ADMISSION REQUIREMENTS FOR VOCATIONAL NURSING (VN)

THS requires all VN Program applicants to go through a multi-step admissions process as outlined below. Students will not be permitted to enter class after the third day.

STEP I. Applicants are required to:

1. Complete the THS Application Form.
2. Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 17. If the applicant does not satisfactorily complete the test on the first opportunity, a substantially different test may be administered the same day. An applicant must wait five (5) calendar days prior to retaking the same entrance test. The applicant will be allowed three (3) attempts to achieve a passing score on the Wonderlic Scholastic Level Exam.
3. Submit proof of a high school diploma or a General Education Development (GED) equivalency. Applicants with foreign transcripts from international institutions must have their transcripts evaluated for equivalency to a U. S. high school diploma by an accredited evaluation service. (Note: An official high school transcript or official GED scores must be submitted to the THS if the student is accepted into the VN Program on or before the scheduled VN Student Orientation.)

THS will accept the following documents:
- High school transcript indicating the date of high school graduation.
- GED certificate or official notification that a GED has been earned.
- College transcript indicating the date of high school graduation.
- Foreign transcript evaluation.

Applicants MUST be able to read, write, speak, and communicate effectively in English (as evidenced by completed application and successful SLE score) and must be eighteen (18) years of age before graduation. Applicants must complete an initial criminal background check conducted by the school through its approved vendor.

The applicant must successfully complete all items in Step I before applying to the VN Program (Step II).

STEP II. Applicants are required to:

1. Complete the THS VN Program Application Form.
2. Attend a mandatory VN Program Information Session (CHILDREN ARE NOT ALLOWED TO ATTEND).
3. Pass the TEAS V® test (either before or after the VN Program Information Session) as defined by achieving:
   a. An minimum overall individual score of 58% AND
   b. The following minimum percentages (%) in the sub-sections:
      i. Math 60%
      ii. Reading 64%
4. Submit two (2) letters of recommendation from an employer(s) and/or teacher describing the applicant's work ethic and probability of success in nursing.
5. Submit immunization records showing the completion of the following:
   a. Hepatitis B (at a minimum the first injection of the three injection series)
   b. MMR (either a record or titer)
   c. Tdap
   d. TB (either a negative TB within the past six (6) months or chest x-ray within the past year)
   e. Varicella (either a record or titer)
   f. Meningitis
6. Meet with the Financial Aid Department to learn about the financial assistance programs offered.
7. Complete an Enrollment Agreement and submit it with the registration fee deposit.

**STEP III.** Applicants are required to:

1. Complete an interview with the Nursing Selection Committee. The Nursing Selection Committee includes the Program Director, one faculty member, and the school director or her/his designee.

**SELECTION PROCESS**

Admission to the VN Program is selective. Applicants will be ranked for acceptance in the program based on their TEAS V® Exam Score, Selection Committee interview results, past academic and/or employment history, letters of recommendation, and completed application. Meeting all of the admission requirements does NOT guarantee acceptance into the program.

**ACCEPTANCE BY THE SCHOOL**

Within six (6) weeks after submitting the completed VN application and required supporting documents, the applicant will be emailed and mailed a decision as either conditionally accepted, on the waiting list, or denied acceptance. **AFTER** the VN applicant has received an offer of initial acceptance, the applicant **must submit the following documents for final acceptance on or before the VN Student Orientation.**

1. Copy of the receipt from DPS/FBI background check center “IdentoGO Centers” including the official’s signature indicating the fingerprint was taken for the background check prior to the first day of class.
2. Official high school transcript or official GED scores.
3. Proof of all completed immunization records, including the first injection of the Hepatitis B series.
4. Completed physical exam record.
5. A satisfactorily completed drug screen conducted by a THS designated agency.

**BACKGROUND CHECKS**

Two (2) criminal background checks (CBC) will be conducted on ALL students. The first CBC will be conducted by THS’s approved vendor as a condition of progression to step II of the admission process. **Note: Acceptance of this background check does not guarantee eligibility for licensure.**

The second CBC is based on a set of fingerprints provided to MorphoTrust and completed through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The results of the DPS/FBI CBC are sent directly to BON. The Texas BON will:

a. Mail a postcard, “blue card”, directly to the applicant who has a cleared CBC, or
b. Correspond with the applicant who has a positive CBC and request a petition for a declaratory order; or
   c. Correspond with the applicant who has a rejected fingerprint scan and request another one.

**BON PETITION FOR DECLARATORY ORDER**

Any applicant who has **any** criminal offense other than a Class C misdemeanor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, may be eligible for admission into the VN Education Program **ONLY** if the applicant has:

1. Submitted a Petition for Declaratory Order to the Texas BON requesting the BON to further investigate their situation. The form and instructions are at: http://www.bne.state.tx.us/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/declaratoryorder_pdfs/DOA_PP2014.pdf AND
2. The applicant has received a written response to the Petition for Declaratory Order from the BON stating the student is eligible to take the NCLEX-PN® exam in the future.
Depending on the complexity of the applicant’s situation/background and the BON’s workload, it may take a minimum of 6 months to 2 years for the BON to process the student’s Petition for Declaratory Order. The BON determines eligibility for future licensure on a case-by-case basis. For criminal incidents, the BON considers the severity of the offense, how long ago the offense was committed, and the behavior of the individual since the incident. Should an applicant have a criminal record they will be advised to immediately begin the declaratory order process.

Applicants with concerns or questions regarding the background checks should contact the Texas BON or Texas Health School’s Vocational Nursing Program Director for more information.

A REQUIREMENT OF CONTINUATION AND GRADUATION FROM THE VOCATIONAL NURSING PROGRAM IS AN ORIGINAL BLUE CARD FROM THE BON OR AN ORIGINAL DECLARATORY ORDER OUTCOME LETTER FROM THE BON, STATING THE STUDENT IS ELIGIBLE TO TAKE THE NCLEX-PN EXAM AT A FUTURE DATE, PRIOR TO THE FIRST DAY OF THIRD SEMESTER; OTHERWISE THE STUDENT WILL BE TERMINATED FROM THE PROGRAM. NO EXCEPTIONS.

NON-DISCRIMINATION POLICY
Texas Health School will promote equal opportunity and fair treatment for admission to, and access to, its programs and activities to all persons. The institution does not discriminate on the basis of sex, race, color, religion, national origin, age, marital status, or physical handicap (except where such conditions constitute a bona fide occupation qualification necessary for proper and efficient administration). Texas Health School is an equal opportunity educational institution and complies with all federal and state laws regarding affirmative action requirements.

Texas Health School is committed to being complaint with The Rehabilitation Act of 1973 (Section 504) and The Americans Disability Act (ADA) of 1990. Students with disabilities are requested to submit written notice of the specific need to the VN Program Director and allow the school to evaluate the request before beginning classes at the school. Documentation to support the disability must be submitted with the written notice. Reasonable accommodations will be made on an individual basis.

CREDIT FOR PREVIOUS EDUCATION
No credit will be given for previous education from other institutions for the Vocational Nursing Program. Credit may be granted for previous Texas Health School Vocational Nursing students. The Vocational Nursing Program Director will review the student’s official transcript from the previous enrollment to determine what credit, if any, will be granted. Transfer credits cannot be funded with Title IV financial aid.

The institution does not have a policy for testing for credit. (CLEP)