

## Hartnell College Department of Nursing and Health Sciences



### Vocational Nursing Certificate Program Admission and Application Instructions



#### **Minimum Requirements for Admission Eligibility:**

1. Hartnell College enrollment: If not currently enrolled, a Hartnell College Application for Admission indicating eligibility must be completed and on file in the Office of Admissions and Records.
2. Completion of high school: Official high school transcript or equivalent required (Board of Registered Nursing, Rules and Regulations, Section 1412).
3. Completion of all prerequisite courses with a grade of "C" or better as documented on official transcripts. (In-progress courses will not be accepted.)
4. Current Certified Nursing Assistant (CNA) license.
5. Current Healthcare Provider CPR certification. (*American Heart Association preferred*)

#### **Selection Process**

Hartnell College Vocational Nursing Program is impacted because more students apply for admission than can be accepted. Selection is based on criteria established by the Hartnell College Nursing Program and includes overall college GPA, prerequisite course GPA and completion of total units toward certificate. Additionally, letters of recommendations and performance ratings from persons familiar with the applicant's work and/or education in a health-related field, e.g., certified nursing assistant, paramedic, medical assistant and/or instructors, are considered during the selection process.

#### **Application Process**

The Vocational Nursing Program has a separate admission application process from the Hartnell College admission process. General college application materials are available in the Office of Admissions and Records on the main campus or on the Hartnell College website ([www.hartnell.edu](http://www.hartnell.edu)).

Currently, the program has a three-semester curriculum and admits a new class each Spring. Nursing program applications are available in September for the following Spring semester. Information packets and application forms are available in the Department of Nursing Office located at the Natividad campus, the Counseling Department on Main Campus, or on-line at [www.hartnell.edu/academics/health.html](http://www.hartnell.edu/academics/health.html). The completed application with official documents of verification must be submitted to the Nursing Department office by the published deadline date. **There are no exceptions.**

#### **Application Dates and Contact Information:**

**Submission Deadline:** November 6, 2009

**Acceptance Notification:** No later than November 28, 2009

#### **Department of Nursing and Health Sciences:**

Mailing address: Hartnell College Attn: Nursing and Health Sciences Dept, Mailbox C-6,  
411 Central Avenue, Salinas CA 93901

Office location: Natividad Health Profession Center

1441 Constitution Blvd, Bldg. 400, Room 308/310, Salinas, CA 93906

\*\*Anticipated move 11/02/09: CALL Building 2<sup>nd</sup> Floor, Hartnell Main Campus\*\*

Tele: (831) 770.6146/(831)-770-6148, Fax: (831) 770.6144

#### **Nursing Counselors:**

Ms. LaVerne Cook and Dr. Ignacio Pando

Mailing address: Hartnell College Attn: Counseling Department  
411 Central Avenue, Salinas, CA 93901

Tele: (831) 755.6820.

**Hartnell College Office of Admissions and Records:**

411 Central Avenue, Salinas CA 93901  
Tele: (831) 755.6711, Fax: (831) 759.6014

**Official Transcripts:**

**High school:** An official sealed transcript must be mailed to the Department of Nursing office or submitted with the application packet. One Official transcript, GED report, or proficiency report must be mailed or submitted with the application packet to the Department of Nursing.

**Hartnell College:** Students must request that an official sealed Hartnell College transcript be sent to the Nursing Office.

**Other Colleges:** Official sealed transcripts from colleges other than Hartnell College must be mailed or delivered to Hartnell College Admissions and Records *and* the Department of Nursing.

**Request for Course-to-Course Evaluation Form:** A nursing counselor must evaluate course descriptions provided by the student for each prerequisite or general education course completed at another institution. Once reviewed, the nursing counselor completes and signs the form that must be included with the nursing application. Appointments with the nursing counselors, Ms. LaVerne Cook or Dr. Ignacio Pando, may be made by calling the Hartnell College Counseling Department at (831) 755.6820.

**Foreign high schools and colleges:** Official transcripts must be evaluated for course work equivalency to United States educational standards by a credentials evaluation service approved by Hartnell College. A comprehensive evaluation, including subjects, units, and grade listings, is required for prerequisite college coursework. For high school, a letter from the evaluation service verifying equivalency to United States education through 12th grade is required. Contact Hartnell College Office of Admissions and Records for more information.

**Rating/ Recommendation Forms:** Recommendations from three (3) sources are required, preferably from those who can comment on the applicant's health-related nursing coursework or employment in a health-related field (e.g., CNA, MA, HHA, Paramedic, etc.).

**Health-related Work Experience Statement:** A brief (typed) statement on the applicant's work or volunteer experience in health-related field must be submitted.

**Healthcare Provider CPR certification:** Applicants must provide proof of current certification. Maintenance of Healthcare Provider certification, preferably by the American Heart Association, is required by the Department of Nursing.



**Hartnell College**  
Vocational Nursing Certificate Program



**Health-related Work Experience Statement**

***VOCATIONAL NURSING STUDENT APPLICANT:***

Please type a brief statement on your work or volunteer experience. Describe your direct client care experience. Please include additional information you would like to share during the application process.





**Hartnell College**  
**Department of Nursing and Health Sciences**



Office: Natividad Health Profession Center  
 Bldg 400, 3<sup>rd</sup> Floor, Room 308/310, 831-770-6146/831-770-6148

**\*\*\*Anticipated move 11/2/09: CALL Building, 2<sup>nd</sup> Floor, Hartnell College Main Campus\*\*\***

**Vocational Nursing Certificate Program**

**Application Checklist**

I understand that to be considered for admission to the Vocational Nursing Program at Hartnell College, I must have completed all of the following:

1.  All prerequisite coursework. Consultation with a Hartnell College nursing counselor if required courses were taken at other colleges and a Course-to-Course Evaluation Form completed for application submission
2.  Application for Admission submitted to Hartnell College Admissions Office, if currently not enrolled
3.  High School, 12<sup>th</sup> grade or equivalent
4.  Healthcare Provider CPR certification (*American Heart Association preferred*)
5.  Certified Nursing Assistant (CNA) licensure (current)

**The completed vocational nursing application must be submitted to the nursing department office by November 6, 2009, 5:00 pm (deadline). The following documents are required:**

- One (1) sealed, official Hartnell College transcript mailed to Department of Nursing office or submitted with the application packet
- Two (2) official transcripts from every college attended. One transcript must be mailed or submitted with the application packet to the Department of Nursing and one must be mailed or submitted to the Hartnell College Office of Admissions and Records:  
 Hartnell College ATTN: Nursing and Health Sciences Dept, Mail Box C-6, 411 Central Ave.  
 Salinas, CA 93901 Hartnell College ATTN: Office of Admissions & Records, 411 Central Ave.  
 Salinas, CA 93901
- One (1) official high school transcript, GED report, or proficiency report mailed or submitted with the application packet. All foreign high school graduates must have an outside credential evaluator write an official letter stating U.S. high school through 12<sup>th</sup> grade equivalency
- Three (3) completed Recommendation/Rating Forms
- One half (1/2) page typed statement on work or volunteer experience, preferably in a health-related field
- Authorized Request for Course-to-Course Evaluation Form for coursework completed at other colleges or institutions. The form must be signed by a nursing program counselor (Dr. Ignacio Pando or Mrs. LaVerne Cook). Foreign transcripts must be evaluated by an outside credential evaluator before a Request for Course-to-Course Evaluation Form can be completed by a nursing counselor
- Copy of current Healthcare Provider CPR card (*American Heart Association preferred*)
- Copy of current Certified Nursing Assistant License



**Hartnell College**  
Vocational Nursing Program



**TO THE APPLICANT:** Provide this form to persons familiar with your work and/or education as it relates to nursing. Each Recommendation/Rating Form should be returned to the nursing office in a sealed envelope unless you do not waive the right to examine the responses. Three (3) recommendations are required. You may photocopy this form or request additional forms from the Nursing Department.

TYPE OR PRINT THE FOLLOWING INFORMATION:

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Present Occupation \_\_\_\_\_ Employer/Instiution \_\_\_\_\_

Expected Date of Entry \_\_\_\_\_

Name/Title of Evaluator \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

I hereby  waive the right to examine this evaluation. *I do not want to review my references.*  
 **do not** waive the right to examine this evaluation. *I do want to review my references.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE EVALUATOR:** The person named above has applied for admission to the Vocational Nursing Program at Hartnell College and has asked you to evaluate her/his ability to work in nursing. If the applicant has not waived the right to review this rating form, you should consider the rating form non-confidential. Evaluations must be received by **November 6, 2009** in the Nursing Department office.

1. How long have you known the applicant and in what capacity? (Give dates, if possible)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. *Instructors only:* Course Name: \_\_\_\_\_  
 Ranking in the course top: \_\_\_\_\_% of approximately \_\_\_\_\_ students

3. Please rate the applicant in each area listed below in comparison with others you have known and/or supervised.

	Upper 5%	Upper 10%	Upper 25%	Upper 50%	Lower 50%	No Basis to Judge
Academic Ability						
Oral Communication						
Written Communication						
Motivation/initiative						
Cooperation						
Emotional Maturity						
Dependability						
Creativity						
Ability to work with others						
Critical Thinking						
Integrity						
Overall Potential						

4. Recommendation concerning admission (check one):

\_\_\_\_\_ I recommend the applicant with confidence.  
 \_\_\_\_\_ I recommend the applicant with reservation. (Please explain in Item #6.)  
 \_\_\_\_\_ I do not recommend the applicant. (Please explain in Item #6.)

5. Please provide any additional information of the applicant's potential in nursing school. Include any particular strengths and/or weaknesses. We appreciate your candid appraisal. Attach additional sheet, if necessary.

***Please Print or Type:***

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company or Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please mail to:** Hartnell College  
 ATTN: Nursing and Health Sciences Department  
 Mail Box C-6  
 411 Central Avenue  
 Salinas, CA 93901

**Must be returned by Nov. 6, 2009**