



# MENDOCINO COLLEGE

## **LVN-to-RN Bridge PROGRAM**

**1000 Hensley Creek Rd, Room 6520  
Ukiah, CA 95482  
707-468-3099**

### **APPLICATION HANDBOOK FOR SPRING 2025 ADMISSION**

**Applications Accepted 09/16/2024 to 10/15/2024**

**Revised 08/21/24**

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## THE LVN-TO-RN BRIDGE PROGRAM APPLICATION HANDBOOK

The application handbook provides prospective students with basic enrollment instructions for the:

- Mendocino College LVN-to-RN Associate Degree Program
- Mendocino College LVN-to-RN 30-Unit Option Certificate Program

The Nursing Program Enrollment Policy was developed to comply with Title 5 regulations, with input from the Nursing Program Advisory Committee and Mendocino College students, faculty, counselors, Deans, the Director of Admissions and Records, the Vice President of Academic Affairs, as well as the California Community College Chancellor's Office.

The handbook is designed to assist the applicant in becoming better acquainted with the policies and procedures governing entry into the LVN-to-RN Program. Mendocino College reserves the right to revise *Associate of Science (A.S.)* Degree requirements, LVN-to-RN 30-Unit Option Certificate requirements, and selection procedure 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 nursing program website at <https://www.mendocino.edu/about/administration/administrative-departments/nursing>.

Applicants are encouraged to apply to the program only if their intention is to complete the program and if they have sufficient nursing skills with which to succeed at the advanced placement of the program to which they are applying. 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 RN 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Allied Health program for behavior posing a threat to patient safety or if a health care related license/certificate was revoked for any reason (CNA, EMT, Paramedic, Dialysis Tech, LVN, Psych Tech, etc). If an applicant has left another program for any purpose, it is the applicants 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 to the Nursing Program Director at Mendocino College Nursing Department, 1000 Hensley Creek Road, Ukiah, CA 95482. 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 Nursing Program are coordinated by the Nursing Department and any inquiries regarding entry should be directed to this office at (707) 468-3099.

## **DESCRIPTION OF THE ASSOCIATE DEGREE NURSING PROGRAM AT MENDOCINO COLLEGE**

Mendocino College currently offers a 2-year Registered Nursing Program and a 3-semester LVN-to-RN Bridge Program. Students who successfully complete the program are awarded the Associate of Science Degree in Nursing and are eligible to sit for the California State Board of Registered Nursing Licensing Exam (NCLEX-RN).

The Associate Degree Nursing Program at Mendocino College has been approved by the California Board of Registered Nursing. After prerequisites are completed, the nursing program is a sequence of intensive courses offering a variety of classroom and clinical learning experiences over a four semester period for RN students and three semesters for LVN-to-RN students. Nursing courses are supported by a diversity of general education and science courses offered at the college.

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.

## **MISSION STATEMENT**

The mission of the Mendocino College Associate Degree 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 ADN 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.*

## **ASSOCIATE DEGREE NURSING PROGRAM PROGRAM STUDENT LEARNING OUTCOMES**

### *RN Associate of Science PSLOs*

- Meets qualifications and obtains an Associate of Science Degree in Nursing.
- Becomes eligible and succeeds on state board examination (NCLEX-RN) leading to licensure.
- Successfully meets program standards for proficiency through ATIs in fundamentals, nutrition, maternal/newborn, pediatrics, community health, mental health, medical/surgical, pharmacology, ATI comprehensive and leadership.
- Successfully completes a minimum of 132 hours of individual clinical preceptorship as assigned in the final semester as outlined in Mendocino College RN Preceptor Handbook.
- Practices within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.

## **NURSING PROGRAM PHILOSOPHY**

The philosophy of the Mendocino College LVN-to-RN Program supports and implements the mission statement of Mendocino College. The faculty members believe that a sound nursing education program is built on concepts relating to the individual, health/illness, the environment, and nursing which includes nursing education and relevant knowledge derived from related disciplines and relevant knowledge derived from related disciplines.

Nursing faculty members recognize the individual as a holistic, unique and complex being who constantly responds to changing environments in biological, psychological, social, cultural and spiritual domains. Individuals develop and interact within the context of their family, community, and social environments. People possess dignity, self-worth and the inherent right to assume responsibility for the development of their own potential. Additionally, individuals are entitled to information that allows them to make informed choices regarding their health care and to become active participants in decisions regarding their well-being. Individuals hold diverse values and beliefs and exist in different social and physical environments all of which may have an impact on an individual's state of health.

Each learner is recognized as having unique experiences and background. Faculty members are alert to individual differences due to gender, cultural background, goals, and learning styles. Support services, including counseling, financial aid, and a wide variety of learning resources, are an integral part of the system available to accommodate the individual needs of the students.

The student is considered an active participant in both the educational experience and the evaluation of the experience. The student holds the responsibility for classroom preparation and attendance, for engagement in active listening and analysis, completion of assignments and evaluation of learning experience.

## **STATEMENT OF PURPOSE**

The Mendocino College Nursing Program is designed to provide the individual the opportunity to obtain technical skills and a comprehensive education and to foster within each graduate a commitment to lifelong learning and professional development.

At the conclusion of the program, students will be able to:

1. Perform the duties and fulfill the responsibilities of an entry-level Registered Nurse.
2. Qualify for the state board examination (NCLEX-RN) leading to licensure according to the regulations of the California State Board of Registered Nursing.
3. Qualify for an Associate of Science Degree in Nursing.



## LVN-TO-RN ASSOCIATE OF SCIENCE DEGREE PROGRAM

The LVN-to-RN Degree Program requires one FT academic year, or two FT semesters, after completion of the prerequisite courses, a semester of nursing transition courses (usually one day per week), and non-nursing graduation requirements. The LVN-to-RN Program represents the 3rd and 4th semesters of a full RN curriculum. Graduates will earn the Associate of Science Degree in Nursing on completion of designated courses and competency requirements. Communication, language, natural and social sciences and nursing courses must be completed with at least a grade of "C" to be eligible for licensure by the State Board of Nursing.

### COMPETENCIES REQUIRED BY MENDOCINO COLLEGE FOR GRADUATION LVN-TO-RN ASSOCIATE OF SCIENCE PROGRAM

GENERAL EDUCATION & PREREQUISITE COURSES (pre-reqs in bold text)			
All GE courses and Nursing Prerequisites must be completed before applying to the nursing program			
Competency Areas	Required Prerequisite and Recommended General Education Courses	Units	Comments
Competency 3: Math	Math Competency Req	3	(see college catalog for options)
Area A: Natural Science	<b>BIO 230: Anatomy</b>	4-5	<u>NURSING PREREQUISITES</u> Anatomy, physiology and microbiology must have been completed within the last 10 years if student received a grade of "A" or "B" in the course. If student received a grade of "C" the class must have been completed within the past 5 years.
	<b>BIO 231: Physiology</b>	4-5	
	<b>BIO 259: Microbiology</b>	4-5	
Area B-1: American Institutions:	See College Catalog for qualifying courses	3	
Area B-2: Soc/Behavioral Science	<b>PSY 205: Introduction to Psychology</b>	3	<u>NURSING PREREQUISITE</u> - Psy 205 or PSY 215: Psych of Personal Growth; or PSY 210: Psychology of Life Span Development; or CDV 200: Child Growth and Development, will also satisfy this requirement.
Area D-1 & Competency 4: Language: English Composition	<b>ENG 200: Reading and Composition I</b>	3-4	<u>NURSING PREREQUISITE</u>
Area D-2: Communication/ Analytical Thinking	<b>COM 203: Intro to Public Speaking</b>	3	<u>NURSING PREREQUISITE</u> COM 203 or COM 210: Interpersonal Communication will also satisfy this requirement.
Area C: Humanities	See College Catalog for qualifying courses	3	
	<b>Sociology Nursing Pre-requisite</b>		<u>NURSING PREREQUISITE</u> SOC 200 Introduction to Sociology; SOC 201 Modern Social Problems; ETH 202 Racial/Ethnic Relations; ANT 201 Cultural Anthropology will also satisfy this requirement
Institutional Requirement: Cross Cultural	See College Catalog for qualifying courses		Requirement can be met by taking SOC 201, ETH 202, or ANT 201 <b>OR</b> by completing select courses only from Area B1 or Area C
Institutional Requirement: Wellness	See College Catalog for qualifying courses		This requirement is waived for students who earn the Associate Degree in Registered Nursing.
	<b>Nutrition Nursing Pre-requisite</b>	3	<u>NURSING PREREQUISITE</u> HLH 214: Foods & Nutrition or HLH 215: Therapeutic Nutrition

**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.

A joint venture with Sonoma State University & Chico State for ADN to BSN requires that a student successfully complete a math statistics course to be eligible for consideration to the BSN program. Students interested in the BSN degree are advised to consult with a Mendocino College counselor regarding additional General Education courses needed for advanced degree transfer.

### NURSING MAJOR COURSES

<b>LVN-TO-RN CAREER LADDER   NURSING MAJOR COURSES</b>		
COURSES	UNITS	COMMENTS
NUR 50: LVN-to-RN Transition	1	Prerequisite: BIO 230, BIO 231, BIO 259, current CA LVN license, and IV Therapy certification
NUR 52T: Nursing Technical Lab	1	Concurrent with NUR 50 course
NUR 121: Leadership and Management I	1	Prerequisite: NUR 50; Co-requisite: NUR 122
NUR 122: Complex Med/Surg Nursing I	8	Prerequisite: NUR 50; Co-requisite: NUR 125
NUR 125: Pharmacology III	1	Prerequisite: NUR 50
NUR 126: Nursing Seminar I	2	Prerequisite: NUR 50
*NUR 52C: Nursing Technical Lab	(1)	Co-requisite: NUR 122
NUR 131: Leadership and Management II	1	Prerequisite: NUR 121; Co-requisite: NUR 132
NUR 132: Complex Med/Surg Nursing II	8	Prerequisite: NUR 122; Co-requisite: NUR 135
NUR 135: Pharmacology IV	1	Prerequisite: NUR 125
NUR 136: Nursing Seminar II	2	Prerequisite: NUR 126
*NUR 52D: Nursing Technical	(1)	Co-requisite: NUR 132
TOTAL NURSING MAJOR UNITS	<b>26</b>	*(CLASSIFIED AS "other degree requirements")
TOTAL A.S. DEGREE UNITS	<b>61-65</b>	

### LVN-TO-RN 30-UNIT OPTION CERTIFICATE (NON-DEGREE) PROGRAM DESCRIPTION

The LVN-to-RN **30-Unit Option Certificate Program** is designed to provide California Licensed Vocational Nurses with the classroom and clinical training necessary to be eligible for the National Council Licensing Examination (NCLEX-RN) for Registered Nurses. Students who complete the **LVN-to-RN 30-Unit Option certificate program**, (as opposed to the degree program) may not be able to practice as a nurse outside the state of California or be accepted to advanced nursing education programs (such as BSN programs). All prerequisite and nursing coursework must be completed with a grade of "C" or higher. 30-unit option applicants are admitted on a space available basis only.

Students interested in the 30-Unit Option certificate program must meet with the Nursing Program Director before applying to the program.

### LVN-to-RN NON-DEGREE COURSE CURRICULUM

<b>LVN-TO-RN NON-DEGREE COURSE CURRICULUM</b>			
SEMESTER	REQUIRED COURSES	UNITS	COMMENTS
1	BIO 231: Physiology	4-5	Prerequisite for BIO 259 (must be within 5 years previous to program application)
2	BIO 259: Microbiology	4-5	Prerequisite for NUR 50 (must be within 5 years previous to program application)
3	NUR 50: LVN-to-RN Transition	1	Prerequisite: BIO 231, BIO 259, current CA LVN license, and IV Therapy certification. Recommended prep: ENG 200
4	NUR 52C: Nursing Technical Lab	1	
	NUR 121: Leadership and Management I	1	Prerequisite: NUR 50; Co-requisite: NUR 122
	NUR 122: Complex Med/Surg Nursing I	8	Prerequisite: NUR 50; Co-requisite: NUR 125
	NUR 125: Pharmacology III	1	Prerequisite: NUR 50
	NUR 126: Nursing Seminar I	2	Prerequisite: NUR 50
5	NUR 52 D: Nursing Technical	1	Co-requisite: NUR 132
	NUR 131: Leadership and Management II	1	Prerequisite: NUR 121; Co-requisite: NUR 132
	NUR 132: Comple Med/Surg Nursing II	8	Prerequisite: NUR 122; Co-requisite: NUR 135
	NUR 135: Pharmacology IV	1	Prerequisite: NUR 125
	NUR 136: Nursing Seminar II	2	Prerequisite: NUR 126
<b>TOTAL CERTIFICATE UNITS:</b>		<b>35-37</b>	

This 30-unit option certificate program does not lead to an associate of science degree in registered nursing. It entitles the certificate holder to apply to take the examination for licensure to become a registered nurse, and to practice only in the state of California. The 30-unit option certificate program is required by regulation but acceptance is contingent on space availability.

## MINIMUM REQUIREMENTS FOR APPLICATION

Candidates are selected for the Mendocino College LVN-to-RN Program from among those applicants who meet the Minimum Requirements as described below. Meeting minimum requirements will not guarantee admission. All qualified applicants who meet minimum requirements for application will additionally be evaluated according to the admissions formula and lottery draw explained under the section on Selection Criteria.

All potential students are encouraged to apply to more than one nursing program due to the fact that far more applications to nursing programs are received than schools can accommodate. We accept 4-10 bridge students per year into the LVN-TO-RN program. The nursing program maintains an alternate list of applicants in the event that any of the accepted applicants decline admission.

### Minimum Requirements

1. Students applying to the Mendocino College nursing program must be in possession of a Social Security Number (SSN) or federally 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 Registered Nursing (BRN) for licensure and to take the licensure exam (NCLEX). For guidance on the BRN licensing requirements, please see <http://www.rn.ca.gov/applicants/lic-exam.shtml>.

2. A copy of applicant's valid California Driver's License or approved I-9 identification must be submitted with application.
3. Applicants without a college degree posted on their transcript must submit proof of high school completion as required by the California State Board of Registered Nursing for licensure (California Code of Regulations 16CA ADC 1412). If you have a college degree, proof of completion of high school is not needed.

If high school was completed in the United States, you may choose to demonstrate proof of high school completion in one of the following ways:

- 1) One high school/GED/HiSET transcript, OR
- 2) Submit a copy of your diploma

If high school was completed outside the United States, foreign high school must be officially evaluated using one of the official GCC-approved evaluators listed below. Provide a report from one of the following evaluators.

- World Evaluation Services, Inc.; [www.wes.org](http://www.wes.org); phone - 212-966-6311
- International Educational Research Foundation; [www.ierf.org](http://www.ierf.org); phone - 310-258-9451

You should allow at least 4-6 weeks for processing. It is the applicant's responsibility to plan ahead.

4. Successful completion of General Education courses, Institutional Requirements, and Nursing Prerequisite courses prior to application, with a grade of “C” or better and cumulative college GPA of 2.5 or greater. The department will review applicant transcripts from other colleges for equivalency after application is submitted. Note: Courses taken credit/no credit or pass/fail will receive point value of a “C” when GPAs are calculated.

**Nursing Prerequisite** courses:

- BIO 230 Anatomy
- BIO 231 Physiology
- BIO 259 Microbiology
- HLH 214 Foods & Nutrition **or** HLH 215 Therapeutic Nutrition
- SOC 200 Sociology, **or** SOC 201 Modern Social Problems, **or** ETH 202 Racial and Ethnic Relations, **or** ANT 201 Cultural Anthropology
- ENG 200 Reading Composition
- COM 203 Intro Public Speaking, **or** COM 210 Interpersonal Communication
- PSY 205 Intro to Psychology, **or** PSY 210 Psychology of Life Span Development, **or** PSY 215 Psychology of Personal Growth, **or** CDV 200 Child Growth and Development

**Science Course Recency** Anatomy, physiology and microbiology prerequisite courses must have been completed within the last 10 years if the student received a grade of “A” or “B” in the course. If the student received a grade of “C” the class must have been completed within the past 5 years. There is no longer an option to waive the recency requirement for these courses.

**Science Course Repeats** Grades of D or F in anatomy, physiology or microbiology nursing prerequisites are considered repeats in terms of formula scoring. A grade of W is not considered a repeat for purposes of formula calculation.

**Resources:**

- Information regarding transfer agreements and General Education pattern requirements <https://www.mendocino.edu/academics/articulation>
- Mendocino College Counseling Office 707-468-3048.

5. **Official sealed transcript(s)** for all coursework completed must be submitted to the Mendocino College **Nursing Department**. One official sealed transcript of LVN program coursework must also be submitted to the Nursing Department. All courses and sections of LVN training must have been passed with at least a grade of C. Transcript of LVN coursework must be included with application and must show all content areas completed and must include evidence of pediatrics and obstetrics training.

Your application is not considered complete until all official transcripts have been received. You may request that 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 [nursing@mendocino.edu](mailto:nursing@mendocino.edu).

Transcripts from Mendocino College do not need to be provided by the applicant. Mendocino College transcripts will be provided by the Nursing Department. Students with high school and/or college transcripts from outside the U.S. must be evaluated for U.S. equivalency. All foreign student transcripts must be officially evaluated by:

IERF, Inc.  
P.O. Box 66940  
Los Angeles, CA 90066  
[www.ierf.org](http://www.ierf.org)  
phone – 310-258-9451

**OR**

World Education Services  
P.O. Box 5087  
Bowling Green Station  
New York, NY 10274  
[www.wes.org](http://www.wes.org)  
phone – 212-966-6311

It is the responsibility of the applicant to obtain foreign transcript evaluation prior to application. This process can be lengthy, so plan accordingly. An official copy of the transcript(s) and evaluation must be submitted at the time of application to the Nursing Department as well as Admissions and Records. No foreign coursework may be applied to nursing prerequisite courses.

6. Attendance at Nursing Pre-Application Workshop located at Mendocino College and submission of attendance certificate. Workshop dates are posted on the Nursing Program web page <https://www.mendocino.edu/nursing> Pre-registration is mandatory. Attendees must arrive on time, with photo ID, and attend 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.
7. Successfully passing the TEAS VI or VII Exam (ATI TEAS) with a composite score of 62% or greater. If taken before applying, submit unofficial copies of all results within the past year with your application. You do not have to have a TEAS result to apply.
8. Active clear unrestricted California LVN license with IV Certification. A provisional LVN license will not be accepted. If the IV certification is not on the license, please include a copy of IV certification course completion with nursing application.
9. Complete application submitted to Mendocino College Nursing 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 Nursing 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.

## LVN-to-RN PROGRAM SELECTION CRITERIA

Mendocino College will process all applications which meet the minimum requirements for admission to the program. However, the number of qualified applicants generally exceeds the capacity of the class size. In order to fairly select individual students, the Registered 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 above for minimum requirements for application. An applicant who has satisfied the minimum application criteria listed above 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. Each eligible applicant's grades will be entered into a database that utilizes a standardized formula. The formula is derived from the "Predicted Probability of Success" study by the CA Community College Chancellor's Office. The formula weighs the following factors:
  - Overall college GPA (All college courses attempted by an applicant)
  - College English GPA (currently ENG 200 at MC).
  - Biology Course GPA (Anatomy, Physiology, Microbiology)
  - Number of course repetitions in Core Science Courses: If an applicant must repeat any of the core Biology courses in order to earn a passing grade, it will count as a negative in the formula score. Repetitions in order to improve an already passing Science grade, will not count negatively against an applicant. A grade of "W" does not count negatively against an applicant. Only if the applicant has repeated a core science to improve a grade of "D" or "F" will the negative calculation take effect. If the "D" or "F" was earned >7 years prior to the application date, no penalty applies.

Applicants must score 80% or greater in formula scoring to proceed to the next step of the application process. The overall formula score of each application will either be cause for the application to be rejected (if score below 80%) or to be placed in a lottery drawing (if score at or above 80%). Students will be accepted according to randomized lottery results until all seats are filled for the class cohort. An alternate list will be maintained for seats that may open up prior to the beginning of classes.

3. If an applicant successfully demonstrates eligibility by meeting all admission requirements including achieving a score of 80% or greater in the Chancellor's Office formula, their application will then be advanced into the lottery system. Eligible applicants receive equal consideration utilizing a computerized randomization process while applicants with Veteran status and previous year alternates may receive one additional lottery number. Applications whose lottery ranking falls within the total number of students accepted will be offered admission to the RN program for that year. A short alternate list will be maintained in the event that open seats become available prior to the beginning of classes.

Applicants whose number is drawn in the lottery will be offered admission to the current year program enrollment 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 timely response to the offer by the deadline provided, receipt of a cleared background check, and a passing score on the ATI TEAS exam. Once an applicant confirms admission, the nursing program will provide additional information regarding how to proceed concerning the background check, TEAS testing, and other admission requirements.

Effective 9/16/2024, applicants who have submitted an eligible, qualifying\* application to the LVN-to-RN Bridge Program for the current application period AND three times in the preceding four RN Program application periods, but were not previously selected in the lottery, will be offered conditional\*\* admission to the program.

\* Please refer to pages 8, 9, & 10 of this handbook.

\*\* Please refer to the remainder of this page, pages 13 & 14 of this handbook, and pages 21 & 22 of this handbook.

If the number of applicants meeting the above 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. Applications will be processed in the order they are received.

Upon receipt of conditional admission, the applicant must respond in writing by completing the “Confirmation of Acceptance” form and returning the form to the Nursing Office by the deadline noted on the form. Any formal admission offers that are not confirmed by the assigned deadline will be void and the offer of admission will be awarded to the next applicant number in the lottery.

4. Applicants must have an ATI TEAS exam composite score of 62% or greater before acceptance is finalized. If an applicant has conditional acceptance status and has not taken the TEAS exam prior to acceptance, they will be invited with their acceptance letter to take the ATI TEAS exam at Mendocino College (MC).

Applicants will be offered one assigned opportunity to complete the exam at the Ukiah campus. If the student cannot attend the assigned date of the exam or does not provide a passing exam score by the deadline indicated in the letter, the application offer will be withdrawn.

If an applicant who has been provisionally accepted for admission completes the TEAS exam but does not pass with a composite score of 62% or greater, the applicant will not be permitted to start the program, the acceptance offer will be withdrawn, and the applicant will be provided with resources for remediation. Information on the latest version, ATI TEAS, can be found at [www.atitesting.com](http://www.atitesting.com) and a study guide is available through their website.



## **SUMMARY OF ACCEPTANCE PROCESS**

1. Formal admission letters will include an acceptance form that must be returned to the Nursing Department by the specified due date.
2. Any of the original seats not accepted will be offered to an alternate until all class seats are filled for the incoming class.
3. The applicant must pass a formal background check and successfully complete TEAS testing with a composite score of 62% or greater if TEAS testing not already completed.
4. 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.
5. 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 cycle. No preference will be given to applicants who have applied for more than one admission into the Nursing Program.
6. Applicants who were alternates for the previous class, but were not admitted into that cohort, will receive two number placements in the following years lottery draw if they reapply. Veterans will also receive two number placements in the lottery system.

## **ADVANCED PLACEMENT PROCEDURES**

Mendocino College provides advanced placement opportunities for students who have previous education and experience relevant to course segments of the ADN curriculum. Students may apply to enter as a transfer student if their status is one of the following:

1. Previous student who withdrew from an RN program/readmission
2. LVN-to-RN Bridge student
3. 30-unit option student
4. Veteran with medical experience

An applicant also may apply to challenge course(s) based on Mendocino College policy. Acceptance is on a space available basis. Attrition rates in the MC ADN program are historically low; therefore, advanced placement options are limited.

An applicant dismissed from a previous ADN program for clinical failure due to safety considerations will not be eligible for acceptance. Applications for transfer students and advanced placement students are accepted on a continuous basis. The program Director reviews each transfer application and determines placement based on a review of the applicant's transcripts, syllabi, and communication with the former Director or educator.

### **Admission to The ADN Program / Transfer Credit With Advanced Status**

Students who wish to return to the program after a period of absence, students having completed work in other nursing programs applying with advanced status, or veterans with medical experience are subject to the following criteria:

1. Because of limited clinical resources and student/teacher ratio, readmission/admission with advanced status will be on a space available basis only.
2. Individuals transferring nursing credit for advanced placement must submit official transcripts from previous institution(s) including course descriptions and course hours to the Nursing Program Director. All materials will be evaluated to determine appropriate placement in the program. To be considered for placement, all paperwork must be complete and received at least six weeks prior to the onset of the semester for which the student is applying. Nursing course work from other schools, applicable for advanced status in the Nursing Program must be completed with a grade of "C" or greater. Advanced Status applications will only be considered if applicant's period of absence from nursing program is one year or less.
3. When there are more eligible students seeking admission to a class than there are available vacancies, the position(s) will be offered to the applicants(s) based upon the date of receipt of completed paperwork. An advanced standing/alternate list is maintained by the Nursing Department.
4. 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.

## **Readmission to the ADN Program as an Advanced Standing Student**

In limited circumstances a student who has withdrawn from the MC nursing program may return as an advanced standing readmission 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 their lack of success as well as strategies for improving performance and completion of a remediation plan developed in coordination with the faculty for the course(s) in which the non-passing grade was received and approved by the director in advance. The readmission request will be reviewed and if approved the student may reapply during the next regular application period.

Readmission must occur within one year of departure from the ADN program. Any student who is absent from the ADN program has the responsibility to maintain currency of knowledge and skills previously learned.

## **LVN-to-RN Bridge**

The LVN-to-RN Career Ladder is an 18-month course of study consisting of both classroom and clinical training. The Licensed Vocational Nurse to ADN program at Mendocino College is a three semester program, which allows vocational nurses to be enrolled in the generic ADN program with advanced placement. The LVN-to-RN Program represents the 3rd and 4th semesters of a full RN curriculum. Graduates will earn the Associate of Science Degree in Nursing on completion of designated courses and competency requirements. Communication, language, natural and social sciences and nursing courses must be completed with at least a grade of "C" to be eligible for licensure by the State Board of Nursing. See the Mendocino College Catalog for information regarding competencies and the educational pattern for graduation.

The LVN-to-RN Degree Program requires a one-day-a-week nursing transition course and skills lab in the Spring semester following program acceptance. Upon successful completion of transition and skills courses students will bridge into the third semester RN program to complete one FT academic year, or two FT semesters with graduation occurring the following Spring semester. Complete admissions criteria is located on the nursing program website under Admissions and is detailed in this handbook.

## **30-Unit Option for LVNs**

A 30-Unit option is also available for vocational nurses who wish to become eligible to take the NLCEX exam in California but do not want to complete the full LVN-to-RN program. The LVN-to-RN Certificate program does not lead to an Associate Degree in Registered Nursing. The Certificate of Achievement is granted to those who successfully complete the nursing coursework without completing general education requirements for graduation. It entitles the graduate to take the examination for licensure as a Registered Nurse and to practice only in the State of California.

Prospective students must meet with the Nursing Program Director prior to application to discuss limitations of the role of the RN role for 30-unit option nurses. Admission to the certificate program is on a space available basis only. Additional admission criteria are available in the LVN-to-RN application handbook and on the nursing program website under Admissions. The LVN-TO-RN Certificate of Achievement is an 18-month course of study consisting of both classroom and clinical training.

## **MILITARY PERSONNEL POLICY GUIDELINES FOR NURSING ADMISSION**

Military Personnel and Veterans may be eligible for enrollment into a California Community College Associate Degree Nursing Program based on specific requirements.

- I. Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist.
  - a) Challenge exam per college policy for the 1<sup>st</sup> semester of the ADN program.
    - i. Colleges have an established number of maximum units that can be challenged.
    - ii. The course(s) challenged are based on the needs and prior experience of the individual requesting.
    - iii. Candidates must meet the same eligibility requirements for admission into the ADN program as other applicants, including completion of prerequisites and general education requirements.
  
- II. Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Services Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN program.
  - a) Admission credit may be given to applicants as an LVN-to-RN candidate per admission policies. This is normally full or partial credit for the first year of the nursing program but may vary from school to school.
  - b) An LVN-to-RN transition course is required and must be completed with a passing grade per individual program policy.
  - c) The program shall determine which course(s) the veteran or corpsman will need to complete based on the criterion established by the program.
  - d) Applicants must demonstrate theory and clinical competency in Obstetrics and Pediatrics. Credit for these specialties is required to be posted on the official transcript. ATIs given in the LVN-TO-RN transition course are Fundamentals, Maternal Child, and Pediatrics. Applicants will be required to pass ATI examinations at the same level as RN students.
  - e) All ADN prerequisites must be completed prior to the LVN-to-RN transition course.

\*Associate Degree may require additional coursework per college policy.

\*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.

\*Admission requirements will be the same or similar for all students.

## PRIOR CONVICTIONS/BACKGROUND INFORMATION

Applicants should be aware of the provisions of the California Nurse Practice Act, which requires that the Board of Registered Nursing review the history of previous misdemeanor and felony convictions. 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 information on the Board of Registered Nursing website before they apply to take any nursing courses ([www.brn.ca.gov](http://www.brn.ca.gov)).

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 would not be eligible to enter clinical training:

- Murder
- Assault
- Sexual offenses/sexual assault or any crime where candidate is required to register as 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, identity 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 hospital clinical courses or hospital observation. The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted, a new 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 they occurred more than seven years ago.

Students will permit the Nursing office 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.

## **DRUG SCREEN**

In accordance to 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 Registered Nurse 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 event 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.

### **Updated Information Regarding Changes to California State Laws:**

Despite the recent change 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, this includes students with medical marijuana authorization.

## STEP-BY-STEP PROCEDURE FOR APPLICATION

- Step 1: Carefully read the entire 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: Send for official transcripts from all colleges/universities attended (other than Mendocino College). You can request transcripts be sent to you or directly to the Nursing Department at Mendocino College (Mendocino College Nursing Department, 1000 Hensley Creek Road, Ukiah, CA 95482). Transcripts must be sealed in the original envelope from each school. Transcripts from outside the US will need to be submitted with written evaluation from IERF or ERES (or comparable agency). E-transcripts can be sent to [nursing@mendocino.edu](mailto:nursing@mendocino.edu)
- Step 4: Obtain a copy of your high school diploma or GED/HiSET certificate to submit with your application. Note that this step is not required if you have a college degree posted on an official transcript submitted to the Nursing Department.
- Step 5: Prepare a COMPLETE application packet for the Nursing Department containing:
- Current Enrollment Application (completely filled out and signed)
  - Pre-Application Workshop attendance form or number
  - High School Diploma or transcripts, or GED/HiSET, or degree conferred
  - One set of sealed official college transcripts from each college attended unless sending directly from other schools (other than Mendocino College)
  - Copy of current CA LVN License/proof of licensure printed from website
  - Copy of IV Certification Course Completion (if not stamped on LVN license)
  - Copy of current CPR (BLS for Healthcare Provider) card from **American Heart Association**
  - Copy of LVN program transcript (those who have challenged LVN boards need to apply as advanced entry students) showing all coursework including pediatrics and obstetrics
  - Copy of valid CA Driver's License or other I-9 approved identification
  - If born outside of U.S., copy of Social Security Card or federally issued Individual Tax Identification Number (ITIN).
  - Copy of all TEAS exam results, if completed
  - Signed confirmation statement
  - Demographic form

Step 6: Submit **COMPLETE** application to the Mendocino College Nursing Office (Mendocino College, Nursing Program Office [Room 6520], 1000 Hensley Creek Rd., Ukiah, CA 95482) either by mail or in person. **The application packets and all supporting documentation must be received in the Nursing Office by the date indicated on the front of this application packet.**

- If application is hand delivered: Application materials are to be sealed in 9x12 or 10x13 manila envelope with applicant's first and last name clearly printed on the front of envelope. Directly below your name: print the following: "LVN-to-RN PROGRAM APPLICATION".
- If mailing the application: It is **strongly** recommended that you obtain delivery confirmation from the Postal Service. We cannot be held responsible for documents lost in the mail. Applications sent via mail must be **received** (regardless of postmark date) in the Nursing Department by the end of the application period posted on the front page of this application. No applications will be accepted via email at any time.
- Do not send your application by a shipping/receiving company (UPS or FedEx, for example) as these companies do not deliver directly to the nursing department.

***NOTE: If it is determined that minimum requirements have not been met, or if an application is incomplete, applicant will not be considered for admission and application will be voided. Official transcripts will not be returned.***

Step 7: Await written notification of admission decision from the Nursing Program (approximately eight weeks after application period ends). **Please do not call prior to eight weeks** regarding applications as this could further slow down the process. No acceptance information will be given by phone either before or after admission decisions are made. We cannot confirm whether your application has been received. You can confirm receipt through hand delivery of your application or by a delivery confirmation mailing process. The Nursing Department makes every effort to process applications in a timely manner and notify applicants as soon as possible of their status.



## POST-ACCEPTANCE FOLLOW-UP

After formal acceptance, the student must be able to successfully complete each of the following steps. **If an applicant knows they will be unable to complete any of these requirements, for any reason, they 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 cost of the exam is the responsibility of the student. The examination must assess the physical ability of the student to stoop, squat and lift 50 pounds as these are integral parts to their clinical training. A form will be provided to the student with their acceptance packet.
2. Provide evidence of required immunizations, titers lab results, TB test results and other health evaluation requirements by the assigned due date as stated in the letter of admission. The cost of labs and other health requirements is the responsibility of the student. Health evaluations and associated lab work and immunizations are a requirement of clinical training. You agree to this transfer of medical information by signing the health evaluation form provided in the acceptance handbook.
3. Provide copy of current American Heart CPR (Basic Life Support for Health Care Provider) with application. Current CPR must be maintained throughout the nursing program. Be sure when taking a CPR course you are taking the BLS for Health Care Provider course, which is different than a basic CPR class for non-health providers and/or rescuers. Any lapse in coverage disallows the student from attending clinical courses and thus results in dismissal from program.
4. Provide copy of current Professional Liability Insurance (malpractice insurance). Additional information will be sent with acceptance.
5. Ability to attend clinical hours involving day, evening, nights, and/or weekend shifts. Eight-hour shifts, twelve-hour shifts, and four-hour shifts may be required. Travel to facilities in non-district counties will be required and is the responsibility of the student. As such each student needs to have a dependable car at their disposal and a valid CA driver's license and applicable insurance as required by law. Applicants should plan for travel-associated costs.
6. Ability to pass a drug screen. Clinical facilities have the right to perform drug screens on students using their facility. Any student who fails a drug screen will be unable to participate in the clinical component and thus will be dismissed from the program. Drug screening may be required prior to clinical hours and periodically throughout the program.
7. Bridge students will be required to demonstrate nursing skills normally associated with the first year of an RN program. Demonstration of skills will take place in a lab setting in the Bridge student's NUR 52T course and it is expected that students are proficient in basic LVN skills. Recent medical surgical nursing experience is highly recommended. There are a variety of clinical skills books available, and it is the responsibility of the student to have current skills and

content knowledge equivalent to the first year of RN school.

8. The NUR 50 transition course requires each student to take the ATI Pediatrics, ATI Maternal Newborn, and ATI Fundamentals exams. ATI Policy Summary:  
ATI examinations are used as part of the course grade. ATI exam scores, as calculated by ATI, will be part of the overall 75% average that students must achieve on examinations in order to pass the course. Students scoring less than proficiency level 2 on the ATI exam, as defined in the syllabus, will be required to remediate and retake the exam.
9. 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 these skills, so review and mastery ahead of time is essential to success.
10. Nursing students are expected to be computer literate so that they are able to navigate course content and resources. Extra computer help will not be offered through the nursing program and it is the students responsibility to make sure their technology skills are sufficient to meet program requirements.
11. All nursing students are required to have a valid and reliable Mendocino College email address. Students must agree to check this email regularly for updates and information as important or time sensitive communication can occur via email.
12. After admission to the program, if you have not previously attended Mendocino College, you will be directed to apply to the college and submit official transcripts to the Department of Admissions & Records. Transcripts sent to Nursing Department for nursing admission **will not** be forwarded to Admissions and Records.

## ESTIMATED PROGRAM EXPENSES

(To be used as an approximation only.)

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 afford costs for all four semesters.

<b>■ FIRST SEMESTER (SPRING)</b>	
– Registration (2 units @ \$46/unit)	\$ 92
– Materials Fee (ATI Testing)	\$ 350
– Health Fee	\$ 11
– Student Representation Fee	\$ 1
– Student Center Fee	\$ 5
– Background Check	\$ 60
– Textbooks	\$ 250
– Lab Coat/Supplies	\$100
– <b>Total 1<sup>st</sup> Semester</b>	<b>\$ 869</b>
<b>■ SECOND SEMESTER (FALL)</b>	
– Registration (12 units @ \$46/unit)	\$ 552
– Materials Fee (ATI Testing)	\$ 220
– Student Center Fee	\$ 5
– Health Fee	\$ 11
– Student Representation Fee	\$ 1
– Textbooks	\$ 700
– Drug Test	\$ 40
– Uniforms/Shoes	\$ 200
– <b>Total 2<sup>nd</sup> Semester</b>	<b>\$1,729</b>
<b>■ THIRD SEMESTER (SPRING)</b>	
– Registration (12 units @ \$46/unit)	\$552
– Materials Fee (ATI Testing)	\$310
– ASMC Fee	\$ 5
– Student Center Fee	\$ 5
– Health Fee	\$ 11
– Student Representation Fee	\$ 1
– Textbooks	\$100
– Nursing Graduation School Pin	\$30 - \$300 (depending on choice)
– Application/NCLEX-RN/Interim Permit	\$500
– <b>Total 3<sup>rd</sup> Semester</b>	<b>\$1,514</b>
<b>– Estimated Total Costs of Nursing Program</b>	
	<b>\$4,112</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</u> <u>(not all inclusive)</u>
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop nursing care plans
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, work spaces, 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. Start an IV infusion.
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 alarm, 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 syringe 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., insertion of a catheter or 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 Nursing 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 REGISTERED NURSING APPLICATION CHECKLIST**

- Attend mandatory pre-application workshop
- Read entire nursing application packet
- Complete Nursing Department Application, Demographic form, and Confirmation Statement. Use the application form on the nursing website: complete all forms online, print, sign, and submit hard copies.
- Send sealed Official College Transcripts to the Nursing 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: NURSING DEPARTMENT** in order to ensure they are received.)
  - All transcripts from other colleges must be received in the Nursing Department before an application is considered “complete.” Applicants do not need to provide transcripts for coursework taken at Mendocino College. The nursing program will supply these transcripts.
  - Electronic official copies are acceptable and should be sent directly from the college or university to [nursing@mendocino.edu](mailto:nursing@mendocino.edu).
- Copy of TEAS exam results if completed (unofficial). **No photographs accepted.**
- Copy of current CPR American Heart for Healthcare Provider.
- Copy of current California LVN License with IV therapy certification (HLH 173 or equivalent transcript if not stamped on your license). No photographs accepted.
- LVN School transcripts showing pediatrics, obstetrics, and fundamentals
- Include copy of HS diploma, transcripts, GED or HiSET certificate unless college degree is posted on transcript (HS Diploma/GED/HiSET does not need to be official). No photographs accepted.
- Copy of current/valid CA Driver’s License or other I-9 identification.
- 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. 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 Nursing Program department (707-468-3099) or email the nursing department at [nursing@mendocino.edu](mailto:nursing@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 8 weeks.