to www.tjc.edu/advising.

Revised 13/30/2020.

Healthcare Professions Advising Contact
Rogers Student Center
Second Floor
(903) 510 3287

Need help finding the academic advising office? View the interactive TJC Campus Map!
> Admission Health Requirements

During clinical rotations you will perform activities that involve direct patient contact with the potential to be exposed to blood or bodily fluids. To maintain a safe clinical environment and to safely participate in clinical activities, you must comply with nursing program health requirements.

As part of your application, you must submit proof of a **positive surface antibody titer** for each of the following:

> Hepatitis B (anti-HBs)
> Mumps (IgG)
> Measles/Rubeola (IgG)
> Rubella (IgG)
> Varicella (IgG)

A **surface antibody titer** is a lab test that is conducted on a sample of your blood. The purpose of the test is to determine if you have immunity to a specific disease after receiving the vaccination series.

Revised 03/30/2020.

It is important to begin working on your health requirements as soon as possible. If a titer result is negative, you may have to complete additional vaccines before repeating your titer to retest your immunity. Depending on your immunity status to each disease and the guidelines provided by the Centers for Disease Control & Prevention (CDC), it can take **up to 8 months** to meet compliance.
> Prerequisite Course Requirements

You must meet one of the prerequisite course options at the time you submit your application.

**OPTION ONE**

**BIOL 2404 - Anatomy & Physiology**
- BIOL 2404 must be complete with a grade of 'C' or better
  **OR** BIOL 2404 must be 'in progress' during the semester the admission period is open.
- If BIOL 2404 is 'in progress' you must submit proof you finished BIOL 2404 with a grade of 'C' or better.
- If you withdraw from BIOL 2404 or do not meet the minimum grade your application is incomplete and cannot be processed.

**OPTION TWO**

**BIOL 2401 - Anatomy & Physiology I**
**AND**

**BIOL 2402 - Anatomy & Physiology II**
- BIOL 2401 must be completed with a grade of 'C' or better. BIOL 2401 cannot be 'in progress'.
- BIOL 2402 must be complete with a grade of 'C' or better
  **OR** BIOL 2402 must be 'in progress' during the semester the admission period is open.
- If BIOL 2402 is 'in progress' you must submit proof you finished BIOL 2402 with a grade of 'C' or better.
- If you withdraw from BIOL 2402 or do not meet the minimum grade your application is incomplete and cannot be processed.

*Revised 03/30/2020.*
Submit Proof of an 'In Progress' Course

Degree Works (TJC Enrollment Only)
If you are enrolled in a course at TJC you are not required to submit any additional documentation with your application. Degree Works (a TJC system) must show the course is 'in progress' during the semester the admission period is open.

Unofficial Transcript (External College Enrollment)
If you are enrolled in a course at an external college you must submit one of the following with your application:

- An unofficial transcript showing the course 'in progress' during the semester the admission period is open.
- An official document from the Registrar at the college where you are enrolled verifying the course is 'in progress' during the semester the admission period is open.

When you finish the 'in progress' course you are required to submit proof of your final grade.

Revised 03/30/2020.

Read the 'Prerequisite Course Requirements' section on page 7 to see which prerequisite course(s) are approved to be 'in progress' at the time you submit an application.

Submit Final Grade of an 'In Progress' Course

You must provide proof you successfully finished an 'in progress' course and met the minimum grade requirement with one of the following options:

Degree Works (TJC Enrollment Only)
If you are enrolled in a course at TJC you are not required to submit any additional documentation after you finish the course. Degree Works (a TJC system) must display that the course is complete and meets the minimum grade requirement.

Official Transcript (External College Enrollment)
If you are enrolled in a course at an external college you must submit an official transcript documenting the final grade.

- The official transcript must be submitted to the Nursing Office (RNHS 0.020).

Revised 03/30/2020.
Entrance Exam Requirements

ATI TEAS Exam Requirements

The ATI TEAS is a standardized test covering a variety of areas relevant to healthcare education, including reading, mathematics, science, English and language usage.

Your ATI TEAS exam score must meet the following requirements:

- You must score a minimum of 41.3% or better
- You must have a minimum of 90 days between each attempt
- Scores expire one year from the date they are taken

Schedule your ATI TEAS Appointment at TJC

Use the steps below to reserve your appointment with the TJC Testing Center and prepare for the TEAS exam:

1. Go to: www.tjctesting.setmore.com
2. Select 'Vocational Nursing - ATI TEAS'
3. Select which campus and an appointment time
4. Input the required personal information
5. Click 'submit' to register and receive a confirmation email
6. Read the Steps to Register & Prepare for the TEAS Exam
7. Print your confirmation email. You need to present this at your testing appointment.

Revised 03/30/2020.

TJC Main Testing Center
Rogers Student Center, Room 279
1400 East 5th Street
Tyler, Texas 75798
(903) 510 2051

TJC West Testing Center
Regional Training & Development Complex, Room 151
1530 South Southwest Loop 323
Tyler, Texas 75701
(903) 510 2993
Submit Entrance Exam Scores

TEAS Scores taken at TJC
If you complete your ATI TEAS exam at the TJC Testing Center, your exam scores are available to the Nursing department electronically once you have completed the exam.

- You are not required to submit your scores through the ATI TEAS Transcript Service. If you have more than one set of valid entrance scores the highest score will be used.
- The TEAS exam must be complete and the scores must be available by the deadline. Exams completed after the deadline are not valid.

TEAS Scores taken at an External Institution
If you complete your ATI TEAS exam at an external institution or testing site you need to share your scores with the Nursing Department (this requires a payment to ATI).

Follow these steps to submit your scores using the ATI Transcript service:
1. Go to: TEAS Transcript in the ATI Online Store
2. Add TEAS Transcript to your cart and click ‘Check Out’
3. Log in to your ATI Account
4. Select the exam scores you want to share
5. Send the scores to: Tyler JC ADN TEAS

If you are experiencing difficulty submitting your scores contact ATI Customer Service at 1(800) 667-7531.

Revised 03/30/2020.

If you are submitting scores through the ATI Transcript Service from an external institution it is your responsibility to make sure that the Nursing office has received your ATI TEAS scores from ATI.
Previous/Current Enrollment in a Nursing OR Health Science Program

If you are currently or were previously enrolled in a nursing (LVN, ADN, BSN) or health science program your prior/current enrollment could affect your eligibility to submit an application to one or more tracks in the Nursing program.

If you have current/prior enrollment in a nursing or a health science program you must submit proof of program completion/graduation OR if you did not complete the program you must submit proof you are/were in good standing with the program.

To be in good standing means you do not have any academic, clinical and/or professional disciplinary actions while enrolled in any nursing or health science program.

If you were previously enrolled in a nursing or health science program you must submit a letter of good standing and a copy of your transcript from the program with your application.

A health science program includes but is not limited to: Dental Studies, Diagnostic Medical Sonography, Medical Lab Technology, Physical Therapy Assistant, Occupational Therapy Assistant, Ophthalmic Medical Assistant, Radiologic Technologist, Respiratory Therapist, and Surgical Technologist.

If you have been enrolled in a Vocational Nursing program and have withdrawn from the program or were unsuccessful in the program twice, you must wait five years before you are eligible to reapply.

If you have questions or you need help to determine your eligibility to apply to the Vocational Nursing Program, please contact us at LVNAdmissions@tjc.edu or call (903) 510 2471.

Revised 03/30/2020.

If you withdrew from a nursing or health science course and you were failing the course at the time you withdrew, this is considered an unsuccessful attempt at the course.
> Selective Admission Points

Selection into the Vocational Nursing track is based on the points you earn throughout the application process. At the end of each stage, applicants are ranked by selection points from highest to lowest.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXPLANATION</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI TEAS Exam</td>
<td>[ATI TEAS Score] \times 0.50 = [Your Points]</td>
<td>50 points</td>
</tr>
<tr>
<td>District Status</td>
<td>In District = 1 point</td>
<td>1 point</td>
</tr>
<tr>
<td>TSI Complete (Reading, Writing &amp; Math)</td>
<td>TSI Complete in Reading, Writing &amp; Math = 2 points</td>
<td>2 points</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology: Course Grades</td>
<td>[Grade: A] = 2 points</td>
<td>4 points</td>
</tr>
<tr>
<td>BIOL 2404 or BIOL 2401 &amp; BIOL 2402</td>
<td>[Grade: B] = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Grade: C] = 0.5 points</td>
<td></td>
</tr>
<tr>
<td>HITT 1305 &amp; HITT 1303 (8 week course)</td>
<td>[Grade: A] = 1 point</td>
<td>2 points</td>
</tr>
<tr>
<td></td>
<td>[Grade: B] = 0.5 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Grade: C] = 0 points</td>
<td></td>
</tr>
<tr>
<td>HITT 1305 (16 week course)</td>
<td>[Grade: A] = 2 points</td>
<td>2 points</td>
</tr>
<tr>
<td></td>
<td>[Grade: B] = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Grade: C] = 0.5 points</td>
<td></td>
</tr>
<tr>
<td>Health Care Related Work Experience</td>
<td>Active Certified Nursing Assistant/Medication Aid = 2 points</td>
<td>2 points</td>
</tr>
<tr>
<td>A minimum of 4 months of work experience within the last 12 months.</td>
<td>Must submit a copy of active license with your application.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical Assistant = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patient Care Assistant = 0.5 points</td>
<td></td>
</tr>
</tbody>
</table>

The Nursing program at Tyler Junior College gives equal consideration to all applicants for admission to the Nursing program without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP).

Revised 03/30/2020.
When you have completed the admission requirements you need to download the Selective Admissions Form and the application packet that are available from the Vocational Nursing webpage [www.TJC.edu/vn](http://www.TJC.edu/vn).

Read the application instructions carefully. You must complete and submit your application forms as directed and make sure you include any additional documents. Make sure you select the VNE Program on the Selective Admissions Application form (do not select LVN to RN).

Application forms are specific to each admission period. If you have applied to the Vocational Nursing program before you need to download and complete the most recent application forms.

It is your responsibility to make sure that your application is filled out correctly, includes any required documents, and that it meets all of the admission requirements.

Revised 03/30/2020.

Applications are only accepted during an advertised admission period. The application must be submitted through the on-line submission form available on the Vocational Nursing webpage [www.TJC.edu/VN](http://www.TJC.edu/VN).

Applications will NOT be accepted in person, sent through mail, e-mail, or fax.

**Completing & Submitting the Online Application Form**

- You must log in to your TJC Office 365 account to access the online submission form.
- When you click on the link to the online form, first type in your TJC Student e-mail (_______@email.tjc.edu).
- Then type in your Apache Access password to log in to your Office 365 account.
- Once you are logged in you will be able to see the Application Submission form.
- Complete the required fields and upload your documents. Documents must be uploaded in a **PDF format**.
- All supporting documents must be uploaded before submitting the application submission form.
- Check the box to receive a confirmation email, the email will be sent to your TJC email account once the submission is complete.

If you have problems logging in to your Office 365 account, submit an IT Support Ticket, then notify the Nursing office at [LVNAdmissions@tjc.edu](mailto:LVNAdmissions@tjc.edu).

You can download Apps such as Office Lens or CamScanner on your cell phone to convert camera photos to a PDF file ready to upload to the submission form.

Revised 03/30/2020.
At the end of the admission period, the highest qualified applicants are offered conditional acceptance into the Vocational Nursing program. Conditional acceptance means you are accepted to begin the program on the condition that you complete clearly defined post-admission requirements by a deadline.

If you do not complete these post-admission conditional acceptance requirements by the deadlines provided to you, your offer of conditional acceptance will be withdrawn immediately. A complete new application must be submitted to be considered for selection in the next available admission period.

To be granted full admission status, conditionally accepted students must complete the following requirements:

- Attend a scheduled mandatory Orientation Session
  *Dates will be provided to you.*
- Complete HIPAA & OSHA Training
- Negative Drug Test
- Background Check (Texas Board of Nursing clearance)
- CPR Certification
- Tetanus Vaccination
- Negative TB Test
- Seasonal Flu Vaccination
- VN Physical Exam & Student Health History
- Completed communications contract

**NOTICE:** Conditional acceptance requirements do not need to be submitted as part of your application.

*Revised 03/30/2020.*
**APPLICATION MUST BE FILLED OUT COMPLETELY**

Applicants must have applied and been accepted as a TJC student to continue.

<table>
<thead>
<tr>
<th>Applicant’s Name: ___________________________</th>
<th>A Number: ___________________________</th>
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</table>

**PROGRAM**

Select one program:

- [ ] Dental Hygiene
- [ ] Dental Hygiene: Bachelors Degree Completion
- [ ] Certified Dental Assisting
- [ ] Diagnostic Medical Sonography
- [ ] EMSP: Paramedic
- [ ] Health Care Administration
- [ ] Health Information Technology
- [ ] Medical Laboratory Technology
- [ ] Nursing, ADN Traditional Tyler
- [ ] Nursing, LVN-ADN Transition Select A Program
- [ ] Nursing, Paramedic-ADN Tyler
- [ ] Nursing, VNE Tyler Day
- [ ] Occupational Therapy Assistant
- [ ] Physical Therapist Assistant
- [ ] Radiologic Technology
- [ ] Respiratory Care
- [ ] Surgical Technology
- [ ] Ophthalmic Medical Assisting
- [ ] Wellness & Exercise Science

**STUDENT INFORMATION**

Student Social Security #: ________________________ Home Phone #: ____________________________

Cell Phone #: ________________________________ Work Phone #: _____________________________

TJC Email Address*: ___________________________ 2nd Email Address: ___________________________

*All official email from the institution will go to the student’s TJC email addresses.

Address (Street/Apt): ___________________________ City: ___________________________

(City/State/Zip): ___________________________ County: ___________________________

Do you live: [ ] In District [ ] Out of District Are you a US Citizen?: [ ] Yes [ ] No

Emergency Contact: ___________________________ City: ___________________________

Work Phone #: ________________________________ Home Phone #: ____________________________

**ACADEMIC AND TESTING INFORMATION**

Have you applied to any of the programs above before?: [ ] Yes [ ] No If yes, which one: ___________________________

Please list former high school, college and technical/trade schools attended:

(Attach copy of transcripts and/or GED scores if required by program)

<table>
<thead>
<tr>
<th>Name of school</th>
<th>City/State/Zip</th>
<th>Program</th>
<th>Year(s)</th>
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</table>

Are you eligible for readmission to the colleges previously attended?  [ ] Yes [ ] No [ ] N/A

Are you eligible for readmission to health-related program(s) previously attended?  [ ] Yes [ ] No [ ] N/A

Have you been registered in schools or colleges under a different name?  [ ] Yes [ ] No

If yes, please list name(s): ___________________________

Have you attended Tyler Junior College?  [ ] Yes [ ] No If so, when: ___________________________

How did you hear about our health related programs?

- [ ] Social Media
- [ ] TV/Radio
- [ ] Print Adv
- [ ] Direct Mail
- [ ] Website
- [ ] Email
- [ ] Other ___________________________

I hereby certify that statements made by me in this application are true and correct to the best of my knowledge and belief, and hereby grant Tyler Junior College permission to verify such answers. I understand that any false statements on this application for admission may be considered as sufficient cause for rejection of this application and/or dismissal from the department and/or the College.

**SIGNATURE** ___________________________ **TODAY’S DATE** ____________

Mission Statement: To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service. Accreditation: The College is accredited by the Southern Association of Colleges and Schools Commission to award Associate and Baccalaureate degrees as well as Certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500 or at http://www.sacscoc.org for questions about the accreditation of Tyler Junior College. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission. EOS: Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP).

Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual harassment and sexual violence.
ATI TEAS EXAM INFORMATION

The ATI TEAS Exam for Vocational Nursing will be administered in the TJC Testing Center located on the 2nd floor of the Rogers Student Center. Go to www.tjctesting.setmore.com to schedule your ATI TEAS exam appointment with the testing center.

There is a minimum required Composite Score of 41.3%. Go to atitesting.com to create a log in prior to arriving in the TJC Testing Center, you do not need to log in, and do not pay anything until you get to the testing center. Save the log in, it will be used in the Vocational Nursing Program. Take the log in, ID, and credit card, or Visa or MasterCard gift card with you to test. There will be a $25.00 Testing Center fee and an online fee of $65.00 to ATI. TylerJCAH is the location you will select for ATI in the testing center. Do not pay anything to ATI until you get to the TJC Testing Center. Please be on time for your appointment, or you may forfeit your seat to test.

You must turn in the official copy of your ATI TEAS scores to the Vocational Nursing office, along with the Selective Admission Application form (typed please) and the VN packet found on the Vocational Nursing website: www.tjc.edu/vn.

Applicant Signature

Printed Name

Date
LICENSURE ELIGIBILITY INFORMATION
1. All Nursing and Health Sciences students must be 18 years of age or older in order to participate in direct patient care during clinical rotation and/or licensure qualifications. Applicant is responsible for notifying the department chair of any licensure eligibility issues prior to application.
2. Nursing and Health Sciences applicants must be able to take the licensure or certification examinations for their areas of education and/or training. Below are the types of questions that certifying and licensing agencies in the state of Texas and other states may ask. If you answer to any of these questions would be yes, you may be denied eligibility for state licensure. You must petition for Declaratory Orders from the Texas Board of Nursing. Go to www.bon.texas.gov for instructions. Effective with the application period for Spring 2017, the Vocational Nursing Program of Tyler Junior College requires that you have a Declaratory Letter (if applicable) clearing your eligibility from the Texas Board of Nursing prior to the first day of class.
3. DECLARATORY ORDER INFORMATION
Tyler Junior College Vocational Nursing Program requires that, if a Declaratory Order needs to be filed with the Texas Board of Nursing, the applicant must have the letter from the Texas Board of Nursing stating eligibility for licensure prior to the first day of class. If you can answer yes to any of these questions except number 1, you need to contact the BON at www.bon.texas.gov.

☐ Yes ☐ No 1. Are you enrolled, planning to enroll, or have you graduated from a nursing program?
Name of Nursing Program:

☐ Yes ☐ No 2. Are you currently the target or subject of a grand jury or governmental agency investigation?

☐ Yes ☐ No 3. Have you been convicted of a misdemeanor?
☐ Yes ☐ No 4. Have you been convicted of a felony?
☐ Yes ☐ No 5. Have you been granted deferred adjudication?
☐ Yes ☐ No 6. Have you been sentenced to serve jail or prison time; court ordered confinement?
☐ Yes ☐ No 7. Have you been arrested or have any pending criminal charges?
☐ Yes ☐ No 8. Have you ever been placed on community supervision or court-ordered probation, whether or not guilty?
☐ Yes ☐ No 9. Have you ever been cited or charged with any violation of the law?
☐ Yes ☐ No 10. Have you ever been subject to a court-marital; Article 15 violation; or received any form of military punishment?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you must submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure You are not required to reveal those criminal matters on the form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character:

☐ Yes ☐ No 3. Are you currently the target or subject of a grand jury or governmental agency investigation?
☐ Yes ☐ No 4. Has any licensing authority refused to issue a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
☐ Yes ☐ No 5. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
☐ Yes ☐ No 6. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/ or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

***IF YOU ANSWER "YES" TO ANY QUESTION #2-6, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE TEXAS BOARD OF NURSING.

"You may indicate "NO" if you have completed and/or are in compliance with Texas Peer Assistance Program for Nurses (TPAPN) for substance abuse or mental illness. Rev. 9.2008

I have read and understand that any of the above conditions could prevent me from becoming licensed in my area of training. If admitted, I consent to drug testing by urinalysis or blood test to determine substance use and/or abuse, if required by a clinical site.

Signature __________________________ Date __________________________

PLEASE READ AND SIGN THE FOLLOWING STATEMENT

All applicants will either be rejected or conditionally accepted subject to a qualifying medical examination.
I hereby certify that the statements made by me in this application are true and correct to the best of my knowledge and belief, and hereby grant Tyler Junior College permission to verify such answers. I understand that any false statements on this application for admission may be considered as sufficient cause for rejection of this application and/or dismissal from the program and/or the College.

Signature __________________________ Printed Name __________________________ Date __________________________
SCHOOL OF NURSING AND HEALTH SCIENCES
VOCATIONAL NURSING PROGRAM

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS REQUIRED

The Vocational Nursing Program at Tyler Junior College has adopted the following as minimum physical competencies for Vocational Nursing Students. These competencies outline reasonable expectations of a student in the Vocational Nursing Program for the performance of common nursing functions. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the Vocational Nursing Program. The student must demonstrate the following minimum abilities.

Please read the following statements which outline Clinical Standards/Performance for Vocational Nursing. Answer with a "YES" or "NO" to any of these statements.

The student enrolled in the Vocational Nursing program must: independently be able to:

1. Perform complex psychomotor and physical tasks with or without accommodation which include, but are not limited to:
   
   ___ a) Standing for long periods of time (8-12 hrs/day)
   ___ b) Lifting up to 30 pounds
   ___ c) Performing one person and two person transfers
   ___ d) Turning and ambulating another person
   ___ e) Visually discriminating incremental readings on syringes, sphygmomanometers and other various medical equipment
   ___ f) Visually discriminating between different colored objects
   ___ g) Manipulating equipment and performing patient care procedures (i.e., starting IVs, dressing changes, IV pumps, etc.)
   ___ h) Discriminating between auditory stimuli

2. ___ Communicate effectively and efficiently in English in both oral and written forms.

3. ___ Utilize intellectual abilities, exercise good judgment and complete tasks within required time limits.

4. ___ Demonstrate the emotional health required for full utilization of intellectual abilities and exercise of good judgment.

5. ___ Show integrity, concern for others, interpersonal skills, interest and motivation.

Comments:

Printed Name: ___________________________________________ Date: ______________

Student Signature: _________________________________________ Date: ______________

VN Admission Guidelines
Clinical Standard Performance
2/18/2019
The Vocational Nursing Education Program at Tyler Junior College has adopted the following as Essential Physical Competencies for Nursing Students. These competencies include:

1. Extended walking and standing daily, ability to grasp, push and/or pull, ability to bend and stoop, moving quickly in response to an emergency, using upper body movements, ability to reach, reaching and/or lifting, carrying and moving equipment:
   a. Students must be physically capable of successfully performing activities in both the practice laboratory and clinical practice area. Sufficient physical health and stamina is needed to carry out all required procedures. It is also necessary for each student to determine their physical capabilities and report to the nursing department any physical limitations that would restrict or interfere with satisfactory clinical performance.
   b. Each student must demonstrate fine motor abilities sufficient to provide safe and effective nursing care.

2. Other essential competencies identified for nursing care include vision that allows detecting physical changes, hearing that allows responding to physical and verbal cues, a sense of touch that allows for assessment and palpitation.
   a. It is necessary, in order to observe, assess and evaluate clients effectively, for each student to have sufficientuse of the following senses: vision, hearing, touch, and smell. Sensitivity must be demonstrated in the classroom, laboratory, and the clinical area.

The following policies are related to admission, progression, graduation, and dismissal from the program. Because of their importance, you are required to signify knowledge, understanding and agreement through signature and date of reading. This article will be placed in your program file.

1. An applicant or a student who is denied rotation privileges by any of the clinical affiliate agencies is not eligible for admission to or continuation in the program. The denial of rotation privileges must be in writing from administration of the agency.

2. To maintain satisfactory standing in the Vocational Nursing Education program, a student must maintain a "C" or higher in each course. Signature below denotes understanding of these policies.

A=100-90
B=80-90
C=76-79
F=<76, Failing

I understand that if I am accepted to the Tyler Junior College Vocational Nursing program, I will be required to:

- Travel to clinical sites other than Tyler as assigned and that I am responsible for my own transportation.
- Participate in various clinical rotations that may include 4, 8, or 12 hour shifts, as well as potential evening or weekend shifts.

______________________________  ______________________________
Name (Printed)                     Signature

______________________________
TJC Witness

______________________________
Date
IMMUNIZATION REQUIREMENTS

Students accepted in the Vocational Nursing program must have the following immunizations prior to the first day of school. The Immunizations required by Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code and Tyler Junior College are:

1. Students must show evidence of one dose of tetanus-diphtheria toxoid (Td or Tdap) within the last ten years.

2. Students are required to have Measles AB IgG, Mumps Virus IgG, Rubella Antibody Screen titers drawn. If titers do not indicate an immunity, the two shot Immunization series must be started and the 2nd dose completed prior to the start of class.

3. Students are required to have a Hepatitis B Surface Antibody titer drawn. If the titer does not indicate an immunity, the three shot Immunization series must be completed within four months. The second shot must be completed prior to the start of class.

4. Students are required to have a Varicella Zoster IgG titer drawn. If the titer does not indicate an immunity, the two shot Varicella series must be completed prior to the start of class.

5. Students must have a negative TB test every year, or a negative Chest X-Ray every two years.

6. Each flu season, students will receive one dose of flu vaccine according to clinical facility policy.

*Please contact your program/department chair if you need clarification or additional information. Immunization records are to be returned to the VN office prior to the first day of class. You will not be allowed to attend class if not done. Signature below denotes understanding of these policies.

Signature below denotes understanding of these policies.

______________________________  __________________________
Signature                                      Date

______________________________
TJC Witness
Bacterial Meningitis Vaccination Requirement

State of Texas SB 1107
Bacterial Meningitis Required Vaccination Prior to Enrollment
Tyler Junior College

All new students and re-entry students must provide either:

1. Evidence the student has received the vaccination or booster dose during the five year proceeding and at least 10 days prior to enrollment. This evidence must be submitted in one of the following three formats:

   - A document bearing the signature or stamp of the physician of his/designee, or public health personnel (must include the month, day and year the vaccination was administered.) OR
   - An official Immunization record generated from a state or local health authority (must include the month, day and year the vaccination was administered). OR
   - An official record received from school officials, including a record from another state (must include the month, day and year the vaccination was administered.)

2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:

   - An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. OR
   - An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. (This may take up to 30 days.) [https://webdc.dshs.state.tx.us/immc0/affidavit-shtm](https://webdc.dshs.state.tx.us/immc0/affidavit-shtm)

3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:

   - If the student is 22 years of age or older by the first class day of the semester in which they intend to enroll. OR
   - If the student is enrolled in on-line or other distance education courses only.

Vaccinations may be available at a discounted price at the following locations:

<table>
<thead>
<tr>
<th>Dallas County HHIS Immunization Clinic</th>
<th>Angellina County Health District</th>
<th>Arlington Public Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>2377 N. Stemmons FWY, Rm 159</td>
<td>503 Hill St.</td>
<td>536 W. Randol Mill Road</td>
</tr>
<tr>
<td>Dallas, TX 75207</td>
<td>Lufkin, TX 75904</td>
<td>Arlington, TX 76011</td>
</tr>
<tr>
<td>(214) 819-2163</td>
<td>(936) 632-1139</td>
<td>(817) 548-3990</td>
</tr>
<tr>
<td>East Texas Community Health Center</td>
<td>Houston HCPS5</td>
<td>HCPHES Humble Health Clinic</td>
</tr>
<tr>
<td>1309 S. University</td>
<td>Antoine Health Clinic</td>
<td>1730 Humble Place Drive</td>
</tr>
<tr>
<td>Nacogdoches, TX 75961</td>
<td>5815 Antoine, Suite A</td>
<td>Humble, TX 77338</td>
</tr>
<tr>
<td>(936) 560-5413</td>
<td>Houston, TX 77091</td>
<td>(281) 446-4222</td>
</tr>
<tr>
<td>Austin - ST. John</td>
<td>(713) 602-3300</td>
<td></td>
</tr>
<tr>
<td>7500 Blessing Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin, TX 78752</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(512) 872-5520</td>
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</tbody>
</table>

Call for information on costs and required documentation. Must call for appointment.

Signature __________________________ Name Printed __________________________ Date _____________

Tyler Junior College
2/18/2019
2019-2020
CNA/MA, CMA, or PCA EMPLOYMENT DOCUMENTATION FORM

Please check one:

_____ Yes, I have been employed in a healthcare setting for at least 6 months. Information is below.

_____ No, I have not been employed in a healthcare setting.

This form will need to be completed and submitted as part of the application process.

Applicant Name: _____________________________________________________________

To be considered for points for admission to the Vocational Nursing Program, employment must meet the following criteria:

1) Employment must have been for a minimum of 6 continuous months in the same location.

2) Employment must have been within two years of application to the VN Program.

3) Employment must have been in a healthcare setting and involved direct patient contact.

4) Employment must be verifiable.

5) Employee must have left in good standing and be considered eligible for rehire.

Employment location: _______________________________________________________

Dates of employment: _______________________________________________________

Position held: ______________________________________________________________

Contact Information of Supervisor: _____________________________________________

Phone: __________________  Email: _____________________________________________

Supervisor Signature: _______________________________________________________

________________________________________________________________________