



# MENDOCINO COLLEGE

## **MENDOCINO COLLEGE VOCATIONAL NURSING PROGRAM**

1000 Hensley Creek Rd, Room 6640  
Ukiah, CA 95482  
707-467-1066

### **APPLICATION HANDBOOK FOR FALL 2026 ADMISSION**

**Applications accepted February 2 to March 13, 2026**

**Page left intentionally blank**

## **Table of Contents**

<b>Table of Contents .....</b>	<b>3</b>
<b>The Vocational Nursing Program Application Handbook .....</b>	<b>4</b>
<b>Description of the Vocational Nursing Certificate Program .....</b>	<b>5</b>
Schedule Expectations .....	5
<b>Mission Statement.....</b>	<b>6</b>
<b>Student Learning Objectives .....</b>	<b>6</b>
<b>Vocational Nursing Program Philosophy .....</b>	<b>7</b>
<b>Vocational Nursing Certificate of Achievement Program .....</b>	<b>8</b>
<b>VOCATIONAL NURSING CERTIFICATE REQUIRED COURSES .....</b>	<b>8</b>
<b>Admission Criteria.....</b>	<b>9</b>
<b>Minimum Requirements.....</b>	<b>10</b>
<b>Screening and Selection Criteria .....</b>	<b>12</b>
<b>Summary of Acceptance Process .....</b>	<b>15</b>
<b>Credit Granting/ Advanced Placement.....</b>	<b>16</b>
<b>Transfer Credit.....</b>	<b>16</b>
Previous student who dropped or withdrew from the VN program/readmission.....	17
Approved vocational/ practical, registered, psychiatric technician, or nursing courses, or Armed service personal or Veterans with medical experience .....	17
<b>Prior Convictions/ Background Information .....</b>	<b>19</b>
<b>Drug Screen .....</b>	<b>19</b>
<b>Prior Convictions/ Background Information.....</b>	<b>19</b>
<b>STEP BY STEP PROCEDURE FOR APPLICATION .....</b>	<b>21</b>
<b>Post-Acceptance Follow-Up .....</b>	<b>23</b>
<b>APPROXIMATE PROGRAM EXPENSES .....</b>	<b>25</b>
<b>Core Nursing Performance Standards.....</b>	<b>27</b>
<b>APPLICATION CHECKLIST.....</b>	<b>28</b>

# The Vocational Nursing Program Application Handbook

In this handbook, the terms VN (Vocational Nursing) and LVN (Licensed Vocational Nursing) are used similarly. The Vocational Nursing (VN) program is administered by the Licensed Vocational Nursing (LVN) department. Both terms refer to the same discipline, with VN describing the program and LVN identifying the licensure earned upon meeting licensure requirements as described by State Boards of Nursing.

This Application Handbook provides prospective students with basic enrollment instructions for the Mendocino College Vocational Nursing (VN) Program. The Vocational Nursing Program Enrollment Policy was developed to comply with Title 5 regulations, with input from the Vocational Nursing Program Advisory Committee and Mendocino College faculty, counselors, Deans, the Director of Admissions and Records, the Vice President of Academic Affairs, the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), as well as the California Community College Chancellor's Office.

This handbook is designed to assist the applicant in becoming better acquainted with the policies and procedures governing entry into the Vocational Nursing program. Mendocino College reserves the right to revise Vocational Nursing Certificate Requirements and selection procedures at any time. It is the responsibility of the applicant to make sure they have current information regarding requirements and selection procedures. Application workshops are available each semester to assist you with the acceptance and application process. There are also program application and acceptance procedures available on the Vocational Nursing program website at

<https://www.mendocino.edu/about/administration/administrative-departments/licensed-vocational-nurse>.

Applicants are encouraged to apply to the program only if their intention is to complete the program. The current admission policy involves limiting enrollment to qualified and complete applications.

An individual is ineligible for nursing program enrollment if previously dismissed from any nursing or other Allied Health program for behavior posing a threat to patient safety or if a health care related license/certificate was revoked for any reason (CNA, EMT, etc.). If an applicant has left another program for any purpose, it is the applicant's responsibility to request a statement from the Program Director of their previous program indicating the student would be eligible for readmission and that there were no safety issues causing dismissal from the program. This statement must be sent directly from the previous director to the Nursing Program Director at Mendocino College Vocational Nursing Department. **This documentation must be received by the close of the application period for an application to be considered.**

Program planning, advising, and career counseling are provided to Mendocino College students by the Mendocino College Counseling Office. Students are encouraged to make an appointment with a counselor early in their academic planning process. Call the Counseling Office for more information: in Ukiah (707) 468-3048; Lake Center (707) 263-4944; Willits North County Center (707) 459-6224; and the Coast Center (707) 961-2200.

The application, selection, and admission processes for the Vocational Nursing Program is coordinated by the Licensed Vocational Nursing (LVN) Department and any inquiries regarding entry should be directed to this office at [LVN@mendocino.edu](mailto:LVN@mendocino.edu) or (707) 467-1066.

## **Description of the Vocational Nursing Certificate Program at Mendocino College**

Mendocino College currently offers a Vocational Nursing Certificate Program. Students who successfully complete the program are awarded the Vocational Nursing Certificate of Completion and are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Vocational and practical nursing refer to the same roles in healthcare, with the difference being which State nurses are working in.

The Vocational Nursing Program at Mendocino College has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The program is a sequence of intensive courses offering a variety of classroom and clinical learning experiences over a three-semester period.

In an effort to provide students with learning experiences that will prepare them to work in a variety of health care settings, a number of health agencies are utilized for clinical experiences. Acute care hospitals, skilled nursing facilities, emergency departments, intensive care, psychiatric inpatient and outpatient facilities and community agencies related to the care of the patient are examples of the settings in which students receive their nursing experiences. These learning experiences are carefully arranged through joint planning between the instructor and the agency to ensure that the educational objectives are being met.

All students will also rotate through the human simulation laboratory at every course level. This provides the student with the opportunity to practice the management of complex care situations and skills that are often not available to students in the clinical setting.

### **Schedule Expectations**

The class schedule will vary slightly each semester. Students should expect classes to be held five days per week. Lecture courses are typically scheduled on Mondays and Tuesdays for approximately 5-6 hours per day. Clinical experiences generally occur Wednesdays and Thursdays and may last up to 11 hours per day. Additional skills lab sessions are scheduled on Fridays and range from approximately 2.5 to 4 hours.

Most classes are held during daytime hours; however, some courses or clinical experiences may be scheduled during evenings, nights, or weekends. Attendance at all scheduled lectures, labs, and clinical assignments is mandatory. Failure to meet attendance requirements may result in ineligibility for program completion and for taking the NCLEX-PN.

## **Mission Statement**

The mission of the Mendocino College Vocational Nursing Program is to educate nursing students for safe nursing practice, demonstrating attributes that are culturally sensitive, competent, and professional. Graduates are prepared to work in a variety of health care settings and to be effective leaders.

In order to fulfill this mission, the Mendocino College LVN Program faculty strive to:

1. *Recruit well-qualified students with diverse socio-cultural backgrounds.*
2. *Provide a variety of learning opportunities and clinical settings to apply theoretical knowledge, demonstrate patient centered care, safe practice, critical thinking, and problem-solving skills.*
3. *Use evidence-based practice research and principles to promote student learning, growth, and development in nursing practice.*
4. *Role model professionalism, patient centered care, safe and competent nursing practice, ethical behavior, multiculturalism, and nursing leadership.*

## **Vocational Nursing Certificate Program Student Learning Objectives**

### *VN Certificate of Achievement PSLOs*

Upon completion of the of the Mendocino College Vocational Nursing Program, the graduate will be able to:

1. Provide safe, competent patient care at an entry-level for a Vocational Nurse.
2. Perform safe, patient/client-centered nursing care needed for individuals of all ages with various health needs, considering the continuum of health and illness.
3. Model ethical, legal, and professional responsibilities within the therapeutic relationships with client families and team members.
4. Exemplify competent technical and manual nursing skills needed to provide direct patient/ client care.
5. Satisfy the eligibility requirements for, to take and pass, the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

## **Vocational Nursing Program Philosophy**

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection, dialogue, equity, and anti-racist practices the College is committed to student success and achievement. Mendocino College embraces its role as an intellectual, economic, and cultural anchor for the region. Faculty provides a rich education where students learn specific nursing skills and are taught with current trends and concepts.

The Licensed Vocational Nursing Program is dedicated to preparing students with the knowledge, skills, and values necessary to provide safe, competent, effective care in a variety of settings to the diverse population within our community and society. The vocational nurse is responsible for delivering evidence-based care to individuals, families, and the greater community, promoting self-care, wellness, and disease prevention. The vocational nurse uses the knowledge of health and illness to provide quality care to patients in our communities. Further The Licensed Vocational Nursing Program prepares students to function safely in entry-level vocational nursing jobs, while providing them with the foundation for life-long learning as they progress in their chosen profession within our community. The faculty are committed to providing all students with the education needed to pass the NCLEX licensure exam and enter the health care workforce in our community. Upon successful completion of the program a certificate in vocational nursing is awarded and the graduate is eligible to take the National Council Licensure Examination (NCLEX-PN) for vocational nursing in the state of California.

## **Vocational Nursing Certificate of Achievement Program**

The Vocational Nursing Program requires completion of 1.5 academic years, or three semesters. Graduates will earn the Vocational Nursing Certificate of Achievement on completion of designated courses and competency requirements. Vocational nursing courses must be completed with at least a grade of "C" to be eligible for licensure requirements of the Board of Vocational Nursing and Psychiatric Technicians.

**IT IS STRONGLY RECOMMENDED THAT STUDENTS MEET WITH THEIR ACADEMIC COUNSELOR BEFORE ENROLLING IN CLASSES.** Four-year universities have different requirements for lower division general education and major prerequisites. It is critical that you are aware of these differences, so that you are not forced to repeat courses, or take unnecessary courses, if you wish to continue with a 4-year degree at a later time.

It is not required to complete prerequisites to enroll; however, applicants are strongly encouraged to have a solid background in math and science and some knowledge of anatomy and physiology.

### **VOCATIONAL NURSING CERTIFICATE REQUIRED COURSES**

COURSE	UNITS	COMMENTS
LVN 101	17.5	Prerequisite: Acceptance into the program
LVN 102	17	Prerequisite: LVN 101
LVN 103	17.5	Prerequisite: LVN 102
<b>TOTAL LVN CERTIFICATE UNITS</b>	<b>52</b>	

## Admission Criteria

Candidates are selected for the Mendocino College VN Program from applicants who meet the minimum requirements outlined below. However, meeting these requirements does not guarantee admission. All qualified applicants will also be evaluated based on the admissions formula and lottery draw. The Vocational Nursing program maintains an alternate list of candidates in case any accepted applicants decline their offer of admission to the current application period. Applicants who are not accepted may reapply during the following application period.

Applicants who have submitted an eligible, qualifying\* application to the VN Program for the current application period and three times in the preceding four VN Program application periods, but were not previously selected in the lottery, may be offered conditional admission to the program upon the fourth eligible application. Applicants must still fulfill all Post-Acceptance Follow-up criteria before the program begins.

If the number of applicants meeting these criteria exceeds 50% of the total number of students accepted, applicants in excess of the 50% will be placed on a waiting list for the following year.

\* Qualified Application:

Students must have met all Admission Criteria requirements for each submitted application.

The Vocational Nursing program also offers transfer credit opportunities for students who have prior education or experience that is relevant to specific course components of the VN curriculum. Applications for transfer credit and Advanced Status are accepted on a continuous basis; however, they are granted on a space-available basis only. Transfer credit is evaluated in accordance with the Credit Granting Policy and meeting admission criteria policy. Students may apply to enter as a transfer student if their status is one of the following:

1. Previous student who dropped or withdrew from the VN program/readmission
2. Approved vocational/ practical nursing courses
3. Approved registered nursing courses
4. Approved psychiatric technician courses
5. Armed service personal or Veterans with medical experience

## Minimum Requirements

1. Complete application submitted to Mendocino College Licensed Vocational Nursing (LVN) Department within posted application period. Incomplete and/or late applications will not be considered for admission. It is the responsibility of each applicant to make sure their application is complete before submission. The LVN Department will not review applications for completeness at the time they are submitted. You should review the application packet to ensure you have all required components prior to submitting.
2. Students applying to the Mendocino College VN Program must be in possession of a Social Security Number (SSN) or are issued Individual Tax Identification Number (ITIN). Application to the nursing program will not be denied based on the citizenship or immigration status of an applicant.

Possession of a SSN or ITIN is required by the California State Board of Vocational Nursing (BVNPT) for licensure and to take the licensure exam (NCLEX).

3. A copy of applicant's valid California Driver's License or approved I-9 identification must be submitted with application.
4. Applicants must be at least 17 years old and have completed the 12th grade or its equivalent, with proof of completion required as required by the ([California Code of Regulations 16CA ADC 1412](#)).
  - a. If high school was completed in the United States, proof of completion may be demonstrated in one of the following ways:
    - i. Provide an official high school or GED transcript, OR
    - ii. Submit a copy of your diploma for verification.
  - b. For applicants who completed high school outside the United States, foreign transcripts must be evaluated by one of the official GCC-approved evaluators listed below. A report from one of these evaluators is required. Applicants are responsible for obtaining a foreign transcript evaluation before applying. Since this process can take time, please plan accordingly. An official copy of both the transcript(s) and the evaluation must be submitted with the application to the LVN Department as well as to Admissions and Records.

IERF, Inc. P.O. Box 66940 Los Angeles, CA 90066 <a href="http://www.ierf.org">www.ierf.org</a> Phone- (310) 258-9451	<b>OR</b>	World Education Services P.O. Box 5087 Bowling Green Station New York, NY 10274 <a href="http://www.wes.org">www.wes.org</a> Phone- (212) 966-6311
--	-----------	---

- c. Applicants with a degree from an accredited junior college, college, or university are not required to provide proof of high school completion. An official transcript from the institution will serve as proof of completion. Transcripts from Mendocino College do not need to be provided by the applicant. Mendocino College transcripts will be provided by the LVN Department.

Official sealed transcript(s) for all coursework completed must be submitted to the Mendocino College LVN Department. Your application is not considered complete until all official transcripts have been received. You may request those official transcripts from other colleges be sent to you, and then submit these with your application as long as they remain in a sealed envelope from the school. Open or unofficial transcripts will not be accepted.

Electronic copies of official transcripts are acceptable if sent directly from the university, college, or clearinghouse transcript service (i.e. [www.parchment.com](http://www.parchment.com)). Applicant will specify that electronic transcripts be sent to [LVN@mendocino.edu](mailto:LVN@mendocino.edu).

- 5. Attendance at Pre-Application Workshop located at Mendocino College and submission of attendance certificate. Workshop dates are posted on the Vocational Nursing Program web page. Pre-registration is mandatory. Attendees must arrive on time, with photo ID, and attend the entire workshop. You will receive a completion/ proof of attendance form that must be submitted with your application. Keep a copy of your attendance form in case you reapply at a later time. You must attend one workshop within two years of applying.
- 6. Successfully passing ATI TEAS VII exam with a 54% composite score or greater. Submit all unofficial copies of results with your application.
- 7. Nursing students are expected to be proficient in computer skills to effectively navigate course content and resources. The nursing program does not offer additional computer assistance, and it is the student's responsibility to ensure their technology skills meet the program's requirements.
- 8. Students must be able to meet Core Nursing Performance Standards or be able to complete reasonable accommodations. Please refer to attached "Core Nursing Performance Standards" for details. Students should be mindful of the demands and stressors of nursing school and how these may impact their lives. As role models for healthy practices, nursing students are expected to prioritize and maintain good health. It is strongly recommended that prospective Vocational Nursing students address any challenges related to drug or alcohol use, smoking, or weight management before entering the program.  
Dependability is a critical attribute in nursing. Students may face dismissal from the program for reasons such as poor overall performance, excessive absences, repeated tardiness.
- 9. Students will be selected based on the VN Program Screening and Selection Criteria policy.

## **Vocational Nursing Program**

### **Screening and Selection Criteria**

The current procedure for selecting MLCCD VN program students is in compliance with Title V of the California Education Code regulations and BVNPT approved standards.

Mendocino College will process all applications which meet the minimum requirements for admission to the program. However, the number of qualified applicants may exceed the capacity of the class size. To fairly select individual students, the Vocational Nursing program has established the following admission procedures:

1. Upon submission of a complete application and workshop certificate number, the application will be placed into the evaluation process described for the minimum requirements for application. An applicant who has satisfied the minimum application criteria listed will continue in the evaluative process. Applicants who fail to meet the minimum established application criteria will receive notification describing the reason their application was disqualified.
2. Applicants not granted automatic admission under the Admission Criteria policy will be selected through a random lottery process among all remaining qualified candidates.

Students will be given one extra lottery number if they meet **any one** of the two criteria below:

- a. Completion of both Human Anatomy and Human Physiology, with a minimum grade of "C", within the past five years
- b. Achievement of a TEAS exam comprehensive score of Advanced or Exemplary

Separately, students will also get two extra lottery numbers if they meet **any one** the following criteria:

- a. Possession of an active CNA certificate
- b. Applicant is a resident of Lake or Mendocino counties
- c. Applicant was an alternate in the previous class but was not admitted into that cohort.
- d. Applicant is a Veteran

Students must submit documentation demonstrating these requirements in their application packet.

3. Applicants whose number is drawn in the lottery will be offered admission to the current year program involvement cohort. An initial admission offer will be sent by U.S. Mail to the mailing address listed on the application. The offer of admission is conditional and is dependent upon the student's acceptance of the admission and completion of a clear background check. Once an applicant confirms admission, the nursing program will provide additional information regarding how to proceed with the background check, and other admission requirements.

4. Upon receipt of conditional admission, applicant must respond in writing by completing the "Confirmation of Acceptance" form and return the form to the Vocational Nursing program office by the deadline date. If the Vocational Nursing office does not receive the form by the deadline date, then the offer is rescinded, and another student will be offered the spot.
5. Successfully passing the ATI TEAS VII Exam with a composite score of 54% or greater. Students must submit unofficial copies of all results with your application. Students are responsible for any fees associated with the TEAS exam. Applicants scoring below 54% may reapply to the program during future application periods. Information on the latest version, ATI TEAS VII, can be found at [www.atitesting.com](http://www.atitesting.com) and a study guide is available through their website.
6. Any unaccepted seats from the original offers will be extended to alternate candidates until all available class seats for the incoming cohort are filled. An alternate list will be maintained to address any openings that may arise prior to the start of classes.
7. Any further space availability may be offered to students applying for transfer credit with Advanced Status for students who meet criteria listed in the Credit Granting policy. Applications for transfer credit and Advanced Status are accepted on a continuous basis; however, they are granted on a space-available basis only. The order of priority for admission-readmission is as follows:
  - a. VN students who are U.S. Military Armed Services and Reservists who are in good academic standing and must temporarily suspend their studies due to service or training obligations (see Mendocino College and program policy).
  - b. VN students who withdraw for personal reasons but are in good academic standing at the time of withdrawal.
  - c. Transfer applicants who are in good academic standing at their previous nursing program with no safety issues.
  - d. Mendocino College VN students who fail the program due to a non-passing grade in a theory course.
  - e. Transfer students who fail their nursing courses.

A student who withdraws, fails, or drops while enrolled in LVN 101 is required to re-enter the applicant pool for the VN program for re-entry into LVN 101. The student must complete a new application and must meet the entrance requirements for the year for which they are reapplying. A plan for remediation will be developed in coordination with the faculty for the course(s) in which the non-passing grade was received. The remediation plan will be presented to the student as part of the exit process.

Students applying for LVN 102 and 103 may be required to show currency in both theory and clinical skills prior to entry.

- a. A student may be required to show currency and safety in theory by successfully passing the final exam of the course prior to re-entry with a grade of 75% or greater which demonstrates student safe knowledge base at same level as other students entering the course.
- b. A student may be required to show currency and safety in skills by successfully passing check-off/s in clinical skills in lab by a random selection from skills taught in previous courses (including physical assessment of the adult).

## Summary of Acceptance Process

1. The following applicants may be eligible for additional entries into the lottery according to the Screening and Selection Criteria Policy:
  - a. Students who have taken both Anatomy and Physiology courses
  - b. TEAS exam score of Advanced or Exemplary
  - c. Possession of an active CNA license
  - d. Residents of Mendocino or Lake Counties
  - e. Designated alternates not admitted to the previous VN cohort
  - f. Veterans
2. Formal admission letters will include an acceptance form that must be returned to the LVN Department by the specified due date.
3. If a selected applicant declines a seat, it will be offered to the next eligible applicant chosen through the lottery, in the order selected, until all class seats are filled for the incoming class.
4. After all seats are filled, we will offer the next two applicants alternate candidate status.  
Applicants accepting a designated alternate status means that you must still meet all admission requirements before the first day of class to be eligible for enrollment. Placement is not guaranteed. Admission will only occur if a seat becomes available between acceptance of alternate status and before the first day of class. These alternate students qualify for two additional lottery numbers in the next cohort, as listed in the Screening and Selection policy.
5. Accepted applicants must pass a formal background check.
6. Failure to provide a cleared background check by the stated deadline will result in the conditional offer of admission being withdrawn and the applicant will have no rights for automatic admission in future classes.
7. All applicants not securing admission will receive notification of their status and will need to reapply for the next class if they wish to be considered for the next admission period. No preference is given to applicants with multiple prior applications, except for those who have submitted three eligible, qualifying VN applications before the current application period.

## **Credit Granting/ Advanced Placement**

The VN program grants hour-based and transfer credit opportunities for students. Admission requirements will be the same or similar for all students.

Students may be required to validate current theoretical and/or clinical proficiency by assessment and/or performance testing in any activity that is mandatory for students to advance in the program or unit of material for which they received credit.

Students may apply for hour-based course credit if they have a valid Certified nurse assistant certification.

### **Certified Nursing Hour-Based Credit for VN Program Admission**

The VN program grants credit for students who have an active Certified Nurse Assistant (CNA) certificate.

Students with verified CNA coursework or experience will be granted an hour-based credit to omit up to 24 hours for skills lab in the first few weeks of the first semester (LVN 101) for objectives that correlate with CNA skills. This will apply to students with proof of coursework within, or paid CNA experience within the last 12 months of the application date for the program. Assessment of CNA students may be conducted to establish this hour-based credit.

Students are required to submit either an Official Transcript of Certified Nursing Assistant Coursework from a CDPH approved institution, or a letter from the student's employer verifying 160 clock hours of CNA employment. Letters must be submitted to the Director upon acceptance into the VN program.

Assessment of CNA students may be conducted to establish the necessity for remediation.

### **Transfer Credit**

Additionally, the VN provides transfer credit opportunities for students who have previous education and experience relevant to course segments of the curriculum. Applications for *transfer credit with Advanced Status are accepted on a continuous basis*. Students may apply to enter as a transfer student if their status is one of the following:

1. Previous student who dropped or withdrew from the VN program/readmission
2. Approved vocational/ practical nursing courses
3. Approved registered nursing courses
4. Approved psychiatric technician courses
5. Armed service personal or Veterans with medical experience

Due to limited clinical resources and student/teacher ratios, admissions for transfer credit to challenge a Vocational Nursing semester will be granted on a space-available basis only.

Previous student who dropped or withdrew from the VN program/readmission

In limited circumstances, a student who has withdrawn from the VN program may be readmitted with Advanced Status dependent on continued eligibility and available space in the program. A student receiving a non-passing grade in nursing courses may be considered for readmission at the discretion of the Program Director. The student will be required to provide written documentation outlining the factors that contributed to the lack of success as well as strategies for improving performance. The readmission request will be reviewed and if approved the student may apply during the next regular application period.

Readmission must occur within 18 months of departure from the VN program. Any student who is absent from the VN program has a responsibility to maintain the currency of knowledge and skills previously learned.

Approved vocational/ practical, registered, psychiatric technician, or nursing courses, or Armed service personal or Veterans with medical experience

Students applying for *transfer credit to challenge any of the Vocational Nursing semesters* must submit official transcripts from their previous institution(s), including detailed course descriptions and course hours, to *both the Vocational Nursing Program Director* and a *Mendocino College counselor*. College counselors will evaluate whether the transfer coursework aligns with the Vocational Nursing Program requirements. The official review process may require a minimum of eight weeks and must be completed prior to the onset of the semester for which the student is applying. Nursing coursework from other schools must be completed with a grade of "C" or greater and will only be considered if applicant's period of absence from a qualified program is 18 months or less.

Students who are granted this credit will receive the corresponding number of hours based on the course that was challenged.

When there are more eligible students seeking admission to a class than there are available vacancies, the position(s) will be offered to the applicant(s) based upon the date of receipt of completed paperwork. A transfer credit alternate list is maintained by the Vocational Nursing Department.

**Students dismissed from any nursing or Allied Health program due to behavior that posed a threat to patient safety, or those whose healthcare-related license has been revoked for any reason, are ineligible for enrollment in the VN program.**

If the applicant has left another program for any purpose, it is the applicant's responsibility to request a statement from the Program Director of their previous program indicating the student would be eligible for readmission and that there were no safety issues causing dismissal from the program. **This statement must be sent directly from the previous director to the Vocational Nursing Program Director at Mendocino College.** This documentation must be received by the close of the application period for an application to be considered.

\*Military records and transcripts must be reviewed by a counselor and the applicant must have a DD214 showing completion of military coursework and service/ discharge under honorable conditions.

## **Prior Convictions/ Background Information**

### **Drug Screen**

In accordance with the Joint Commission standard, clinical facilities may require criminal background checks and urine drug screens for all individuals providing patient care, including nursing students. The clinical affiliation agreements between the Mendocino College Vocational Nursing program and clinical agencies require that background checks be conducted and urine drug screens completed for all students prior to placement in a clinical environment. If a student cannot be cleared for clinical participation due to a background check infraction or a positive drug screen result, the student will not be able to participate in clinical, which is a program requirement. In the even that a student is found ineligible for clinical placement by the clinical facility after admission to the nursing program, they shall be subject to dismissal from the program, as they will be unable to complete the mandatory clinical course objectives.

Despite changes to California state laws regarding marijuana usage our clinical facilities still require a clean urine drug screen from all students. Clinical agencies must uphold federal laws and therefore cannot accept a positive urine drug screen, including students with medical marijuana authorization.

### **Prior Convictions/ Background Information**

Applicants should be aware of the provisions of [Title 16: Professional and Vocational Regulations](#) requires that the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) review the history of previous misdemeanor and felony convictions for licensure. In those cases, where offenses bear a substantial relationship to the nursing profession (drug related charges, theft, battery, driving while under the influence, crimes against others), the Board can withhold licensure even though a student may have satisfactorily completed nursing coursework. It is highly recommended that potential students read the information on the Board of Vocational Nursing and Psychiatric Technicians website before they apply to any Vocational Nursing program

[\(https://www.bvnpt.ca.gov/enforcement/criminal\\_history.shtml\)](https://www.bvnpt.ca.gov/enforcement/criminal_history.shtml).

Those selected by lottery will be required to submit a completed background check. The following offenses would prevent admission to the nursing program as a student who would not be eligible to enter clinical training:

- Murder
- Assault
- Sexual offenses/ sexual assault or any crime where candidate is required to register a sex offender with state or federal government agencies
- Felony possession and furnishing
- Felony drug and alcohol offenses (without certificate of rehabilitation) or drug related crimes such as drug theft, sales, distribution, manufacturing or possession of controlled substances
- Other charges involving weapons and/or violent crimes (including robbery, burglary)
- Class B and/or class A misdemeanor theft

- Crimes involving theft, embezzlement, burglary, forgery, fraud, arson, identify theft
- Fraud
- Crimes resulting in name being listed on any government sanctioned or debarred list

Students must have a cleared criminal background check to participate in placement(s) in clinical facilities. Background checks are required for registration in clinical courses or observation. The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted; an updated background check will be required.

Any charges or known history that indicates emotional instability or problems with decision making will result in an application being denied. Students may be denied access to clinical facilities based on offenses appearing on the criminal record, even if the occurred more than seven years ago.

Students will permit the Vocational Nursing Program Staff at Mendocino College to access their Background information. If the student's background record is not returned as accepted, the student will be responsible for obtaining documents and correcting their record if applicable. If this is not possible, the student will be unable to attend clinical rotations. Clinical rotations are a mandatory part of nursing and allied health education; therefore, the student will be ineligible to participate in the program.

Upon receipt of clear background check and any additional documentation that is required, a formal admission letter and the student handbook with instructions and deadlines for entrance requirements (physical evaluation, lab results, registration, uniforms, etc.) will be provided. Due dates and additional information will be specified in your letter.

Upon admission to the VN program, students acknowledge that additional background checks may be required at any point during the program. Students also acknowledge that clinical facilities may view background check and reserve the right to request actual background check and drug screening records of students while they are completing clinical rotations. This right complies with VN Program clinical affiliation agreements.

Students should acknowledge that clinical sites may require additional background check or drug testing at any point during the program. Students should also acknowledge that the program and/or clinical sites may require students to take additional background checks or drug screens during the program. Students may be dismissed from the program if, during their enrollment, they are arrested for a misdemeanor or felony or are restricted from participating in clinical rotations by the clinical sites.

## STEP BY STEP PROCEDURE FOR APPLICATION

Step 1:	Carefully read the entire Vocational Nursing Program Application Handbook.
Step 2:	Attend a pre-application workshop (offered several times during each academic year). Submit workshop certificate with application and keep a copy for yourself in case you need to submit an application the following year.
Step 3:	<p>Send for and obtain official high school diplomas or transcripts, GED certificate, and/or transcripts from all adult schools/ colleges/ universities attended (other than Mendocino College).</p> <p>You can request transcripts be sent to you or directly to the LVN Department at Mendocino College (Mendocino College LVN Department, 1000 Hensley Creek Road, Ukiah, CA 95482).</p> <p>Transcripts must be sealed in the original envelope from each school. Transcripts from outside the U.S. will need to be submitted with written evaluation from IERF or ERES (or comparable agency). E-transcripts can be sent to <a href="mailto:LVN@mendocino.edu">LVN@mendocino.edu</a></p>
Step 4:	<p>Prepare a <b>complete</b> application packet:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Current Enrollment Application (completely filled out and signed)</li><li><input type="checkbox"/> Pre-application Workshop attendance form or number</li><li><input type="checkbox"/> High School Diploma or transcripts, GED or college degree conferred</li><li><input type="checkbox"/> One set of sealed official college transcripts from each college attended unless sending directly from other schools (other than Mendocino College)</li><li><input type="checkbox"/> Copy of valid CA Driver's License or other I-9 approved identification</li><li><input type="checkbox"/> If born outside the U.S., copy of Social Security Card or federally issued Individual Tax Identification Number (ITIN).</li><li><input type="checkbox"/> TEAS exam results</li><li><input type="checkbox"/> Signed confirmation statement</li><li><input type="checkbox"/> Demographic form</li><li><input type="checkbox"/> <i>If applicable:</i> Submit documentation demonstrating:<ol style="list-style-type: none"><li>a. Completion of both Human Anatomy <i>and</i> Human Physiology, with a minimum grade of "C", within the past five years</li><li>b. Possession of an active CNA or MA certificate</li><li>c. Applicant is a Veteran</li><li>d. Applicant was an alternate in the previous class but was not admitted into that cohort.</li></ol></li></ul>

see next page

Step 5:	<p>Submit a <b>complete</b> application to the Mendocino College LVN Department either in person or by mail.</p> <p>Address:</p> <p style="margin-left: 40px;">Mendocino College, LVN Department [6640] 1000 Hensley Creek Rd. Ukiah, CA 95482</p> <ul style="list-style-type: none"> <li>• <u>If delivering in person:</u> Place all materials in a 9x12 or 10x13 manila envelope with your full name clearly printed on the front. Below your name, print “VN PROGRAM APPLICATION.”</li> <li>• <u>If mailing:</u> It is recommended to request delivery confirmation from the Postal Service, as the program cannot be responsible for lost mail. Mailed applications must arrive in the Vocational Nursing Office by the posted application deadline. Applications will not be accepted via email.</li> </ul> <p><b>The entire application packet and all required supporting documents must be received by the LVN Department by the deadline stated on the front of the application packet.</b></p> <p><b><i>Note: If minimum requirements are not met or if the application is incomplete, the applicant will not be considered. Official transcripts will not be returned.</i></b></p>
Step 6:	<p>Wait for written notification from the Vocational Nursing Program regarding your admission status, (approximately four weeks after application period ends).  <u>Please do not call to inquire about your application status within this timeframe, as doing so may delay the process.</u></p> <p>Admission decisions will not be provided over the phone.  Confirmation of received applications may be from hand-delivering your application or using a delivery confirmation service  The LVN Department strives to process applications promptly and inform applicants of their status as soon as possible.</p>

## Post-Acceptance Follow-Up

Once formally accepted, students must be able to complete each of the following steps successfully. **Applicants who anticipate being unable to meet any of these requirements should reconsider applying at this time.**

1. Pass a physical examination by a licensed MD, FNP, or PA and have documented satisfactory physical and psychological health to participate in the program. The exam must assess the physical ability of the student to stoop, squat, and lift 30 pounds as these are integral parts of clinical training. The cost of the exam is the responsibility of the student. A form will be provided to the student with their acceptance packet.
2. Submit evidence of required immunizations or titer lab results, TB test results, and other health evaluation requirements by the deadline stated in the admission letter. All costs for labs and health requirements are the student's responsibility. These health evaluations, lab work, and immunizations are mandatory for clinical training. By signing the health evaluation form in the acceptance handbook, you consent to the transfer of this medical information.
3. Submit a copy of a current American Heart Association CPR certification (Basic Life Support for Health Care Providers) with your application. This certification must remain current through graduation. Ensure that you enroll in the BLS for Health Care Providers course specifically offered by the American Heart Association, as it differs from a general CPR course. Any lapse in certification will prevent the student from attending clinical courses and will result in dismissal from the program.
4. Provide a copy of current Professional Liability Insurance (malpractice insurance). Additional information will be sent with acceptance.
5. Students must be able to attend clinical hours that may include day, evening, night, and/or weekend shifts, with shifts up to twelve hours. Travel to clinical facilities outside the district may be required, and students are responsible for their own transportation. Therefore, each student should have access to a reliable car and carry appropriate insurance as required by law. Applicants should also budget for any travel-related expenses.
6. Students selected by the lottery will be required to take and pass a drug screening and background check by the deadline listed in the application.
  - Clinical facilities have the right to conduct drug screenings on students using their services. Any student who fails a drug screen will be prohibited from participating in the clinical component and will be dismissed from the program. Drug screenings will be required before

commencement of clinical rotations and may be required periodically throughout the program.

- Incomplete or failed background checks will result in the conditional offer of admission being withdrawn and the applicant will have no rights for automatic admission in future classes. Please refer to “Drug Screen” and “Prior Convictions/ Background Information” policies.

7. Content mastery exams are used throughout the program and are part of the overall 75% average that students must achieve on examinations to pass the course. Students will complete required remediation and exam retakes per Content mastery exam policy.
8. All students are required to demonstrate math proficiency/ dosage calculations on written exams. The math score required to pass is above the level of a normal “passing” grade for a course. The minimum score required to pass the math proficiency exams is 90%. Each student is expected to arrive with basic math skills, so review and mastery ahead of time is essential to success. The college provides a free, non-credit math lab and tutoring services to support students in meeting their math requirements.
9. All nursing students are required to have a valid and reliable Mendocino College email address. Students must check this email regularly, as important or time-sensitive communications will be sent through this email.
10. After being admitted to the program, if you have not previously attended Mendocino College, you will need to apply to the college and submit official transcripts to the Department of Admissions & Records. Transcripts sent directly to the LVN Department, Registered Nursing Department, or Nursing Department for admission purposes **will not** be forwarded to Admissions and Records.

**MENDOCINO COLLEGE VOCATIONAL NURSING PROGRAM**  
**APPROXIMATE PROGRAM EXPENSES**  
**FOR THREE-SEMESTER VN PROGRAM**

Nursing education is inherently expensive. If you aren't able to afford nursing school, look for scholarships or other sources of funding. Only apply to the program if you are confident that you will be able to financially commit to all three semesters of program expenses. **Each student is responsible for his/her own living expenses and transportation. Financial aid inquiries should be addressed to the student financial aid office (707-468-3110).**

When planning expenses, students should be aware they may have to limit their hours of employment due to extensive VN Program requirements. Estimated Program Expenses include (to be used as an approximation only):

<b>Pre-program/ Other Associated Cost</b>	
TEAS exam *Cost of exam varies by location taken	\$120
American Heart CPR: BLS for Healthcare Provider *Certification is required throughout the program.	\$50
Physical/ immunizations	Varies/ \$200
Background check/ drug screen	Paid by Mendocino College
Transportation to clinical sites	Varies
<b>Pre-program costs</b>	<b>\$370</b>
<b>First semester</b>	
Residency Tuition 17.5 units x \$46	\$805
Health Fee	\$ 10
Student Rep Fee	\$ 2
ASMC Fee	\$ 4
Student Center Fee	\$ 5
Materials Fees (ATI, Skills lab, School patch)	\$479
Textbooks (FA Davis Resources)	\$762
Clinical uniform: 2 scrub tops, 2 scrub bottoms, shoes	\$250
Stethoscope	\$80
Bandage scissors	\$10
Penlight	\$10
Watch with second hand	\$30
Malpractice Insurance	\$43
<b>Total 1st Semester</b>	<b>\$2,490</b>

<b>Second semester</b>	
Residency Tuition 17 units x \$46	\$782
Health Fee	\$ 10
Student Rep Fee	\$ 2
ASMC Fee	\$ 4
Student Center Fee	\$ 5
Materials Fees (ATI, Skills lab)	\$479
<b>Total 2nd Semester</b>	<b>\$1282</b>
<b>Third semester</b>	
Residency Tuition 17.5 units x \$46	\$805
Health Fee	\$ 10
Student Rep Fee	\$ 2
ASMC Fee	\$ 4
Student Center Fee	\$ 5
Graduation Pin *varies by choice	\$3-300
Materials Fees (ATI, Skills lab)	\$479
Malpractice Insurance	\$43
<b>Total 3rd Semester</b>	<b>\$1351</b>
<b>Post-Graduation/NCLEX Fees</b>	
Livescan Fingerprinting Fee	Varies/ \$30 Facility Fee \$49 DOJ/FBI Fee
2x2 Passport Photo	\$20
BVNPT Application to Test	*California Resident- \$300
Pearson Vue Testing Center – NCLEX-PN cost	\$200
BVNPT Initial License	\$300
<b>Total Post-Graduation Cost</b>	<b>\$899</b>
<b>Estimated Total Costs of Vocational Nursing Program</b>	<b>\$6022</b>

## Core Nursing Performance Standards

The following Core Performance Standards identify essential eligibility requirements for participation in the nursing program.

<u>ISSUE</u>	<u>STANDARD</u>	<u>EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</u>
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, assist in implementing nursing care plans. Students must be able to read and understand large volumes of written material promptly.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues exhibiting a professional demeanor. Ability to interact with peers, patients, and faculty in a professional and calm manner.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. Physical ability to provide care of dependent patients and assist with transport, movement, and other aspects of patient care.	Move around in patient's rooms, workspaces, and treatment areas; administer cardio-pulmonary procedures. Moving a patient up in bed when they are unable to do this for self. Assisting a patient with ambulation.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, lift and position patients/clients. Percussion and palpation during assessment. Do dressing changes and administer medications.
Hearing and Speech	Auditory ability sufficient to monitor and assess health needs. Verbal ability sufficient to communicate with patients and other members of healthcare team.	Hears monitor alarms, emergency signals, auscultatory sounds, cries for help. Ability to hear and interpret phone conversations with physicians. Clearly communicates verbally with instructors, peers, patients and other members of health care team
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes patient/client responses. Correctly reads syringes information when measuring medications.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. giving an injection.

If you believe that you cannot meet one or more of the Core Nursing Performance Standards without accommodations or modifications, you should discuss this with the VN Program Director. The nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made. \*Adopted from the Southern Council on Collegiate Education for Nursing (SCCEN), 1993

## **MENDOCINO COLLEGE VOCATIONAL NURSING APPLICATION CHECKLIST**

### **(THIS PAGE FOR REFERENCE ONLY, DO NOT TURN IN)**

- Attend mandatory pre-application workshop within two years of this application
- Read entire nursing application packet. Use the application form on the vocational nursing website.
- Complete LVN Department Application, Demographic Form, and Confirmation Statement. Complete all forms online, print, sign, and submit hard copies.
- Include copy of HS diploma, transcripts, or GED unless college degree is posted on transcript (HS Diploma or GED does not need to be official). No photographs accepted.
- College Transcripts to the LVN Department from all other colleges attended (transcripts from other colleges can be included with your application if sealed. If requesting transcripts from other colleges that are not included with your application, they must be sent **ATTN: LVN  
DEPARTMENT** in order to ensure they are received.)
  - a. All transcripts from other colleges must be received in the LVN Department before an application is considered “complete.” Applicants do not need to provide transcripts for coursework taken at Mendocino College. The vocational nursing program will supply these transcripts.
  - b. Electronic official copies are acceptable and should be sent directly from the college or university to [LVN@mendocino.edu](mailto:LVN@mendocino.edu).
  - c. For applicants who completed high school outside the United States, please refer to the foreign transcript requirements as listed in Application Handbook.
- Copy of current/valid CA Driver’s License or other I-9 identification.
- Copy of TEAS exam results (unofficial is acceptable). **No photographs accepted.**
- If born outside of United States, submit copy of Social Security Card or federally issued Individual Tax Identification Number.

**NOTE: ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED AND  
PROCESSED. DO NOT TURN IN THIS FORM, PLEASE KEEP FOR YOUR RECORDS.**

DO NOT INCLUDE LETTERS OF RECOMMENDATION, ADDITIONAL CERTIFICATES  
OF ACHIEVEMENT, OR OTHER DOCUMENTATION AS THESE ARE NOT PART OF  
THE ESTABLISHED ACCEPTANCE CRITERIA.

Contact the LVN Department by phone (707-467-1066) or via email (LVN@mendocino.edu) if you have a change of address and/or telephone number after submitting an application. Failure to do so may result in a delay or non-receipt of information regarding your application.

**Application processing can take up to 4 weeks.**