

Dear Prospective Vocational Nursing Student:

Thank you for your interest in our Licensed Vocational Nursing program commencing in January. This application is for **NEW** applicants **ONLY** who do not currently possess an AHC LVN waitlist number. A completed application packet needs to be received by the Health Sciences Department no later than June 30<sup>th</sup>, 2024, end of day or if mailed, post marked by the due date. Please do not call the office for information about your application. We cannot release information via telephone or email. We will contact all applicants one time for an opportunity to fix an issue with their application.

Applications need to be turned in one of the following ways:

1. You may hand deliver your packet to the Health Sciences office mailbox on the Santa Maria campus. (Mailbox located opposite M132 office door on the wall, do not slide under the door)
2. You may mail in your application: Allan Hancock College ~ Attn: Health Sciences Department (M132) ~ 800 S College Drive ~ Santa Maria, CA 93454. (Post marked on or before due date)

**Packet needs to be turned in complete in an envelope.**  
**No back to back printing, must be on 8 ½ x 11 paper**

It is recommended if you mail in your application, that you send it certified and registered. By doing this, it gives you a tracking number for you to track that it has reached the college.

Thank you,  
The Health Sciences Team

To be considered for the LVN program, you must meet the following requirements:

1. **Submit** a completed LVN program application by June 30. In order to apply to the nursing program you must have applied for admissions with the college and have a myhancock account username and password, including a student ID number, also known as an H #. Incomplete applications - applicant will be contacted one time to the email listed on application, if student fails to meet deadline, application will not be accepted. LVN state board and clinical sites dictate requirements.
2. **Be currently** licensed through the California Department of Health Services (DHS) or Board of Vocational Nursing and Psychiatric Technicians (BVNPT) as a DHS Certified Nurse Assistant or California BVNPT Psychiatric Technician. A copy of your current and valid certificate or license must be turned in with the application. If you recently completed a program within 30 days, you must attach a copy of your pass test results (both written and oral). **Expired CNA certificates will not be accepted.** You must keep a current and valid certificate until the first day of the LVN program (we recommended until you receive your LVN license).
3. You must be a U.S. high school graduate, have a GED (General Educational Development) or CHSPE (California High School Proficiency Examination) or equivalent
  - U.S. High School Transcripts - First time applicants must turn in an Official (unopened) U.S. high school transcript, GED or CHSPE with this application, copies **WILL NOT** be accepted. High school transcripts turned into the college Admissions and Records Transcriber are not necessary unless you will be using an AP course from high school.

**You must turn in an official school transcript or equivalent with this application if you do not have an AA degree or higher.**

#### 4. **Submit official U.S. College/University Transcripts**

If, when you applied for admission to Hancock, your application indicated you previously attended AHC, another college, or a combination of both, you must turn in the proper paperwork to the appropriate places.

If you completed coursework at **ANY** other college, submit your official college transcripts to the Admissions and Records office for evaluation (choose the electronic/PDF option in your college's ordering system). You can also mail them to the college, ATTN: Transcript Evaluator.

Please note: The transcriber cannot accept emailed or unofficial transcripts sent. Official transcripts must be provided.

- Applicants must turn in an **official transcript(s) from all other colleges with this application even though you have sent in a set to Admissions and Records.**
- All college prerequisite coursework must show completion at time of application; no “in progress” prerequisite courses will be accepted.
- Failure to submit all other college official transcripts to Admission and with this application will result in applicant disqualification.
- **DON'T WAIT.** It may take several weeks for your transcripts to arrive and be transferred into AHC system.

5. **Print out and submit your AHC unofficial transcripts** showing completion of academic prerequisites with a grade of “C” or better.

- English 101 - Freshman Composition
- Math 331 – Algebra 2 or higher
- Psychology 101 – Introduction to Psychology
- Biology 124 - Anatomy with lab
- Biology 125 - Physiology with lab

If you would like credit for any course taken towards your ADN, it must show on your AHC unofficial. You must print out your unofficial with date stamp.

**NO OTHER UNOFFICIAL TRANSCRIPTS FROM ANOTHER COLLEGE WILL BE ACCEPTED.**

6. **Foreign High School/College/University Transcripts** - Before you pay to have your foreign transcripts evaluated, please contact the Allan Hancock College Admissions office to determine if your course work will be accepted.

- If you are an F-1 international **high school** student, you must submit an evaluation that verifies your high school transcript is equivalent to the completion of a U.S. high school diploma. If the high school is not equivalent, you will need to submit proof of passing the GED.
  - You may skip the evaluation process above and take your GED to speed up the process.
- **Foreign College/university transcripts** will be accepted if evaluation reports have been certified by NACES® (National Association of Credential Evaluation Services) & AICE® (Association of International Credential Evaluators). Completed coursework will be considered for lower-division unit credit **ONLY** if the foreign institution is listed in the American Council on Education (ACE) Book.
- If you are submitting **COLLEGE/UNIVERSITY** transcripts, make sure that the evaluation is “Detailed or Comprehensive” and that it includes the following items:
  - Name of the Institution, dates attended, degrees earned, and graduation dates
  - Course/Subject Level Identification (lower and upper division, etc.)
  - Overall Grade Point Average
  - List the semester unit value and grade equivalencies
- The official transcript(s) must be mailed to: Allan Hancock College, Attn: Transcript Evaluator, 800 S. College Drive, Santa Maria, CA 93454 OR you may walk your transcripts into the Admissions & Records Dept. (building A)

---

## **HOW TO TURN IN YOUR APPLICATION – Refer to page 1**

No information will be given out over the phone or email regarding application status. Allan Hancock College Health Sciences office is NOT responsible for lost or misdirected applications. Copies of all required documents and documentation of mailing should be kept in case that proof of completion by the filing deadline is needed. Applications received after June 30th will only be accepted if the post mark is on or before June 30.

### **APPLICATION NOTICE**

1. Notifications of status into the LVN program will be **mailed by the end of the day, July 31, 2024.** **Please do not call AHC or the office for application status or letter status, individual information will not be released over the phone or email.** Be patient, the mail may take up to a week to get to you.
2. Accepted students will be given detailed instructions in their letter regarding the Pharmacology course that will start in August (Fall before Spring LVN program starts).
3. All applicants will need to return their acceptance statement and prerequisite evaluation by the deadline given in the packet to secure their position on the waitlist. Those not responding by the deadline will forfeit their spot on the waitlist.
4. All packet requirements are subject to change based on our contracted facility agreements, as well as the state requirements for the program. Any changes will reflect in your health packet emailed in November.

### **ONCE ACCEPTED**

1. Students who will begin the program in January will be sent a packet to be completed before the start of the LVN program (packet emailed in November). This includes a physical exam and immunizations completed with proof of titers or boosters. Documentation will be required for the following immunizations:
  - Tuberculin skin test (expires annually on date given and must be kept current during the entire program). Positive PPD requires a standard negative chest film with medical consultation. (Expires every 2 years)
  - Diphtheria, Pertussis, and Tetanus Toxoid (DPT)
  - Measles, Mumps, Rubella (MMR)
  - Hepatitis B Series Vaccine
  - Varicella (chicken pox – be sure to mention to your physician if you have had them)
  - Flu Vaccine October - March (expires every year and must be kept current during the entire program)
  - COVID 19 Series
2. A current and valid CPR certification must be maintained by the student throughout the entire nursing program. **Only Healthcare Provider or BLS Healthcare is accepted.**
3. You will be required to do a background check and drug screening once accepted into the program. The screenings are not a requirement for admission to the program, however, a negative drug screening is a requirement for our facilities. Thus, failure on a screening constitutes as an attempt to the nursing programs and a forfeit of your seat. A student may have a total of two (2) attempts in the nursing programs.
  - Implications For Nursing Licensure By A State Regulatory Body - Please note that fingerprinting is required for licensure as a California Vocational Nurse. Persons who have been convicted of a felony are subject to close scrutiny by the Board of Vocational Nursing on an individual basis. The board may refuse to issue a license even after successful completion of the NCLEX-PN if a background check reveals a significant infraction. Specific policy regarding procedures of the Board of Vocational Nursing is available from that Board. Call (916) 263-7800, should you have any questions or concerns about such policy.

## DRESS CODE

Your appearance will reflect the hospital and college standards and indicates to patients and co-workers your pride and interest in your profession. These standards are maintained by personal neatness and cleanliness, by wearing only the authorized uniform and by avoiding the use of elaborate jewelry and cosmetics. Details will be included in the information packet once you are accepted.

---

## RN INFORMATION

### 1. Seating Procedure for the RN Program:

- Students seated in the current LVN program, at Allan Hancock College who have completed all RN prerequisites and met the merit based admissions criteria will have priority seating in the RN program commencing the following year. All ADN & BRN degree requirements need to be met as well (speak with a counselor for specifics, recommended Carissa Perales)

### 2. Merit based admission criteria:

- All Registered Nursing applicants need to meet merit based admissions criteria requirements (all AHC LVN students will take this test after LVN graduation even if you are not going on to the RN program) in addition to prerequisite courses and ADN requirements. Screening of applications will include looking at cumulative GPA, number of science repetitions (Anatomy, Physiology and Microbiology), and score obtained on the merit based admissions test. **Any student with more than 4 repeats in science pre-requisite courses is ineligible to apply for the Allan Hancock College ADN program.**
- The MBA test is based off of your LVN knowledge.

For your convenience, the merit based admission criteria table is available on the nursing webpage (<https://www.hancockcollege.edu/nursing/rn.php>). The merit based admissions test is based on your LVN knowledge. Any student who fails to meet the admission criteria will have an opportunity to meet with the RN Program Director to develop an individual plan for remediation. There is no remediation for students not meeting the criteria of more than 4 science repeats.

Licensed vocational nursing program estimated student fees

<b>Pre-Enrollment Expenses</b>	
PHYSICAL EXAM – private physician	Variable Cost
IMMUNIZATIONS – Hep B Series, Varicella, DPT, MMR, Flu Vaccine, TB, COVID Series	Variable Cost
BACKGROUND CHECK – Corporate Screening	\$48.00
DRUG SCREENING – Med Plus Central Coast on Depot Street (AKA Dignity Health Urgent Care)	\$55.00
AHC STUDENT ID CARD WITH PICTURE	FREE
NURS 310 – Pharmacology – Fall – tuition (3 units @\$46), student fees, textbook estimate, Parking	\$350.00
CPR FOR HEALTHCARE PROVIDERS EMS 306 (\$23 ½ unit) (\$11.50 material fee) (\$25.50 textbook)	\$55.75 (AHC)
SKILLS KIT	\$85.00 (est)
IDENTIFICATION NAME PIN	\$5.00
UNIFORM (One Set (Patch, Pants, Shirt, Shoes))	\$200.00 (est)
WATCH (Not digital, must have seconds hand)	\$30.00
STETHOSCOPE (Prestige Medical/Littman’s recommended)	\$30.00
ANEROID SPHYGMOMANOMETER (Prestige Medical/Littman’s recommended)	\$30.00
COMPUTER INTERNET (Mandatory)/PRINTING SUPPLIES	\$100.00
<b>Total is estimated excluding variable costs</b>	<b>\$990.67</b>
<b>Spring Semester</b>	
TUITION (17.5 units @ \$46/unit for residents)	\$805.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$35.00
REQUIRED SPRING TEXTBOOKS	\$790.00 (est)
MISCELLANEOUS SUPPLIES – flash drive, notebooks, pens, paper	\$10.00
<b>Total is estimated</b>	<b>\$1,795.00</b>
<b>Summer Semester</b>	
TUITION (10 units @ \$46/unit for residents)	\$460.00
PARKING (\$2.00 PER DAY OR \$10.00 FOR SEMESTER)	\$10.00
HEALTH FEE (\$20), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$32.00
REQUIRED SPRING TEXTBOOKS	\$100.00 (est)
<b>Total is estimated</b>	<b>\$602.00</b>
<b>Fall Semester</b>	
TUITION (16.5 units @ \$46/unit for residents)	\$760.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
IV THERAPY (3 units @ \$46, Textbook \$75, Certification \$50)	\$275
HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$35.00
REQUIRED FALL TEXTBOOKS	\$200.00 (est)
<b>Total is estimated</b>	<b>\$1,290.00</b>
<b>State Licensure Fees</b>	
NCLEX PRE-TEST (Usually held in Fall semester)	\$40.00
EXAM APPLICATION, FINGERPRINTING AND NCLEX EXAM FOR LICENSURE	\$420.00
INITIAL LICENSE (PAID AFTER THE PROGRAM ENDS)	\$333.00
<b>Total is estimated</b>	<b>\$793.00</b>

**TOTAL ESTIMATED COSTS TO ACHIEVE LICENSED VOCATIONAL NURSING LICENSE**

**\$5,458.75 (excluding variable costs)**

*Prices are subject to change*

**A completed application packet consists of:**

1. Application filled out in its **entirety**.
2. Official U.S. high school transcript or official GED attached to this application even if you turned it into the college admissions and records department. A US college degree of AA or higher will suffice in place of HS transcripts or GED.
  1. For foreign high school transcript see page 3.6
3. Official U.S. colleges/universities transcripts from all other colleges – see page 2.4 for any questions. If you fail to complete this process, your application will be rejected.
  1. For foreign colleges/universities see page 3.6
4. Your unofficial AHC transcripts. Before you print and attach AHC unofficial, you must have other college transcripts transferred over and showing in your portal. See page 3.5
5. Copy of your current and valid California CNA Certification (passing NATAP test results will be accepted with-in 30 days of passing) or Psychiatric Technician License.

**All college coursework must be completed at time of application; no “in progress” courses will be accepted.**

*(Note: CNA certification/Psych. Tech License must be kept current and valid until the first day of the LVN program. It is recommended to keep your certificate/licensure current until you receive your LVN license.)*

Questions may be directed to the Health Sciences office by emailing [healthsciences@hancockcollege.edu](mailto:healthsciences@hancockcollege.edu), please read this packet thoroughly.

**FINANCIAL AID**

It is the responsibility of all applicants to check with the Financial Aid Office regarding loans, scholarships, state and federal grants. If you have not already applied...**DO IT NOW!**

**Remember - Packet needs to be turned in complete in an envelope. No back to back printing, must be on 8 ½ x 11 paper.  
Please make a copy of your packet if you wish to have the information for the future**



Applications are reviewed after closing date. Please type or print clearly.  
This application will only be used for the 2025 LVN application pool.

**Personal Information**

Full Name:

First

Middle

Last

Other first or last names that you may have or go by

Mailing Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Primary Phone:

Secondary Phone:

Social Security or

Tax ID Number:

Birth Date:

AHC Student #

Email Address

**Every box in this application is mandatory**

**Admission Information**

Name of high school and graduation

M/YY (Must have attached or a degree)

Do you have an AA or higher?

CNA/PT Number and Expiration

Confidential Applicant Survey

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement we are requesting that you complete the below.

*Supplying the following information is optional and will not affect the status of your application.*

I identify my ethnicity and gender as:

- |   |   |
|---|---|
| <input type="checkbox"/> African American / Black             | <input type="checkbox"/> Mixed race           |
| <input type="checkbox"/> American Indian / Alaska Native      | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Asian                                | <input type="checkbox"/> Male                 |
| <input type="checkbox"/> Other Asian                          | <input type="checkbox"/> Female               |
| <input type="checkbox"/> South Asian / Indian, Pakistani etc. | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Filipino                             | <input type="checkbox"/> Unknown              |
| <input type="checkbox"/> Hispanic / Latino                    | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Native Hawaiian                      |   |
| <input type="checkbox"/> Other Pacific Islander               | Preferred language at home _____              |
| <input type="checkbox"/> Caucasian / White                    | _____   |

It should be emphasized that it is the policy of Allan Hancock Joint Community College District that no person shall be discriminated against on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, marital status, or sexual orientation, information regarding the gender and ethnicity as applicants is not supplied to any other agency and is kept in a confidential file.



All prerequisites must be complete and in your AHC portal

**Nursing Prerequisite Courses**

Required Prerequisites	Semester/ Yr. Complete	Grade / Units Received	Equivalent Course Name if different	Where was the course taken
California CNA / PT				
<b>ENGLISH 101</b> (Freshman Comp. Exp)				
<b>Math 331 / Math 123</b> (Algebra 2 or higher)				
<b>PSYCHOLOGY 101</b> (General Psychology)				
<b>BIOLOGY 124</b> (Human Anatomy)				
<b>BIOLOGY 125</b> (Human Physiology)				

**List All Colleges/Universities Attended After High School**

College/University	City & State	Dates Attended	List Degree

**Remember - Packet needs to be turned in complete in an envelope. No back to back printing, must be on 8 ½ x 11 paper.**



**Understanding and acknowledgement checklist:**

- My prerequisite courses must be completed or my application will not be considered.
- I understand that if I have a prerequisite course(s) in progress during application period, I must wait to turn in my application and supporting paperwork until final grades have been submitted and appear on my AHC unofficial transcripts by June 30 of this application period.
- I understand that notification letters will be mailed out to the address on this application by the end of the day on **July 31, 2024**. I will not contact the office regarding my application status or notification letter mailing.
- I understand that I must take the Merit Based Admissions test at the end of my AHC LVN year. If moving onto the RN program. I must meet the MBA criteria in order to be considered for the RN program.
- The Health Sciences Department does not make copies; it is my responsibility to make copies of all paperwork prior to turning in the application packet.
- I must notify the Health Sciences office **immediately** of any changes to my address and/or telephone number up until the first day of the program start date. If my information changes after the first day of the program I will make the necessary changes on the next application the following year.

I hereby affirm, under penalty of dismissal, that all information supplied on this application is accurate and complete. If you list a college or university, you must turn in a transcript.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**For office use only:**

Application filled out completely: \_\_\_ Yes \_\_\_ No / \_\_\_\_\_

Prerequisites Complete: (Eng 101 / Math 331 / Psych 101 / Anatomy / Phys): \_\_\_ Yes \_\_\_ No / \_\_\_\_\_

Number of Repeats: Anatomy \_\_\_\_\_ Phys \_\_\_\_\_ Micro \_\_\_\_\_

Other College Transcripts processed through A&R: \_\_\_ Yes \_\_\_ No \_\_\_ Only AHC / Official Transcripts attached: \_\_\_ Yes \_\_\_ No

License: \_\_\_ CNA \_\_\_ Psych Tech

NATAP / Expiration: \_\_\_\_\_

Notes:

---

---

---

---

---