

**Sutter County Superintendent of Schools
Regional Occupational Program**

Vocational Nursing Program 2019-2020



**Sutter County One Stop
950 Tharp Road #1000 • Yuba City, CA 95993
(530) 822-5120 • TRS/VRS 711
www.sutteronestop.com**



**America's JobCenter
of California™**

Equal Opportunity Employer/Program

Auxiliary aides & services are available upon request to individuals with disabilities.

The Sutter County One Stop is a proud partner of America's Job Center of CaliforniaSM network.

VOCATIONAL NURSING

Room 308

PROGRAM TIMES	DAYS	START	END	FEE
8:30 am - 1:15 pm* Theory	MTWThF	Jan 7, 2019	Jun 26, 2020	\$14,250
6:00 am - 5:00 pm* Clinical	Times and days may vary			

The Part Time Vocational Nursing Program is 600 hours theory and 1,000 hours clinical. There are three modules in the program.

Module One includes orientation; a review of basic nursing care (CNA), nutrition principles; psychology concepts; gerontology overview; pharmacology with medical math, oral and parenteral medications experience; pre-and postoperative care; the cardiovascular system; the respiratory system; the endocrine system; eye and ear disorders; and the gastrointestinal system will be reviewed with theory and clinical experience.

Module Two emphasizes advanced medical/surgical concepts. Oncology nursing; genitourinary nursing; gynecological nursing; neurological nursing; orthopedic nursing; rehabilitation nursing; home health nursing, hematological nursing lymphatic and immune system nursing; emergency nursing; and leadership and supervision in nursing will be reviewed with theory and clinical experience.

Module Three includes Maternity and Pediatrics. The reproductive system; prenatal care; labor and delivery; postpartum care; neonatal care; growth and development; perspectives of pediatric nursing; acute and chronic pediatric care; and health promotion will be covered.

Students need to be prepared for travel to clinical sites as far away as 100 miles from Yuba City. Every effort will be made to use clinical sites close to Yuba City.

Upon completion of this program, students will be eligible to take the State Board Exam for Vocational Nursing.

***SUBJECT TO CHANGE WITHOUT NOTICE.**

PROGRAM REQUIREMENTS:

- Current CNA certification or proof of current enrollment.
- High School Diploma or GED (Must furnish official transcripts. Students who attended schools in other countries will need to get their transcripts evaluated by an international evaluating service.)
- TEAS test results
- Anatomy & Physiology and Medical Terminology courses, with grade of "C" or better.
- Negative TB or chest x-ray
- Physical examination
- Hepatitis B vaccination Series - Must be current or titer
- Proof of MMR - Measles, Mumps, and Rubella vaccination
- Proof of Tdap - Tetanus, Diphtheria, and Pertussis vaccination
- Proof of Influenza shot
- Varicella Vaccine or titer
- Health Care Provider CPR or Professional Rescuer CPR class
- 2 letters of recommendation
- Current Driver's License
- Social Security Card
- Completed application
- All prerequisites must be completed or in progress by application deadline.
- Negative drug screen if accepted into program - will do during class.

PAYMENT:

- Payment is due according to payment schedule.
- A class must have a minimum of 20 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

OTHER INFO:

- Application window: September 1, 2018 - October 31, 2018.
- Application packet will be available on line during application window.
- For additional questions call (530)822-5120 to schedule appointment for the Vocational Nursing Information Meeting.

VOCATIONAL NURSING

Vocational Nursing Schedule:

Theory 600 hours

Monday and Wednesday 8:30 AM to 1:15 PM

Clinical 1,000 hours

Tuesday, Thursday, Friday 6:00 AM to 5:00 PM

HOURS SUBJECT TO CHANGE WITHOUT NOTICE.

All regular holidays are observed. The program includes vacations, winter and spring breaks. Students will receive a school calendar for the entire program as part of the Program Syllabus.

Program Tuition: \$14,250

Tuition includes Instructor and Para Educator costs, medical supplies, ID Badge, Malpractice Insurance, program syllabus, fingerprinting and background check.

Payment Schedule:

OPTION #1	OPTION #2
Due 12/07/18 - \$ 9,400	Pay in full 12/07/18 - \$14,250
Due 10/07/19 - \$ 4,850	

Recruiting Dates for Adult Students

The application process will begin September 1, 2018. Applications must be submitted in person to Sutter County One Stop lobby at 950 Tharp Road, Building 1000, Yuba City, CA 95993, on or before October 31, 2018. Office hours are Monday through Friday, 8:00 AM to 5:00 PM.

TEAS

The Sutter County One Stop now requires the completion of an approved pre-admission diagnostic assessment tool prior to application. Yuba College is an official hosting site for the Test of Essential Academic Skills (TEAS) exam. This exam measures basic essential skills in the academic areas of reading, mathematics, science, and English and language use. The objectives assessed are those which nurse educators have deemed most appropriate and relevant to measure entry-level skills and abilities in nursing program applicants. The TEAS exam consist of 170 multiple-choice questions and has been proven to be a statistically significant predictor of early nursing school success.

For a complete listing of available exam dates and times, as well as access to study guide materials and practice tests, please visit the ATI website at www.atitesting.com.

APPLICATION DEADLINE

All applicants must submit a completed application, and include all transcript documentation as requested by **October 31, 2018**. Packets must be submitted to the Sutter County One Stop front lobby (building 1000) in person only. **No late applications will be accepted.** Documentation submitted with application will not be returned to students. All documents submitted become part of the confidential records retained at Sutter County One Stop.

VN Program Completion

All students who successfully complete the program will be awarded a Tri-County ROP Vocational Nursing Program certificate of completion. Students who meet the requirements for completion are eligible to apply for the BVNPT National Council Licensure Examination (NCLEX) PN.

VOCATIONAL NURSING

VOCATIONAL NURSING INFORMATION MEETINGS

Information meetings are informal sessions to help answer student questions in regard to the VN program in addition to questions in regard to financial-aid options. Please call (530)822-5120 to schedule appointment.

Orientation Meetings:

DATE	DAY	TIMES
09/17/18	Monday	6:00 PM TO 7:00 PM
10/15/18	Monday	6:00 PM TO 7:00 PM

STUDENT COMMITMENT

Vocational Nursing is a rigorous college level program that requires a 100% commitment from each student. All students enrolled in the VN program are expected to maintain professionalism at all times and follow all policies, procedures, and the authority of the instructors. Program participation and attendance are extremely important; students must arrive on time and fully prepared. If the student must be absent, he/she must inform the instructor. Absences may adversely affect their grade.

TIME MANAGEMENT

The average student should anticipate 18-20 hours of study time per week. All students are required to make time outside the classroom to study and prepare for class.

LEARNING COMMUNITY

What does it mean to be part of a learning community at the Tri-County ROP Vocational Nursing Program at the Sutter County One Stop? It means that you owe it to your classmates to be prepared, to respect their opinions, give them authentic, constructive feedback; and to learn from their experiences. Your peers may have expertise you lack. The only way to find out is to give them the same respect as you would your instructor when they have taken charge of learning in the course.

PHYSICAL REQUIREMENTS

The essential functions of the LVN occupation require many physical tasks which include; but, are not limited to, lifting, bending, stooping, and standing for extended periods of time.

Applicants must be able to fully participate in program activities for the entire length of the program.

CODE OF CONDUCT

The students of the Tri-County ROP Vocational Nursing program are expected to maintain professional behavior in the classroom and in clinical settings. Students are required to follow the standards of conduct set out by Sutter County Superintendent of Schools One Stop as well as the scope of practice and professional regulations set down by the State Board of Vocational Nurses and Psychiatric Technicians. Please refer to the following website especially article 4 section 2518.5 and 2518.6.

<http://www.bvnpt.ca.gov/pdf/vnregs.pdf>

VOCATIONAL NURSING

Fees

Fee-Based Program for Adults:

- Must be 18 years or older, and show proof of high school or GED completion.
- A class must have a minimum of 20 students, or risk cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.
- Card holder must be present with valid ID at time of payment.

Refund Policy (EFFECTIVE AUGUST 1, 2012):

Sutter County One Stop has a fair and equitable policy for the refund of tuition fees and other charges. The policy is uniformly administered and published.

Students are provided an orientation on the first day of the program. Orientation presentation outlines the refund policy as well as other pertinent program information and expectations.

Program fee refunds for students withdrawing prior to completion of a program, are issued based on the following refund policy:

- * **Program Cancellation** - In the event of program cancellation, due to the class not meeting the minimum number of students, all fees will be refunded within thirty (30) days of the cancellation date without requiring a request from the student.
- * **Student Withdrawing From the Program** - Student withdrawing from a program at least five (5) business days prior to the first day of class will be refunded all fees paid. Student has the option to withdraw three (3) business days after the start of the program, but will be assessed a \$100 processing fee for all refunds. The \$100 processing fee will be deducted from the refund, and all other fees paid will be refunded within thirty (30) days. No refunds will be issued after the third business day after the start of the program.
- * **Students Exited Administratively from a Program** - No refunds are issued for administratively exited students.
- * **Military Service** - A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.
- * **Refunds to Students Receiving Community or Organizational Funding** - All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students may be responsible to pay any unpaid fees.

Methods of Refunds

Cash Payment:

The student must complete the withdrawal form and request a refund. The business department will then issue a check that will be mailed to the student's address of record within 30 working days.

Cashiers Check, Credit Card or Debit Card payment:

The business department will verify payment was received on the cashiers check, credit card or debit card transaction prior to processing before any refund can be processed. Once payment has cleared the financial institution, a refund check will be mailed to the student's address on record within 30 working days if paid by cashiers check or debit payment.

Students are responsible to ensure their correct address is on file to avoid any delays in receiving refunds.

VOCATIONAL NURSING

The following are the prerequisites for the Tri-County ROP Vocational Nursing Program at Sutter County One Stop.

Prerequisites:

1. **Must have a current CNA License from the Department of Health Services.** CNA classes are offered at Sutter County One Stop. For further information, call 530-822-5120 and/or check our website – www.sutteronestop.com and click on "CATALOG". Proof of current enrollment in course accepted. Must provide official transcript after successful completion of class, prior to final acceptance into VN program.
2. **Must have high school diploma or GED.** Please bring a copy of your diploma or GED for our records. You may submit an official transcript of any ROP, college or other school classes that you would like to include with your application. We offer classes for a high school diploma and GED Prep at Sutter County One Stop. For further information call 530-822-5120.
3. **TEAS.** Please see www.atitesting.com for testing sites and dates in your area. See attachment for more information.
4. **Must complete Anatomy and Physiology course (at least 54 hours).** This course can be taken at Sutter County One Stop. To find out more information, as to when this class will be starting, please call 530-822-5120. If you have already taken this course at a Community College with a grade of "C" or better was obtained, with at least 54 hours spent in the course, this may satisfy the prerequisite. Please bring an official copy of your transcript. Medical Assistants may possibly be granted credit for this course. Proof of current enrollment in course accepted. Must provide official transcript after successful completion of class, prior to final acceptance into VN program.
5. **Must complete Medical Terminology (at least 20 hours).** This course is offered at Sutter County One Stop. If this course was taken at a Community College with a grade of "C" or better, this may satisfy this requirement. Please bring your official transcript so that we may review this. Proof of current enrollment in course accepted. Must provide official transcript after successful completion of class, prior to final acceptance into VN program.
6. **Must have Negative TB Mantoux Test.** The test must be taken within one year of the start of the VN Program. If your previous test was positive, a chest x-ray needs to be done with a report showing no active disease. This will be done yearly while being a student in the VN Program.
7. **Must have physical examination done stating you are physically able to do the VN Program.** This is to be performed by a physician stating that the individual is able to perform the duties of a VN student. This should be done within one year of starting the VN Program. This will be done yearly while being a student in the VN Program.
8. **Must have completed the Hepatitis B vaccination series (3 injections) or be in the process of this and has received at least one injection by the beginning of the VN Program.** A Hepatitis B TITER showing immunity may be used instead.
9. **Have an active CPR card – Healthcare Provider from the American Heart Association or "Professional Rescuer".** This needs to be renewed during the VN Program when the card expires.
10. **Proof of a MMR vaccination (measles, mumps, and rubella) booster or TITER to prove immunity.** This is a requirement to be able to do the Obstetrics and Pediatrics Module in the VN Program.
11. **Proof of Tdap - Tetanus, Diphtheria and Pertussis vaccination**
12. **Proof of a Varicella shot or titer.**
13. **Proof of Influenza shot**
14. **Two letters of recommendation stating why you are a good candidate for the VN Program from professional business people, such as teachers, nurses, physicians, manager, etc.**
15. **Bring your driver's license and social security card (originals) to confirm identification.** We will copy them when you bring in your application.
16. **Must have a negative drug screen test.** This test will be done on applicants that are chosen for the next VN Program within one month of the start of clinicals. The student will pay for this test done at Rideout Health or Sutter Medical Foundation. If the test is positive, the student will be dropped from the program. This position will be filled by an alternate student who passed the drug test.



Dr. Baljinder Dhillon, Superintendent



Rinky Basi, Director

950 Tharp Road, # 1000 • Yuba City, CA • 95993 • Phone (530)822-5120 • Fax (530)822-5139 • www.sutteronestop.com

TRI-COUNTY ROP VOCATIONAL NURSING PROGRAM
APPLICATION CHECK LIST

Recruiting Dates for Adult Student:

Recruitment period will begin on September 1, 2018.

All applications must be completed and submitted before 5:00 PM on Wednesday, October 31, 2018.

All applications must be submitted in person to the front desk office of Sutter County One Stop at 950 Tharp Road, Building 1000, Yuba City, California, 95993. Normal office hours are Monday – Friday 8:00 AM – 5:00 PM.

Application Check List:

When submitting your application you must include all the required paperwork listed below:

- Completed application
Current CNA - Copy of Official State Certificate Exp. Date
One official transcript verifying High School Diploma or GED
TEAS
Anatomy & Physiology (54 hours) - One official transcript
Medical Terminology (20 hours) - One official transcript
Negative TB or chest x-ray – Good for one year. Expiration Date
Physical Exam – Good for one year. Expiration Date
Hepatitis B Vaccination Series (Hep 1, Hep 2, Hep 3) – Must be current or titer done after 7 years.
Current Healthcare Provider CPR – Expiration Date
First Aid or EMT within last 5 years – Course taken on
Proof of MMR (measles, mumps, and rubella) Vaccination – Must be current or titer
Proof of Tdap (Tetanus, Diphtheria, and Pertussis) Vaccination – Must be current or titer
Proof of Varicella shot – Must be current or titer
Proof of Influenza shot
Two letters of recommendation – Must be from professional people. No letters from family members will be accepted.
Current Driver's License – Staff will make a copy and include with application.
Social Security Card – Staff will make a copy and include with application.
Verification of employment history (if applicable) on company letterhead and signed by the employer.
Negative Drug Screen – You must submit to a drug test after being accepted into the VN program.

INCLUDE THIS CHECKLISTS ON THE TOP OF YOUR PACKET

Incomplete or late application packets will not be considered. All applications will be reviewed and scored using the Rubric; interviews will be scheduled with selected applicants. Results of applicants chosen for the next VN class will be posted Friday, November 16, 2018.

Date of interview:

Time of interview:

Date of Class applying for:

OFFICIAL USE ONLY

Student's Name: Fees Paid: \$

Date & Time Stamp: Staff Initials:

TRI-COUNTY ROP VOCATIONAL NURSING PROGRAM APPLICATION

Please print and use ink.

Last Name	First Name	M.I.

Mailing Address	City	State	Zip Code

Home Phone	Cell Phone	Email Address

Date of Birth	Social Security Number

Educational History

Do you possess a high school diploma or high school equivalency? Yes No

	Name & Location of School	Year Attended	Certificate/Diploma/ Degree Earned	Subject Areas Studies
Trade/Career Technical School				
College				
Other Schools				

Two (2) official transcripts required and must be included in the application packet. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service to be granted credit.

Employment History

Dates	Name of Employer	Address	Position	Reason for Leaving

MEDICAL INFORMATION

If you wear a MEDIC ALERT BRACELET, please provide your number. If not applicable, please put N/A.

Do you have a disability/impairment for which you may need assistance using classroom equipment or during a written or oral test? If yes, what assistance might you need? i.e.: hearing, sight, learning disability, ESL, etc. If not applicable, please put N/A.

RELEASE OF INFORMATION

I, _____ give my consent to the individual and/or agency indicated below to release and exchange information with the instructor of the Tri-County Regional Occupational Program, Health Career Programs/Sutter County One Stop – Health Career Programs.

Names of individuals and /or agencies:

Since the age of 18, have you been convicted of a misdemeanor or a felony? YES NO

PHOTOGRAPHIC RELEASE

I, _____ give my consent to be photographed while participating in the Tri-County Regional Occupational Program Health Career Programs/Sutter County One Stop – Health Career Programs.

SIGNATURE

DATE

MEDICAL ETHICS CODE OF CONFIDENTIALITY

With regard to the Medical Ethics Code of Confidentiality, I understand that I do not at anytime, discuss the details of a patient's problem or history, the doctor's personal business, or a fellow student's personal business. I will abide with all HIPPA Regulations.

SIGNATURE

DATE

CRIMINAL BACKGROUND

The VN Program requires a fingerprint clearance by the Department of Justice and the FBI. Do you have any criminal convictions on record? YES NO

If yes, please explain and provide dates of convictions.

If yes, please refer to the BVNPT's website at www.bvnpt.ca.gov/enforcement/enforcement_faq.shtml#1a to identify if the BVNPT will deny your clearance.

Name of the person we may contact in case of an emergency:

Name _____ Relationship _____

Address _____

Phone Number _____

Doctor _____ Phone _____

Mark any of the following medical conditions that apply:

- () Asthma () Seizure Disorder () Heart Disease
() Diabetes () History of Stroke

Do you have any other medical conditions that we should be aware of in case of emergency? If so please describe. When?

I learned about this program in the following way (check all that applies):

- | | |
|--|--|
| <input type="checkbox"/> School Brochure | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Friend/Family Member | <input type="checkbox"/> Caseworker/Participation in another program |
| <input type="checkbox"/> Previous Tri-County ROP student | <input type="checkbox"/> Website |
| <input type="checkbox"/> Facebook/Craig's List | <input type="checkbox"/> Resource or Career Fair |
| <input type="checkbox"/> Other _____ | |

The information I have provided on this form is true to the best of my knowledge.

SIGNATURE

DATE

GENERAL INFORMATION

Please review and write your answers, in your own handwriting, on a separate sheet of paper, the following questions/items. Attach to VN application:

1. Why do you want to be accepted into the VN Program? Write a max 400 words essay stating why you should be accepted.
2. List your hobbies and special interests.
3. What experiences have you had in the medical industry?
4. What licenses or certificates have you possessed? Include expiration date(s).
5. List three personal strengths that would make you an asset to the nursing field and three personal challenges you would face in the nursing field.

Sutter County One Stop Vocational Nursing Program Costs

950 Tharp Road, Building #1000, Yuba City, CA 95993

Complete Applications are due October 31, 2018.

Course Tuition

Theory, ATI Testing, Clinical and Lab Fees (includes 40 hr IV Therapy/Blood Withdrawal Course) \$ **14,250.00**

Fee Structure Options

Option # 1	
Payment Due 12/07/18	\$ 9,400.00
Payment Due 10/07/19	\$ 4,850.00
Total	\$ 14,250.00

Option # 2	
Full Theory, Clinical & Lab Fees	
Payment Due 12/07/18	\$ 14,250.00

Fees must be paid at 950 Tharp Rd, Building #1000, Yuba City, CA 95993 on or before the due dates
Only cash, cashier's check, money order, debit card or credit cards (Visa, MasterCard or Discover) will be accepted

Estimated Additional Student Expenses

Textbooks	\$ 1,000.00
CPR and Basic First Aid Cards	
Healthcare Provider CPR or Professional Rescuer CPR Card (must remain current during program)	\$ 80.00
Basic First Aid Card (must remain current during program)	\$ 70.00
Physical Exam (must be current - within one year)	\$ 145.00
Negative TB test or chest x-ray (must be current - within one year)	\$ 50.00
Personal Nursing Assessment Kit: Stethoscope, Blood Pressure Cuff, and Watch w/a Seconds Hand	\$ 90.00
Instructor Approved Maroon Uniform and White Shoes (must have prior to first clinical date)	\$ 140.00
Vaccines and Immunizations: Hepatitis B vaccination series (must be current or titer)	\$ 80.00
MMR vaccination (must be current or titer)	\$ 90.00
*Estimated Costs for all Tdap vaccination (must be current or titer)	\$ 50.00
Vaccines based on no insurance Influenza shot	\$ 30.00
10 Panel Drug Screen (must be within 30 days of first clinical date)	\$ 50.00
Exam Fees	
California Board of Vocational Nursing Application Fee	\$ 150.00
National Council Licensure Examination (NCLEX) - After Graduation	\$ 200.00
Vocational Nurse License (LVN) - After passing NCLEX	\$ 150.00

Total Additional Student Expenses Required for VN Program **\$ 2,375.00**

TOTAL EXPENSES FOR VOCATIONAL NURSING PROGRAM **\$ 16,625.00**

APPROXIMATE COSTS - ALL ITEMS SUBJECT TO CHANGE
INFORMATION IS TO GIVE AN OVERVIEW OF ESTIMATED TOTAL COST

* We have tried to include all costs associated with training through to the process of being licensed.
Other additional costs may apply.



Nursing Program Admissions Test - TEAS Frequently Asked Questions

What is the TEAS?

Students applying for admission to the Vocational Nursing Program are required to take the **Test of Essential Academic Skills (TEAS)**. The TEAS is a multiple-choice assessment of basic academic knowledge in reading, mathematics, science, and English and Language usage. Each of the four sections is timed for a total of 209 minutes. Test results available 48 hours after completion of the test. Content and sub content areas are divided in the following manner:

Reading: (40 questions, 50 minutes) - section includes questions regarding paragraph comprehension, passage comprehension, and inferences/conclusions.

Math: (45 items, 56 minutes) - section includes questions regarding whole numbers, metric conversions, fractions, decimals, algebraic equations, percentages, and ratio/proportion.

Please be aware that calculators are NOT allowed

Science: (30 items, 38 minutes) - section includes questions regarding science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles, and general science.

English and Language Usage: (55 items, 65 minutes) - section includes questions regarding punctuation, grammar, sentence structure, contextual words, and spelling.

How can I prepare for the TEAS?

The TEAS is a crucial component in your nursing application. Therefore, you should prepare thoroughly for the exam. We strongly encourage applicants to utilize a combination of study guide and the online practice assessment that are available through ATI. In addition to the materials provided by ATI, listed below are several additional sites that offer study assistance for the TEAS.

www.testprepreview.com/teas_practice.htm

www.flashcardexchange.com/tag/teas

www.test-preparation.ca/teas

www.flashcardsecrets.com/teas/

How do I register to take the TEAS?

You may take the TEAS at Yuba College or at any PSI Testing Center. Test, registration, and payment information are available for review at both websites. Special accommodations are available for applicants who qualify; for information contact the testing center where the test is being held.

How do I send my TEAS to Sutter County One Stop?

During the registration process, students will be asked to select a school to receive their TEAS scores. Students wishing to have their TEAS scores sent to Sutter County One Stop should choose "Sutter County One Stop".

How are the results of the TEAS used?

All students considering admission to the Vocational Nursing Program must take the TEAS nursing entrance exam prior to the application deadline. Points awarded will be based on the *Academic Preparedness Categories* and *Cut Scores* of the TEAS exam.

The *Academic Preparedness Level* and *Cut Score* are found on the top portion of a TEAS Score Report. Each category and cut score is worth points on the nursing application.

TEAS Level
Exemplary
Advanced
Proficient
Basic
Developmental

You must achieve a minimum ATI Academic Preparedness Level of BASIC for admission consideration. Students who place higher will receive stronger consideration.

Can I take the TEAS more than one time?

Students may take the TEAS twice during an academic year. Students must wait a minimum of 45 days before retesting. Test results are valid for two years.

For additional information about the Vocational Nursing Program application and requirements, go to www.sutteronestop.com.