The Gavilan College Nursing Program is a "Career Ladder" program; this means that certain "steps" in the program must be completed before moving on to the next step. There are three chief steps: 1) The Certified Nursing Assistant (CNA) program or current California CNA certification, 2) The Licensed Vocational Nurse (LVN) program or current California LVN licensure and 3) The Registered Nurse (RN) program. The LVN and RN programs have separate applications.

The CNA program, along with other indicated prerequisites, must be completed or work in progress when applying to the LVN program. Students who wish to apply to the RN program must, in addition to completing indicated prerequisites, have one of the following: 1) a current California LVN license, or 2) completion of a vocational nursing program with eligibility to take the NCLEX-VN exam. See next page for selection criteria for the LVN and RN programs.

Please Note:

1. Official high school transcripts or equivalent (such as GED) must be on file in the Admissions Office. Foreign transcripts must be evaluated through an independent agency – see below.

| GED or Foreign High School / Post-Secondary Education Transcript Evaluation |
|-----------------------------------------------|-----------------------------|
| **GED**                                      | **FOREIGN TRANSCRIPT EVALUATION** |
| GED Test:                                    | International Education Research Foundation, Inc. |
| Live Oak High School                         | Credentials Evaluation Service |
| Morgan Hill Adult School                     | P. O. Box 3665 |
| Cost: $95                                    | Culver City, CA 90231-3665 |
| Must be 18                                   | Telephone: (310) 258-9451 |
| Need to provide picture ID                   | Fax: (310) 342-7086 |
| Phone: (408) 779-5261                        | info@ierf.org |

GED classes are offered through local area adult schools. All classes are open entry/open exit. You must be 18 years old. The GED Test is offered at Morgan Hill Adult School. It is also offered at the County Office of Education in San Jose (408) 453-6500—Cost: $110.

For class information:
- Morgan Hill - (408) 779-5261
- Gilroy - (408) 842-2082
- San Benito - (831) 637-6176

REQUEST: Detail Report with Course Breakdown (for either foreign high school or post-secondary education equivalency)
Cost: $150

Need:
- Standard Application (phone, fax, email or online www.ierf.org for brochure/application)
- Transcripts
- Notary Statement for Photocopies

Additional documentation may be required
You may also check status at the IERF website.

2. Math and English prerequisites may be met by appropriate placement test scores or coursework. The placement test or coursework must be taken within two years of the application to the nursing program.

3. For information regarding renewal of CNA certification contact the California Department of Health Services at 916-327-2445 or www.dhs.ca.gov/.

4. The CPR requirement must be the course designated for health professionals (BCLS). Annual renewal is required for clinical placement.

5. Prerequisites to the LVN and RN programs must be completed prior to or during the semester of application.

6. BIO 9 is usually only offered in the Spring semester.

7. BIO 7 and BIO 8 are only offered in the Fall semester.

8. A new LVN program begins every Fall semester. The LVN courses, AH 61, AH 62, AH 63, and AH 64 are one semester each, making the LVN program two years in length. Each course includes both lecture and clinical.

9. A new RN program begins every Fall semester. AH 43 and AH 44, the RN courses, are also one semester each, making the RN portion of the program one year in length.
DEADLINES AND APPLICATION PROCESS

Students are expected to meet the requirements and deadlines when applying for the VN and RN programs.

December 1, 2004  Applications available in Nursing Office (HOB 107) for the VN and RN programs.

March 1, 2005  Complete application packet addressed to Gavilan College Allied Health Department postmarked by March 1, 2005.

June 15, 2005  Final transcripts or grades due in Allied Health Department Office (HOB 107).

July 1, 2005 (Approx.)  Letters of acceptance mailed.

July 30, 2005  Accepted students must inform the nursing department in writing of intent to enroll in the nursing program. Alternates will be notified of any vacancies.

Selection of Students for LVN Program will be based on:

1. Completion of application for LVN program.
2. Minimum of 2.5 Grade Point Average (GPA) in prerequisite courses.
3. Current placement test scores (if applicable)
4. Evidence of adequate health.
5. Confidential references.

Selection of Students for RN Program will be based on:

1. Completion of application for RN program.
2. Passing score on standardized Career Mobility Exam.
3. Minimum of 2.5 Grade Point Average (GPA) in prerequisite courses.
4. Current placement test scores (if applicable)
5. Evidence of adequate health.
6. Confidential references.

Students wishing to transfer to CSUC or UC system after completing the nursing program should inform their academic advisor before their program is set up.

Selection of Eligible Applicants

When the pool of eligible applicants is larger than the number of program openings, the following procedure will be used to determine selection of applicants from the eligible pool for available program openings.

1. All eligible applicants are placed in a numerically ranked list by GPA in prerequisites.

2. Fifty percent (50%) of the available program openings will be filled by selecting eligible applicants from the top of the GPA ranked listing.

3. The remaining program openings will be filled by a random lottery of those eligible applicants.

Note: A random lottery shall be used to break any ties that may occur in the above procedure.

Program selection procedures are summarized in the following diagram:

Pool of Eligible Applicants

[Diagram of selection process]

Please help keep Gavilan College a litter free campus and preserve its park-like setting. Thank You. 11/09/04