Vocational Nursing Program Information Packet
CENTRAL TEXAS COLLEGE

Department of Nursing and Allied Health VN Program Checklist

To ensure your admission process is successful, complete the checklist as numbered

1. Acceptance to CTC. Go to Getting-Started to apply.

2. Submit official College and/or High School transcripts to CTC Incoming Transcripts Office (Bldg. 119). Sending-your-transcript/

3. Meet with a CTC Academic Advisor in Bldg. 119. We recommend booking an appointment 526-1226/1609.– bring official or unofficial College and/or High School transcripts with you. AcademicAdvising/

4. Complete the Texas Success Initiative (TSI) requirements and be cleared by an Academic Advisor. TSI

5. Complete and submit the CTC VN Program Application online via Etrieve – VN Application:
   Student-Forms/ FAQs: FAQs/
   Applications must be submitted by the posted due date (Check Nursing Website for date: http://www.ctcd.edu/academics/instructional-departments/nursing/** If unable to attend please notify clerical staff)

6. This is mandatory prior to attending the Pre Admission session: Once your application is submitted you will be sent an invite to the mandatory Pre-Admission Session: (For streamlining your application process, the following items should be completed by the Pre-Admission application deadline):
   - Application by the posted deadline
   - TSI completion/exemption
   - Prerequisites must be completed and grades posted on Transcript (refer to Info Pk for GPA Admission requirement)
   - HESI A 2 (refer to Info Pk for HESI A2 Score Admission requirement)

7. Successfully complete the HESI A2 examination. It must be taken no more than two years prior to deadline date. We suggest taking the HESI during your last prerequisite course: HESI A2/

8. Hepatitis B series immunizations must be completed prior entry to the program. (Requires 6 months for completion – all three shots must be completed prior to entry to the program). CDC HEP B.html

9. As you complete each item on the checklist, please notify the department via phone or email so we can stay up to date on your progress. Failure to do so could result in a delay or hindrance in your entry to the program. Call: 254-526-1265.

**Please keep the Department of Nursing and Allied Health informed of name, address, and phone number changes in writing so that you contacted as needed. Failure to notify us could result in a delay or hindrance in your entry to the program and possible withdrawal**
CHECKLIST FOR STUDENT REQUESTING TRANSFER CREDIT

The following items must be completed or added to your file 6 months prior to the start date of the semester for which you are requesting entry for consideration of transfer credit: (You must meet all prerequisite criteria as traditional students)

1. Acceptance to CTC. Go to Getting-Started/ to apply. Have all official college/university transcripts sent to CTC. Sending-your-transcript/

2. Complete and submit the CTCADN Program Application online via E-Forms. Student-Forms/ FAQs: FAQs/


4. Letter of Transfer Request from student - (Must specifically state what semester you would like enrollment and which nursing courses you are requesting transfer credit for)

5. Submit official or unofficial transcripts showing completed nursing courses along with grades.
6. Nursing coursework cannot be over two years old. Sending-your-transcript/

7. Provide CTC DONAH with two official letters from the dean/director of previous nursing school and last clinical professor validating safe nursing practice.

8. Provide a complete syllabus or learning guide for each course requested for transfer credit to the DONAH. These documents must detail course content, credit hours, lab hours, clinical hours, and skills.

Your record will be on hold until all the requirements listed above have been completed. Once all requirements have been met, your record will be reviewed, and the Admissions and Standards committee will make the final decision as to your course placement and start date.

*A letter granting transfer credit does not serve as acceptance into the CTC VN program. All other program admission requirements must be met as well to be considered for full admission.

As a transfer student, you must understand that one course failure will prevent you from re-enrolling in another CTC nursing course. Please refer to the DONAH and CTC Student Handbooks at the Department of Nursing Webpage/ information on transfer requirements.
# CENTRAL TEXAS COLLEGE
Department of Nursing & Allied Health Vocational Nursing
Degree Plan Fall Admission

## First Semester - Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>HPRS 2300 Pharmacology</td>
<td>3</td>
<td>48</td>
</tr>
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## Second Semester (Fall)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>VNSG 1126 Gerontology</td>
<td>1</td>
<td>32</td>
</tr>
<tr>
<td>VNSG 1323 Basic Nursing Skills</td>
<td>3</td>
<td>128</td>
</tr>
<tr>
<td>VNSG 1222 Vocational Nursing Concepts</td>
<td>2</td>
<td>32</td>
</tr>
<tr>
<td>VNSG 2331 Advanced Nursing Skills</td>
<td>3</td>
<td>112</td>
</tr>
<tr>
<td>VNSG 1160 Clinical-Practical Nurse I</td>
<td>1</td>
<td>96</td>
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## Third Semester (Spring)

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<tr>
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<tbody>
<tr>
<td>VNSG 1301 Mental Health &amp; Mental Illness</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>VNSG 1219 Leadership &amp; Professional Development</td>
<td>2</td>
<td>32</td>
</tr>
<tr>
<td>VNSG 1429 Medical –Surgical Nursing I</td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td>VNSG 1560 Clinical-Practical Nurse II</td>
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<td>300</td>
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<td>48</td>
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Total Credit Hours 42  Total Contact Hours 1436

- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Microbiology and Anatomy & Physiology courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.
# CENTRAL TEXAS COLLEGE
Department of Nursing & Allied Health
Vocational Nursing Certificate Plan, Spring Admission

## First Semester – Prerequisites

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- Microbiology and Anatomy & Physiology courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.
Dear Prospective Vocational Nursing Student:

Thank you for demonstrating an interest in our Vocational Nursing (VN) Program. The following information is designed to assist with the admission process, explain expectations, and answer questions regarding the program.

To begin, the Central Texas College admission requirements are presented in the current CTC catalog. All students must be Texas Success Initiative (TSI) complete or exempt prior to admission to the VN Program. Please meet within Academic Advisor at Bldg. 119 for assistance. If possible, bring copies of all prior college transcripts and test scores to this appointment.

Students selected for the ADN Program are ranked and selected based upon the performance of the applicant pool for each class to include:

- Overall GPA on all general education course work listed on the CTC VN degree plan—(minimum 2.0)
- Overall GPA lab science course work undertaken on the VN degree plan—(minimum 2.0)
- HESI(A2) test performance: Most Current Cumulative:
  - Score ≥90% = 3 pts;  
  - Score 80 – 89% = 2 pts;  
  - Score <80% = 0

**Please keep the Department of Nursing and Allied Health (DONAH) informed of name, address, and phone number changes in writing so that you may be contacted as needed. Failure to notify us could result in a delay or hindrance in your entry to the program and possible withdrawal.**

In addition, prior to registration into the first semester of the program, students will be given instructions on how to submit the following:

- Mandatory physical exam with limitation status noted—completed no more than 90 days prior to program start date;
- Negative criminal history background check—to be completed as soon as you are in receipt of notification from Texas Board of Nursing (TBON) **Note student names will be sent by department to TBON. Will be briefed at Pre-Admission Session.
- Negative drug screen (11 panel)—completed no more than 45 days prior to program start date;
- Mandatory CPR (AHA-BLS or MTN Only)
- Immunization requirements: (See Immunization Section for complete list of immunization requirements)
- Receipt showing lab kit purchase

Please do not hesitate to contact us if you have additional questions regarding the program.

The DONAH is open Monday- Thursday from 7:45 a.m.-5:15 p.m. and Friday 7:30 a.m.-11:30 a.m. Telephone numbers are: ADN (RN): (254) 526-1890; VN: (254) 526-1266; EMT: (254) 526-1265; Administrative Assistant: (254) 526-1150, or 1(800)792-3348, extension 1890, 1266, 1265, or 1150

The fax number is: (254) 526-1765.
Three-mail addresses are:

- Tasha.Butcher@ctcd.edu
- Barbi.Robbins@ctcd.edu
- Lacey.Moore@ctcd.edu
- Carmen.Victoroff@ctcd.edu

Mailing Address is:  
Central Texas College  
Department of Nursing & Allied Health  
PO Box 1800  
Killeen, TX 76540-1800

Physical Address is:  
Central Texas College  
Department of Nursing & Allied Health  
6200W.CentralTexasExpressway  
Killeen, TX 76549
Policies of the DONAH Student Handbook are congruent with the guidelines of the college and the CTC Student Handbook. The programs prepare the student for professional licensure; therefore, disciplinary action based on a nursing professional code of conduct is permitted by the college.

**Verification of Compliance and Recordkeeping**

The student’s name, social security number, and verification negative findings of the Drug Screen and Criminal Background check will be kept in a confidential file during the student’s tenure in the program. This information will be filed in a secured area to ensure confidentiality. Three years after graduation or withdrawal from the program, documentation will be destroyed. In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check. Student information cannot be released without written consent from the student with identification of permitted information.

It is important that you provide your legal name on your Application for Admission as this is the name that will appear on your official student record and will be submitted to TBON. **It is the student’s responsibility to have current name and contact information on file with CTC and DONAH.**

**STUDENTS WHO ARE NON-US CITIZENS**

Provision of clinical placement is dependent upon the affiliated clinical facility acceptance of a non-US Citizen. Clinical placement is provisional. Therefore, without completion of the clinical rotation there is no guaranteed completion of the course or the program. Withdrawal from the course and the nursing program will be necessary if the non-US citizen is not accepted by the affiliated clinical facility.

**Clinical Assignment Policy**

DONAH policy requires the student to be eligible to attend affiliated clinical sites. Clinical rotations are completed only at sites with which Central Texas College has contracted for clinical rotations. For students with a known blood-borne pathogen, clinical placement is dependent upon affiliated clinical facility acceptance and can affect the program start and completion timeline. Students must successfully complete all clinical rotation assignments to fulfill degree and/or certificate requirements.

Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites.

**General Admission Requirements**

Applicants for the ADN and VN programs must be admitted to Central Texas College first. Once admitted to CTC, the following is required of all applicants in order to be considered for admission:

- Disclosure of the Social Security number is required for admission into the DONAH Programs: Associate Degree Nursing and Vocational Nursing. Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The DONAH policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College.
- Meet with an Academic Advisor for assistance.
- All International or Community Foreign students must meet with an Academic Advisor for English as a Second Language (ESL) assistance.
- Be Texas State Initiative (TSI) complete and be cleared by the Academic Advisor by the ranking eligibility deadline date.
- Submit ADN and/or VN program application and provide copies of high school/college transcripts from all prior colleges attended to the DONAH by the ranking eligibility deadline date.
- Complete the HESI A2 Admission Assessment Exam by the eligibility deadline date. The HESI A2 is a computerized test which may be taken at the CTC Testing Center or other approved testing site. If the HESI A2 is successfully completed at another testing center, the results must be sent electronically from the testing site to the CTC DONAH. A HESI (A2) Prep book is available in the CTC Bookstore. The HESI (A2) is the only exam accepted. The exam must be completed with passing scores of 80% for ADN program and 70% for VN Program, in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge. Anatomy and Physiology will also be required with passing scores of 60% for ADN Program and 50% for VN Program. HESI A2 exams greater than 2 years old will not be accepted. We recommend that prospective students take the HESI A2 when
they are close to the semester they intend to enroll in. Exam results are available immediately upon completion. If unsuccessful after 2 attempts, a 5-month remediation period is recommended before the HESI is retaken.

- Only transfer courses with a grade of a “C” or better will be considered for the CTC ADN Degree and/or VN Nursing Certificate Plan.
- **VN Program:** Complete and attain a minimum of a 2.0 overall (average) GPA (on a 4.0 scale) for all CTC VN Degree Plan prerequisite/co-requisite courses whether taken at CTC or transferred from another college or university.
- **VN Program:** Attain a minimum of a 2.0 overall (average) GPA (on a 4.0 scale) for all CTC VN Degree Plan lab science prerequisite courses. Lab science courses over five (5) years old must be repeated. Grades for most current required lab science courses attempted within the last five years will be considered when calculating the overall lab science GPA. This includes any science courses that were repeated. This must be done by the ranking eligibility deadline date.
- A student who has repeated a required lab science course more than once within the last five years and earned grades of less than a “C” will be ineligible for admission into the Associate Degree Nursing or Vocational Nursing Programs.
- A student who has repeated HPRS 2300 more than once and earned grades of less than a “C” (75%) will be ineligible for admission into the Associate Degree Nursing or Vocational Nursing Programs. HPRS 2300 courses greater than five years old will not be accepted.
- Attendance is required at a **mandatory Preadmission Information/Orientation Session** with the Nursing Programs Director or designee during the semester all prerequisite courses are completed. The following must be on record in the DONAH prior to being scheduled for the session: CTC DONAH program application, transcripts, TSI verification, HESI exam scores, and grades for all prerequisite coursework. This meeting is normally held close to the ranking eligibility deadline date of the semester for which you are reapplying.
- There is no part-time option in the ADN or VN programs.

**VN Transfer Student Admission Policy**

The Transfer student must meet general admission requirements of CTC and the DONAH:

- Paperwork must be on file **90 days** prior to the start date of the semester you are requesting entry. Your record will be on hold until all requirements listed above have been completed.
- Evidence of maintaining a “C” (2.0 GPA) at the previous vocational nursing program attended.
- Grades for all courses that are transferred in must be a “C” or better.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year.
- Students must complete at least 25 percent of the certificate semester credit hours at CTC to fulfill residency requirements.
- Submit a packet containing:
  - Letter of request for transfer: must be submitted **90 days** prior to the student’s requested startdate. Applicants will be evaluated on an individual basis.
  - Two official letters from the previous nursing program validating safe nursing practice. One from the Director/Dean and the other from the last clinical professor is required.
  - A complete course description, learning guide, and syllabi of the nursing courses for which you are requesting transfer.
- Applicants will be evaluated on an individual basis by the VN Admissions and Standards Committee.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendations from the VN Admissions and Standards Committee.
- Once all requirements have been met your record will be reviewed, and the final decision to accept or deny admission as well as your course placement and start date will be determined by the VN Admissions and Standards Committee.
- A letter granting transfer credit does not serve as acceptance into the CTC VN program. All other DONAH General Admission requirements must be met as well in order to be considered for **full admission.**
- After enrollment, a transfer student who does not successfully complete any nursing course or withdraws from a nursing course with a failing average will adhere to the readmission policy as detailed under “Readmission Policy.”
Texas Board of Nursing (TBON) Time Frames
Please note the eligibility determination takes a minimum of 3-6 months. Disclosure of a positive criminal background will prohibit DONAH registration. The student will be advised to petition TBON for an eligibility determination PRIOR to enrollment in a nursing program.

The prospective student for the CTC DONAH will not be considered for admission until the Declaratory Order outcomes (in the case of a positive criminal history background check) are received by the Chair, DONAH from the prospective student/TBON.

There are questions on the Texas Board of Nursing (TBON) Application for Licensure regarding criminal convictions, treatment for mental illness, and alcohol or drug addiction/treatment. The TBON may deny licensure to individuals with previous problems in one or more of these areas. Please go to http://www.bon.texas.gov/ click on other Forms, then Declaratory Order for more information.

Please refer to the “FREQUENTLY ASKED QUESTIONS REGARDING PETITION FOR DECLARATORY ORDER” on the TBON website for additional information.

Required Admission Meetings
Students will be required to attend two mandatory meetings to fulfill DONAH admission requirements and complete the mandatory Success Camp Modules by the due date listed on the letter of acceptance. Failure to complete any of the following will result in course withdrawal.

- Preadmission Information Session
- Nursing Program Orientation
- Online Success Camp – must be completed by due date.

Immunization and Health Requirements
**AFTER you are notified of selection to the ADN or VN Program and prior to registration for the first semester of nursing courses, you must provide validation in the form of original documents and one photocopy of each of the following mandatory immunizations:

- Tetanus/Diphtheria Tdap must be noted as administered once in lifetime- If no record then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- Polio Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
- Measles Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles).
- Mumps Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to mumps).
- Rubella Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to rubella).
- Hepatitis B Students must complete the Hepatitis B series which consists of three injections. The series of injections are administered over a 6-month period of time – please plan accordingly! Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests no more than 30 days prior to the 1st day of the 1st clinical rotation period at any facility: 2-Step Tuberculin Skin Test; Quantiferon®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT® TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test, Quantiferon®-TB Gold In-Tube test (QFT-GIT or Q-Gold), or T-SPOT® TB test is required annually. If a history of positive PPD, then a negative chest x-ray must be current and updated each year.
- Varicella Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).
- Influenza Must show current flu season vaccination no later than October 1st; those admitted in Spring semesters must receive the current season flu shot no later than two weeks prior to the program start date and will be required to receive another vaccination for the upcoming flu season no later than October 1st.
- Bacterial Meningitis the Texas legislature passed a law requiring ALL entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.
- Physical Examination using the CTC DONAH form and must be completed no more than 90 days prior to the program start date. The student completes the front page and the medical doctor (MD), doctor of osteopathy (DO), physician’s assistant (PA), or nurse practitioner (NP) completes the back page. Please make certain that the activity level (limited or unlimited) is noted on the physical exam form signed by the health care provider.
• Current Cardiopulmonary Resuscitation (CPR) - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy – front and back) – **online certifications are not accepted**.

• Negative 11-Panel Drug Screen must be completed no more than 45 days prior to the program start date. **Results must be mailed, emailed, or faxed directly to the CTC DONAH.**

• Negative Criminal Background Check or Declaratory Order from the Texas Board of Nursing (TBON) **completed no more than 90 days prior to the program start date.** All criminal history background checks must be conducted, and verification of negative results received prior to enrollment in the ADN/VN Programs. Negative results for the criminal history background check will be honored for the duration of the enrollment period in the Program.

The programs will honor drug screen and physical for the duration of the student’s enrollment in the program if the participating student has not had a break in enrollment from the DONAH. A break in enrollment is defined as nonattendance of one full 16-week semester or more. FBI background checks completed through Morpho Trust do not need to be repeated.

**Program Disclosures**
During progression through the ADN or VN Program, inform the CTC DONAH Chair and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Safety is a priority for the patient and health and wellbeing of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.

Medical care, which results in student absence, must include the physician’s return to class/clinical/lab documentation following illness, injury, surgery, pregnancy, or, as required by faculty. **Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DONAH.** See Appendix for Medical Release.

The prospective student will also sign a statement agreeing to:

1. Inform the Chair, DONAH if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required by the TBON, may prohibit progression in or removal from the program, and/or ineligibility for licensure.

2. A “for cause” drug screen when student’s performance, conduct, or other action indicates possible substance use.

3. Provide a birth certificate, U.S. passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

**Liability Insurance**
Current Liability Insurance will be purchased by CTC upon student admission to the nursing program with registration.

**Lab Kit**
Student will provide receipt showing proof of purchase of lab kit for clearance to register for nursing classes.
Allocation of Cost
Each prospective student must bear the cost of all the above requirements. Neither the College nor the clinical facilities provide medical coverage or workmen’s compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

- Jurisprudence Exam fee is included in application fee

Estimated Cost of the Vocational Nursing Program*:
The cost of the tuition of the program is based on the number of credits taken. At the end of the program you will receive a Certificate of Completion. The program will consist of 4 semesters with a total of 44 credit hours. Tuition and programmatic costs are according to your residential/military status. Refer to the current CTC Catalog for list of tuition prices.

- Tuition (44 Semester Hours) Refer to the current CTC Catalog
- Textbooks & Supplies $1,000.00
- ATI testing for 3 Semesters $480.00
- Uniforms $300.00
- Physical Exam/TB Screening/ Required Immunizations Dependent upon facility and provider
  - CPR $55.00
  - 11-Panel Drug Screen $60.00
  - Lab Kit (Training Supply) $240.00-subject to change
  - FBI Criminal Background Check $50.00 (Morpho Trust)
  - Declaratory Order Enforcement $150.00 (if applicable)
  - Transportation Expenses – Dependent upon clinical rotations/assignments:

The DONAH utilizes several clinical facilities. Students are responsible for transportation between home, college, and the clinical sites. All students are expected to travel to and from these areas at their own expense.

Estimated Cost for Licensure*:
- NCLEX-PN Application fee $100.00 - fee due 120 days prior to graduation.
- Pearson Vue fee $200.00 - fee due 30 days prior to graduation.

*All fees are approximations and are subject to change.

Standardized Testing
Students will be required to complete nationally normed and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations. In the fourth semester of the ADN curriculum (the final semester of the Program), students are required to take an exit nationally normed comprehensive examination as part of the final grade. This examination is predictive of success on the NCLEX-RN® or NCLEX-PN®.

Program Completion Timelines
Students without any prior nursing courses are required to complete the Nursing program within four years of first enrollment in RNSG 1413 or within 2 years of first enrollment in VNSG 1222 or its equivalent.

Articulating students are required to complete the nursing program within four years of first enrollment in RNSG 1331.

Transfer students are required to complete the nursing program within 2 years of first time enrollment.

ADN and VN Program Progression Requirements
In order to progress in both nursing programs, the following requirements must be met:

- Achievement of a grade of “C” or higher in all courses in the curriculum including general education and nursing courses.
- Achievement of a minimum 75 percent course average or higher in all ADN nursing courses and a minimum of 70 percent course average or higher in all VN nursing courses.
- Achieve a minimum of 90% on dosage calculation exams, within 3 attempts, in the clinical courses prior to the second Friday of the semester to administer medications and to progress in the course.
- Successfully complete prerequisites to each nursing course.
- Complete co-requisites prior to or concurrently with nursing courses. If withdrawal occurs for any reason from any of the co-requisite nursing courses, withdrawal from the corresponding clinical course (Clinical Nursing I, II, III, or IV) is required.
- Course failure due to Academic Misconduct will require the student to withdrawal from all co-requisite DONAH
Courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification AHA guidelines – BLS for Health Care Providers or Military Training Network.
- Provide documentation of medical release to the DONAH to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc. that would result in a change of the physical limitations status. Failure to inform the program may result in immediate withdrawal from the course or program. **Documentation must be mailed, emailed, or faxed, directly from the healthcare provider to the DONAH.**
- Provide annual documentation of negative results for TB (2-Step Tuberculin Skin Test, QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold), or T-SPOT®TB test). If history of positive TB, then a negative chest x-ray must be current and updated each year.
- Provide proof of an annual influenza vaccination by October 1st and includes Spring Semester.
- Maintain negative 11 panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests as required by the coursesyllabus.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the, the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.

**ADN and VN Program Readmission Policy**

Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- Students must meet the current general admission/progression requirements for DONAH and their specific nursing track.
- Students must provide current physical, immunization, criminal background and drug screen information. Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30-day period immediately prior to the first day of the semester for readmission students.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. **Failure of any two RNSG or VNSG courses will result in ineligibility for readmission.**
- Students who fail either program may reapply to the same program after 3 years. **Students dismissed from a program due to safety violations (unsafe practice), Code of Conduct Violations (Unprofessional Conduct), or Civility/ Affective Domain violations are ineligible for readmission.**
- Consideration for readmission is based on the following:
  - Faculty/team recommendation.
  - Academic grade average and clinical evaluation.
  - Reason(s) for failure, if applicable, or withdrawal.
  - Resolution of outside extenuating circumstances, if applicable.
  - Completion of remedial work and/or Admissions & Standards Committee requirements.
  - An interview of the student may be recommended by the A&S Committee.
- Any student applying for readmission to the nursing program must request readmission, in writing, with the Admissions and Standards Committee and submit a written plan for success to be reviewed by the committee.
- Letter to the ADN/VN Admissions and Standards Committee written by applicant must include:
  - Student Name
  - Nursing course name(s) and number(s) to which seeking readmission
  - Reason(s) for lack of success/progress in the course(s)
  - Plan for success if readmitted [Be specific please]
  - Semester and year seeking readmission
  - Student signature and date
- The committee determines eligibility for readmission and notifies the student in writing. Final course grade, status and decisions will be determined by each DONAH program’s Admissions and Standards Committee on a case-by-
Graduation Requirements
Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of Arts in General Studies and certificates of completion. To graduate from Central Texas College Associate Degree Nursing Program and Vocational Nursing Program, the student must:

- Apply for graduation by the deadline date (Application available on CTC website or in the Graduation office located in the Student Services building).
- Successfully complete all RNSG/VNSG courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Achieve a grade of “C” or higher in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent average or higher in all RNSG courses and 70 percent average or higher in all VNSG courses.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.
- Submit Application for Initial Licensure to Texas Board of Nursing 120 days prior to graduation.
- Submit NCLEX-RN® or NCLEX-PN® application to Pearson Vue 30 days prior to graduation.

Certification Notice
By participating in a Department of Nursing and Allied Health (DONAH) program students understands and agrees that admission into Central Texas College DONAH programs is not a guarantee of successful completion of the program.
Likewise, students understand and agrees that Central Texas College does not guarantee that upon completion of a DONAH program and award of a degree or certificate, that the student will become certified by any local, state or federal regulatory agency. Such certification is governed by the rules and laws of the locality, state or federal regulatory agency.
HESIA2Exam

The HESI Admission Assessment (A2) exam is a computerized test that can include up to five academic exam sections. The HESIA2 must be taken prior to admission into the program.

Any HESI A2 exams greater than two years old will NOT be accepted.

- Math – 50 minutes-70%
- Reading Comprehension – 60 minutes-70%
- Anatomy & Physiology – 25 minutes- 50%
- Vocabulary/General Knowledge – 50 minutes-70%
- Personality Profile / Learning Styles – 15 minutes each section
- For EMT/Paramedic Students Only – Grammar – 50 minutes CTC does not require the Biology, Physics, or Critical Thinking sections.

Exam Location:

CTC-Testing Services.
- Building 111, Rm. 235
- Physical Address: 6200 W. Central Texas Expwy, Killeen TX. 76549
- Call Testing Services at 254-526-1254 for questions.

Exam Days/Times:

- The exam is only given on Mondays and is on a walk-in basis. **Students must sign in between 7:30am-8:00am. Test begins promptly at 8:30am.** Any student not signed and seated by 8:00am will be asked to return.

Exam Fee and Payment Information:

- Cost of test is $50 (may be subject to change)
- Payment can be made the day of the exam via CASH ONLY OR in advance via credit card/cash/check at the Business Office (Bldg.119)
- You will need to bring 2 copies of your receipt for proof of payment the day of the exam.
- **NO REFUNDS WILL BE GIVEN**

Things to Bring on Exam Day:

- Photo ID (such as Driver's License or Student ID)
- Evolve Username and Password-create account at [www.evolve.elsevier.com](http://www.evolve.elsevier.com)

Things NOT to Bring:

- Calculator – not permitted.
- Textbooks, Study Guides, any form of reference material Scratch paper or pencils – Testing Services will provide
- No Personal items for test security. Please limit what you bring to the testing center. The Testing Center is not responsible for any personal items.
Score Reports
- Students will be able to view their scores at the time the test is completed.
- The Department of Nursing and Allied Health will have access to score reports for exams taken at CTC.
- Should you need a copy of your scores, you can access your report online using your login credentials on the HESI website.

Exam Retake
- You may take the exam as many times as you like. If you fail twice it is recommended you remediate for 5 months before retaking the exam, but not required.

Study Guides

HESI Free Practice Exam
There is a pretest available in the Learning Resource Center, Building 118, and Room 7. This Pretest has no affiliation with Evolve as a company; it was created by the Learning Resource Center as a way to study for the exam. It is given during business hours, Monday–Thursday 7:30am – 9:00pm. You are welcome to take the pretest anytime it is offered, but if you have any questions you can contact them at 254-526-1344.

FAQ’S

How can I prepare?

Remember to bring your username and password on your test date to be able to log into the HESI exam. You MUST set up your Evolve account prior to arriving on test day. To do this visit, www.evolve.elsevier.com.

Review related class notes and/or nursing entrance exam review books. HESI publishes a review book specifically for this exam. If you have taken the exam previously, you can review content related to missed items through the website: www.evolve.elsevier.com

Is the exam timed?
You are given a maximum time of four (three for nursing students) hours to complete all required sections. Each section of the test is individually timed. If individual sections are completed prior to the allotted time of that section, the remaining time does not accrue towards the remainder of the test. If the maximum time is used for each section, it may take up to the maximum time given to finish the entire HESI A2.

Can I use a calculator for the math exam?
There is a calculator given during the exam that may be used. It will be on the right-hand side of the screen and will say “Show Calculator”. No scientific or programmable calculators are allowed.

What happens if I fail a part of the HESI A2 Exam?
If you fail any sections of the HESI A2 exam you must retake the entire test over. The cost is $50.00 each time you retake it. You may retake the test as many times as needed.

The HESI A2 must be taken prior to admission into the program.

HESI A2 exams greater than two years old will NOT be accepted.
1. **How do I prepare for the Texas Success Initiative (TSI) and HESI (A2) Exams?**
   CTC’s Academic Studio offers assistance for students preparing for this test as well as a wide range of services including subject-area tutoring, writing assistance, research and fact checking, study skills and resource/service, and referrals. The web page can be found at [https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/](https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/)

2. **Do I need to have my prerequisites complete to be selected into the program?**
   Yes, the selection process is based off of a “C” or higher grade by the eligibility deadline date.

3. **What happens if I fail one of my prerequisite courses?**
   You can retake the course and we will accept the most recent grade. However, with Pharmacology if it is failed twice the student will have to wait another 5 years before the course can be re-done. The Anatomy and Physiology currently does not have a limit of how many times it can be taken. The amount of times the course is taken within the 5-year period however will have an effect when ranked for selection into the program (The ranking and selection guidelines are listed on Pg. 6).

4. **How do I find out if my credits will transfer to Central Texas College from my previous college?**
   You will need to send in your official transcripts to Building 119 and they will determine if your credits are transferable.

5. **Can I still take course outlined in the degree plan other than the prerequisites before being selected into the program?**
   Yes, you can, if you are a full-time student and need credits to stay at full time status. We also take the transferable credits from other colleges.

6. **What happens if I can’t complete all three of my Hepatitis B series immunizations before my class start date?**
   Unfortunately, you would need to be dropped from the program and would not need to reapply but would need to be reselected for the next semester’s orientation.

7. **What happens if my background check Declaratory Order doesn’t come back in time before my class start date?**
   Unfortunately, you would need to be dropped from the program and would not need to reapply but would need to be reselected again for the next semester orientation.