

## **HOWARD COLLEGE VOCATIONAL NURSING (VN) PROGRAM (BIG SPRING ONLY)**

### **VOCATIONAL NURSING ADMISSION REQUIREMENTS**

Prior to actual admission into the Vocational Nursing Program, applicant must have successfully completed 15 hours of required support courses with a final grade of "C" or above. If enrolled in these courses at the time of the application deadline, you must furnish proof of enrollment.

**BIOL 2301 Anatomy & Physiology I**

**BIOL 2101 Anatomy & Physiology I (lab)**

**BIOL 2302 Anatomy & Physiology II**

**BIOL 2102 Anatomy & Physiology II (lab)**

**BIOL 2320 Microbiology**

**BIOL 2120 Microbiology (lab)**

**HPRS 2302/1206 Medical Terminology**

**PSYC 2314 Life Span/Growth & Dev.**

**Certified Nurse's Aide (CNA) is a prerequisite. You must be a CNA with a current certificate.**

*It is the policy of Howard College not to discriminate on the basis of sex, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities admission, or employment policies.*

*All applicants to the Howard College Associate Degree nursing program who have met the requirements for admission to the college will be evaluated according to the criteria specified.*

### **TO COMPLETE YOUR FILE, PLEASE FOLLOW THESE STEPS:**

- **Complete the [Howard College Application](#)**
  - +Be sure to send official transcripts from any colleges you have previously attended.
- **Complete the [Nursing Application](#)**
- **Complete Declaratory Order** on [TX BON website](#) information is located under licensure and eligibility tab. All applicants must review TX BON Licensure Eligibility prior to acceptance. It is mandatory to have a clearance letter/blue card prior to completion of the Nursing Program. Responding NO when the answer is YES may result in program dismissal.
- **Complete a Background Check** through [Castle Branch](#) code **HQ91bg**
- **Complete the required 15 hours of [Pre-Requisite Courses](#)** (Anatomy & Physiology I & II, Microbiology, Life Span, and Medical Terminology). See HC Catalog for Details.
  - +Official college transcripts are required for courses taken other than at Howard College. Transfer of Prerequisite credits is contingent upon approval.
- **Complete a CNA course and have proof of CNA certification.**
- **Take TEAS Exam:**

Register for this exam <https://www.atitesting.com/teas/register>. Please contact the testing center at Howard College 432-264-5637 or visit [www.howardcollege.edu/testing/testing-bigspring](http://www.howardcollege.edu/testing/testing-bigspring) for more information and to schedule. TEAS scores not taken at Howard College will be accepted from ATI and must be submitted with the application. Student will be ranked on the basis of total points based on Prerequisite grades and TEAS scores. See nursing packet for further information. TEAS Scores must reflect updated TEAS version by ATI.

**If you have any questions, please contact the nursing department at 432-264-5070, (264-5142 fax) or email [fgarcia@howardcollege.edu](mailto:fgarcia@howardcollege.edu)**

## **ONCE ACCEPTED: OTHER REQUIRED DOCUMENTATION**

- ☐ **Proof of Immunizations** required by Texas Health Department, Rule 97.64 (additional immunizations may be required by some clinical facilities). The required documents must be uploaded to [Castle Branch Compliance Tracker](#) (Code HQ91im) separate from background.
  - **Hepatitis B:** 3 doses OR positive titer (2 doses must be completed prior to admission)
  - **Measles, Mumps, Rubella (MMR):** 2 doses OR positive titer
  - **Varicella:** 2 doses (OR) positive titer
  - **Tetanus, Diphtheria, Pertussis (Tdap):** 1 dose within the last 10 years
  - **Influenza:** current season dose
  - **Tuberculosis:** test or screening results
- ☐ **Driver's License**
- ☐ **Physical Exam**
- ☐ **BLS/CPR Card (American Heart Association- Basic Life Support Health Care Providers)** contact 432-264-5649 for more information.
- ☐ **Health Insurance:** Students enrolled in the Nursing Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.
- ☐ **Pay for required drug test:** Students may be required by a clinical facility to submit to a random selection for a drug screening test. If a student does not pass the background check or the drug test and is unable to attend clinical, the student will be unable to fulfill the course requirements and possible failure of the course may occur. It is not the responsibility of the nursing faculty of Howard College to make alternative arrangements for clinical hours.

**++It is the applicant's responsibility to submit all required documents, to make all appointments, and to pay all fees for testing.++**

**\*Students who will be on financial aid are cautioned to save co-requisite classes so they will have enough credits to qualify for financial aid. Please visit the financial aid office related to financial aid concerns. A cost estimate for the program will be sent with the acceptance email.**

## **Computer Access**

All students must have access to a computer (preferably Microsoft Office) and a printer. Internet access and access to a computer compatible with Microsoft Office are required for the online courses in the second year of the program.

## **INSURANCE**

Students enrolled in the Vocational Nursing Program are required to be covered by liability insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment. A break in enrollment of either liability or health insurance will result in the student's inability to attend clinical. Arrangement to purchase liability insurance at a group rate will be made through the Howard College Business Office in conjunction with the payment of another required fee each semester you are enrolled in the VN Program. Students are required to purchase health insurance at their own expense

## **BACKGROUND CHECK INFORMATION**

In order to be considered as an applicant for the nursing program, the Texas Board of Nursing now requires all students to be fingerprinted and pass a DPS/FBI criminal background check prior to be accepted into a nursing program.

Within 2 – 3 weeks after application deadline, you will receive instructions from Howard College Nursing on how to schedule fingerprints to begin the Board of Nursing background check process.

After fingerprints have been completed and received by the Board of Nursing you will receive one of the following:

1) A blue card which indicates your background check is clear. This will need to be turned into the nursing department to complete your application folder.

OR

2) A letter from the Board of Nursing advising you to begin the Declaratory Order Process. This letter will need to be turned into the nursing department to complete your application folder.

\*\*\*Students who have a positive criminal history or answer “YES” to any question on the application for licensure will be required to go through the declaratory order process. If the nature of the issue can be resolved within the delegated authority of the Operations Department, there will be no charge and the student will be sent an “outcome letter” stating that they will be allowed to take the NCLEX upon graduation. If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for the review, the student will be billed the \$150 review fee. Only upon receipt of the fee will the file be transferred to the Enforcement Department for review. This process could take up to 4-6 months or longer.

**If an applicant cannot present a “blue card” or “outcome letter” then they are not eligible to be accepted into the program. Successful completion of a background check does not guarantee licensure or employment after graduation.**

Following completion of the admission requirements by the designated deadline of **April 1**, the applicant will be considered for the selection pool. **An applicant’s file is not complete until all of the admission requirements have been submitted**, with the exception of the second summer semester pre-requisite classes.

**Applicants are responsible for keeping their file updated with current addresses and phone numbers. Giving this information to the Admissions Office does not guarantee the Nursing Office will get it. A new application must be completed for each year you wish to be considered for admission.**

Completion of the program will be affected by the student’s ability to successfully complete the required clinical rotations. Clinical rotations are completed at sites specified by and contracted with Howard College. Howard College will not locate or provide alternative sites for clinical rotations for student’s ineligible to attend clinical rotations at the specified sites.

**Fall & Spring Terms** - Progression and admission to the fall term as a Vocational Nurse major is contingent upon successful completion of pre-requisite courses. A “C” or above is required in all nursing and support courses to progress to the next term.

**Fall Semester:**

VNSG 1227 Essentials of Medication Administration.....	2 Cr. Hr.
VNSG 1204 Foundations of Nursing .....	2 Cr. Hr.
VNSG 1323 Basic Nursing Skills.....	3 Cr. Hr.
VNSG 1509 Nursing in Health & Illness II .....	5 Cr. Hr.
VNSG 1360 Med-Surg Clinical I.....	3 Cr. Hr.
VNSG 1234 Pediatrics .....	2 Cr. Hr.
VNSG 2160 Pediatric Clinical.....	1 Cr. Hr.

**Spring Semester:**

VNSG 1230 Maternal-Neonate Nursing .....	2 Cr. Hr.
VNSG 2161 Maternal-Neonate Clinical.....	1 Cr. Hr.
VNSG 2510 Nursing in Health & Illness III .....	5 Cr. Hr.
VNSG 2561 Med-Surg Clinical II.....	5 Cr. Hr.

**Students may be required by a clinical facility to submit to a random selection for a drug screening test.**

## PROGRAM SELECTION CRITERIA

**\*A SELECTION COMMITTEE WILL MEET AND REVIEW ALL APPLICANTS TO MAKE FINAL DECISIONS.**

For any pre-requisite class repeated, a deduction of 1 point will be made.

POINTS	MICROBIOLOGY	A&P II	A&PI	TOTAL
1	C	C	C	
3	B	B	B	
5	A	A	A	

Points will also be given to all three scores averaged together (API,APII,MICRO)

SCIENCE COURSE GRADE AVERAGE POINTS	POINTS
CCC	1
CCB	1.5
CCA	2.5
CBB	2.5
CAA	3.5
CAB	3
BBB	3
BBA	4.0
BAA	4.5
AAA	5

## TEAS EXAM

**Students must make a Reading Minimum of 70 for TEAS score to be considered for selection.**

POINTS	READING	MATH	SCIENCE	OVERALL TEAS	TOTAL
1	<b>@ Least 70%</b>	60-69%	40%-49%	68-71%	
3	80% -89%	70-79%	50%-59%	72%-79%	
5	90% and higher	80% or higher	60% or higher	80% or higher	Up to 20 points

**TOTAL POINTS = 40**

The Declaratory Order process permits the Board of Nursing to make decisions regarding your eligibility for licensure prior to entering or completing a nursing program. If you answered “yes” to any of the above questions, please research the Declaratory Order process at [www.bon.state.tx.us](http://www.bon.state.tx.us), go to Forms, then to Declaratory Orders. The Board of Nursing will not make eligibility determinations over the phone and/or email. Eligibility determinations take a minimum of 3-6 months.

**GRADUATION FROM THE VOCATIONAL NURSING PROGRAM DOES NOT GUARANTEE THE GRADUATE WILL BE ALLOWED TO SIT FOR THE NCLEX-PN (STATE BOARD EXAMINATION).**

### **Licensure Eligibility**

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility for renewing your license, please review the following:  
To check your eligibility for renewing your license, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years\*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense\*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

been arrested and have a pending criminal charge?

been convicted of a misdemeanor?

been convicted of a felony?

pled nolo contendere, no contest, or guilty?

received deferred adjudication?

been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?

been sentenced to serve jail, prison time, or court-ordered confinement?

been granted pre-trial diversion?

been cited or charged with any violation of the law?

been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offense, 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 submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

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. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to 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 and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

7. \*Are you currently the target or subject of a grand jury or governmental agency investigation?

8. \*Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

\*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

**You will be asked to submit a Declaratory Order & pay the \$150 Enforcement review fee if the initial review finds that your eligibility issue requires an in-depth investigation with the Enforcement Department.**

**Your file will be transferred to the Enforcement Department within 10 business days of our office receiving the DO & \$150 fee. The Declaratory Order process permits the Board of Nursing to make decisions regarding your eligibility for licensure prior to entering or completing a nursing program. If you answered "yes" to any of the above questions, please research the Declaratory Order process on the TX BON Website. The Board of Nursing will not make eligibility determinations over the phone and/or email. Eligibility determinations take a minimum of 3-6 months.**

**GRADUATION FROM THE HOWARD COLLEGE NURSING PROGRAM DOES NOT GUARANTEE  
THE GRADUATE WILL BE ALLOWED TO SIT FOR THE NCLEX-RN (STATE BOARD  
EXAMINATION).**

**TEXAS BOARD OF NURSING INFORMATION  
TEXAS OCCUPATION CODES**

Students enrolled in an approved professional nursing education program preparing students for licensure shall be provided written information regarding conditions that may disqualify graduates from licensure and of their rights to petition the Board for a Declaratory Order of Eligibility. This information is on the following pages

Texas Occupation Code—301.252

Texas Occupation Code—301.257

Texas Occupation Code—301.452— 301.469

Texas Administrative Code— 213.27—213.30

Texas Occupation Code: License Application Sec. 301.252

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.252](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.252)

Texas Occupation Code: Declaratory Order of License Eligibility Sec. 301.257

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.257](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.257)

Texas Occupation Code: Physical and Psychological Evaluation Sec. 301.452

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.452](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.452)

Texas Occupation Code: Disciplinary Authority of Board; Methods of Discipline Sec. 301.453

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.453](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.453)

Texas Occupation Code: Notice and Hearing Sec. 301.454

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.454](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.454)

Texas Occupation Code: Temporary License Suspension or Restriction Sec. 301.455

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.455](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.455)

Texas Occupation Code: Evidence Sec. 301.456

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.456](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.456)

Texas Occupation Code: Complaint and Investigation Sec. 301.457

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.457](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.457)

Texas Occupation Code: Initiation of Formal Charges; Discovery Sec. 301.458

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.458](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.458)

Texas Occupation Code: Formal Hearing Sec. 301.459

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.459](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.459)

Texas Occupation Code: Access to I Sec. 301.460

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.460](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.460)

Texas Occupation Code: License Application Sec. 301.461

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.461](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.461)

Texas Occupation Code: License Application Sec. 301.462

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.462](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.462)

Texas Occupation Code: License Application Sec. 301.463

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.463](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.463)



Texas Occupation Code: License Application Sec. 301.464

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.464](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.464)

Texas Occupation Code: License Application Sec. 301.465

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.465](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.465)

Texas Occupation Code: License Application Sec. 301.466

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.466](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.466)

Texas Occupation Code: License Application Sec. 301.467

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.467](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.467)

Texas Occupation Code: License Application Sec. 301.468

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.468](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.468)

Texas Occupation Code: License Application Sec. 301.469

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#301.469](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.469)

## **TEXAS BOARD OF NURSING INFORMATION TEXAS ADMINISTRATIVE CODE**

Texas Administrative Code: Good Professional Character Rule 213.27

[https://www.bon.texas.gov/rr\\_current/213-27.asp.html](https://www.bon.texas.gov/rr_current/213-27.asp.html)

Texas Administrative Code: Licensure of Individuals with Criminal History Rule 213.28

[https://www.bon.texas.gov/rr\\_current/213-28.asp.html](https://www.bon.texas.gov/rr_current/213-28.asp.html)

Texas Administrative Code: Fitness to Practice Rule 213.29

[https://www.bon.texas.gov/rr\\_current/213-29.asp.html](https://www.bon.texas.gov/rr_current/213-29.asp.html)

Texas Administrative Code: Declaratory Order of Eligibility for Licensure Rule 213.30

[https://www.bon.texas.gov/rr\\_current/213-30.asp.html](https://www.bon.texas.gov/rr_current/213-30.asp.html)