



AMERICAN RIVER COLLEGE  
4700 College Oak Drive  
Sacramento, CA 95841  
[www.arc.losrios.edu](http://www.arc.losrios.edu)

## NURSING INFORMATION AND ENROLLMENT PACKET FOR SUMMER 2024 LVN-TO-RN CAREER MOBILITY PROGRAM

**Please Note:** Clinical placement for the LVN to RN program is based on hospital availability, which is unknown at this time due to COVID-19. While ARC plans to take a cohort for summer 2024, please be aware that the start date for this program is subject to change. We appreciate your understanding during these unprecedented times.

### GOAL OF THE NURSING PROGRAM

The goal of the American River College Associate Degree LVN-to-RN Career Mobility program is to prepare a graduate who is eligible for licensure to practice as a registered nurse. In addition, graduates are prepared to utilize the nursing process effectively with patients of all ages and within a variety of healthcare settings. The graduate will have a solid foundation in providing competent nursing care at the entry level of registered nursing practice.

### PROGRAM INFORMATION

Licensed Vocational Nurses (LVNs) accepted into the career mobility phase of the Associate Degree Nursing program are required to complete a combination of general education and nursing courses with related laboratory experience in local health agencies. Successful completion of the program qualifies the student to take the National Licensing Examination to become registered as a nurse and eligible for employment. A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Nursing. There are morning, afternoon, evening, and weekend clinical experiences that may change with limited notice.

Start-up costs are approximately \$2,500. The student is responsible for providing uniforms, books, laboratory fees, malpractice insurance, physical exam, immunizations, drug screen, current CPR, background check, equipment, transportation and parking to off-campus laboratory locations. Upon completion of the Nursing program, students should expect fees of approximately \$575.00 to take the R.N. licensure exam. All costs/fees are subject to change.

Students who complete NURSE 305 Transition to Associate Degree Nursing successfully will fill available spaces in the third semester nursing course at American River College during the Fall 2024 or Spring 2025 semester. There is no guarantee of immediate placement in the third semester upon completion of NURSE 305. Potential LVN-to-RN Career Mobility Program applicants will be required to sign an acknowledgement/waiver stating there is **no guarantee** of immediate acceptance.

### RN LICENSING CONSIDERATIONS

*Reporting prior convictions:* The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions or duties. At time of licensure application, all convictions must be reported except for minor traffic violations. (Business and Professions Code 480 and Nurse Practice Act article 3 section 2761)

*Providing a SSN:* Pursuant to Section 30(c) of the Business and Professions code, the **Board of Registered Nursing (BRN)** will not process any application for licensure unless the applicant provides a U.S. SSN. The Nursing Practice Act provides for a unified examination and licensing application. Once an applicant passes the examination, a license is automatically issued. Under these circumstances the BRN cannot accept applications for the examination and licensure without a U.S. SSN.

## REQUIREMENTS FOR PRE-ENROLLMENT TO THE LVN-TO-RN CAREER MOBILITY PROGRAM

1. Graduation from an accredited high school in the United States or successful completion of the General Education Development (GED) or California High School Proficiency Exam (CHSPE) as defined by the current requirements of the Nurse Practice Act, Title 16, California Code of Regulations, Section 1412, prior to time of application.
  - a) Students using a high school diploma from a school outside the United States must have transcripts evaluated by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) approved independent agency. Such cases will be evaluated on an individual basis.
  - b) Students who possess an Associate degree or higher from a regionally accredited college in the United States are exempt from the educational requirement stated above.
  - c) Students using an Associate degree or higher from a college outside the United States must have transcripts evaluated by a NACES or AICE approved independent agency. Such cases will be evaluated on an individual basis.
2. Possession of a current clear and active California Vocational Nurse license at the time of application; license must be maintained through program completion.
3. Completion of a minimum of six months of full-time equivalent LVN work experience within the past year.
4. A cumulative G.P.A. of 3.0 in the following science prerequisites: BIOL 430, BIOL 431, and BIOL 440 or BIOL 442. **In progress coursework not accepted.**
5. A grade of "C" or better and a cumulative G.P.A. of 2.5 in the following prerequisite: ENGWR 300, NUTRI 300, PSYC 300, COMM 301, SOC 300 or ANTH 310. **In progress coursework not accepted.**
6. **Current Curriculum Planning Summary Sheet**  
Preparation of this document will include an initial determination of program eligibility and completion of graduation requirements through evaluation of all transcripts and previous coursework. For course equivalency of pre-nursing and degree major courses completed outside of the Los Rios Community College District, students must provide course descriptions and official transcripts.

**NOTE:** Be sure to check the nursing website "ARC Nursing Program Articulation Grid." Courses listed therein do not require course descriptions. To schedule the mandatory counseling appointment, email [AskHB-HealthEd@arc.losrios.edu](mailto:AskHB-HealthEd@arc.losrios.edu)

7. All students must submit a passing score (62%) for Assessment Technology Institute's Test of Essential Academic Skills (ATI TEAS), Version 7. Information about assessment testing can be accessed on the nursing website.
  - a. If a student has multiple test scores within one year, only the first/earliest score will be accepted unless evidence of remediation is provided. See ARC Nursing website for remediation form and directions.
  - b. Students that wish to retest within one year are required to show remediation. Students must submit a hardcopy of their TEAS score with the application packet. Accepted students will be required to electronically transfer their score to ARC.

**NOTE: Applicants for summer 2024 require ATI TEAS (version 7) results.**

***Students may direct questions about the LVN to RN application to the Nursing Department:***  
**[ARCnursingApplication@losrios.edu](mailto:ARCnursingApplication@losrios.edu)**

**COURSES REQUIRED FOR THE ASSOCIATE DEGREE IN NURSING**

PREREQUISITE COURSES <sup>3</sup>	COURSE SEQUENCE FOR DEGREE MAJOR	ADDITIONAL GRADUATION REQUIREMENTS
BIOL 430 <sup>1</sup> BIOL 431 BIOL 440 <sup>1</sup> or BIOL 442 <sup>1</sup> ENGWR 300 NUTRI 300 PSYC 300 COMM 301 SOC 300 or ANTH 310	NURSE 305 (Summer) NURSE 420 (Semester 3) NURSE 430 (Semester 4)	Humanities American Institutions Physical Education Ethnic/Multicultural Studies Competency in Reading and Math <sup>2</sup>

<sup>1</sup>BIOL 430 and BIOL 440 or BIOL 442 have chemistry and other courses as prerequisites. Refer to the catalog course descriptions

<sup>2</sup>It is strongly recommended that math competency be met prior to entering the Nursing program.

<sup>3</sup>In progress coursework not accepted.

**LVN-TO-RN APPLICATION DEADLINES**

Deadline for submission is **January 30, 2024 at 4:00 p.m. in the American River College Nursing Office, HEED, Room 731.** Applications received after the deadline will not be processed.

**ELIGIBILITY REQUIREMENTS AND PRE-ENROLLMENT APPLICATION PROCESS**

All items in the pre-enrollment application process are extremely important. Students who omit any part of the required information will not be considered for admission to the career mobility phase of the Associate Degree Nursing program.

1. Students interested in applying for the 2023-2024 academic year should begin preparing and planning ahead early in the spring semester by requesting and/or compiling the support documents in Item 3 below to be evaluated and included in the pre-enrollment application. This process may take several weeks.
2. **All students that did not apply for Summer 2023** must make an appointment to see a designated LVN-to-RN counselor at ARC, to have a Nursing Curriculum Planning Summary Sheet completed. An appointment can be made **by emailing [AskHB-HealthEd@arc.losrios.edu](mailto:AskHB-HealthEd@arc.losrios.edu)**.
  - a. Please identify yourself as an LVN-to-RN applicant.
  - b. You can begin scheduling your counseling appointment as early as October. Appointments fill up fast, so call soon!
3. Student Checklist — What to Bring to Your Counseling Appointment:
 

**All students that did not apply for the Summer 2023 session must see the ARC LVN-to-RN counselor.**

  - High school transcript with graduation date highlighted, GED Scores, CHSPE Certificate of Proficiency, or proof of Associate degree or higher from a regionally accredited U. S. college
  - All college transcripts documenting completion of degree requirements ***must accompany your application; do not*** have them mailed separately to the school.
    - **Unofficial** transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC)
    - **Official (sealed)** transcripts from schools outside the Los Rios Community College District
  - Course descriptions of prerequisite classes completed outside the Los Rios Community College District for evaluation of equivalency. Descriptions must come from the specific catalog year in which the course was taken. (A course description is not required if course is listed as equivalent on the "ARC Nursing Program Articulation Grid.") Courses requiring departmental review/petition actions must be approved prior to applying.

- Copy of current LVN license
  - LVN work experience documentation form
  - Copy of qualifying TEAS score report (62% or higher)
    - The counseling appointment may be completed prior to completing the ATI TEAS 7.
    - Electronic transfer of the TEAS is not required until accepted.
  - Completed enrollment application. **Incomplete applications will not be processed.**
4. Students may either mail or drop off the complete packet and support documentation:
- LVN-RN Application Packet  
 ARC Nursing Department  
 4700 College Oak Drive  
 Sacramento, CA 95841

Office hours: 8:30 – 4:00 pm or the black mailbox in the Health and Education courtyard.

### SELECTION PROCESS

1. Selection is based on a computerized random selection process from among the qualified applicants.
2. Only students who meet the educational and pre-nursing requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.
3. Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the ARC Nursing Admissions Committee.

### ACCEPTANCE

1. Students will receive notification of tentative acceptance **by email** approximately six to seven weeks after the submission deadline. Please do not call the Nursing Office for acceptance details as phone verification **will not** be provided. All communication will be done via email.
2. Once accepted to the LVN-to-RN program, students must provide **at their own expense** the following:
  - a. Health History & Report of Medical Examination with required inoculations
  - b. Background check and drug screening
  - c. Current CPR certification (Professional Rescuer from American Red Cross or Healthcare Provider from American Heart Association)
  - d. Proof of malpractice insurance purchased via American River College (malpractice insurance is not refundable)
  - e. Electronic transfer of TEAS score to American River College



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LVN-TO-RN CAREER MOBILITY  
APPLICATION FOR SUMMER 2024

DUE: JANUARY 30, 2024 AT 4:00 PM

All students that did not apply for the Summer 2023 session must meet with the ARC LVN-to-RN counselor! Email: [AskHB-HealthEd@arc.losrios.edu](mailto:AskHB-HealthEd@arc.losrios.edu)

Please Print or Type:

Name \_\_\_\_\_ LRCCD Student ID \_\_\_\_\_  
Last First Middle

Previous last name(s) that may appear on your records: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Number and Street City State Zip Code

Phone: \_\_\_\_\_ Personal Email Address \_\_\_\_\_

High School Attended & Date of Graduation -OR- GED Test -OR- California High School Equivalency Exam:

LVN License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

LVN Program \_\_\_\_\_ Graduation Date: \_\_\_\_\_

*Applicant must provide unofficial U.S. high school transcript, GED scores, CHSPE Certificate of Proficiency, or official transcript awarding Associate degree or higher from a regionally accredited college in the United States. If applicant completed high school outside of the U.S., transcript must be evaluated by a NACES or AICE approved independent agency.*

List **all** regionally accredited colleges attended below. For equivalency evaluation, applicant must provide official transcripts and course catalog descriptions (**from year taken**) of pre-nursing prerequisite courses for all colleges outside of Los Rios Community College District. (Use back of sheet if necessary). Refer to student checklist for exceptions regarding course descriptions.

Name of Institution	City and State	Dates of Attendance	Units	Degree Received & Date

Please fill in the following information for course work validation. Be sure to enter your information in detail.

Prerequisite Courses	College	Course Name & Number	Semester & Year Completed	Grade
Anatomy & Physiology BIOL 430 (5 units)				
Anatomy & Physiology BIOL 431 (5 units)				
Microbiology BIOL 440 or 442 (4 units)				
English ENGWR 300 (3 units)				
Nutrition NUTRI 300 (3 units)				
General Psychology PSYC 300 (3 units)				
Sociology or Cultural Anthropology SOC 300 or ANTH 310 (3 units)				
Public Speaking COMM 301 (3 units)				

For Office Use Only: Science GPA (3.0): \_\_\_\_\_ Non-Science GPA (2.5): \_\_\_\_\_

## STUDENT CHECKLIST

1. \_\_\_\_\_ Transcript with graduation date highlighted from an accredited high school in the United States, GED Scores, CHSPE Certificate of Proficiency, or Associate degree or higher documented on a regionally accredited college transcript. Transcripts from high school or college outside of the United States must be evaluated by a NACES or AICE approved independent agency.
2. \_\_\_\_\_ All college transcripts documenting completion of degree requirements:
  - Unofficial transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC)
  - Official (sealed) transcripts from schools outside the Los Rios Community College
3. \_\_\_\_\_ Course descriptions of prerequisite classes completed outside of Los Rios District for equivalency. Descriptions must show clear page numbers, year, and catalog identification. Remember course descriptions are not required if equivalent course is listed on the "ARC Nursing Program Articulation Grid." For courses not listed on the grid, allow 2 months for equivalency requirement.
4. \_\_\_\_\_ Copy of current LVN license
5. \_\_\_\_\_ LVN Work Experience Verification form
6. \_\_\_\_\_ Curriculum Planning Summary Sheet  
To schedule the mandatory counseling appointment with a designated LVN to RN counselor, email [AskHB-HealthEd@arc.losrios.edu](mailto:AskHB-HealthEd@arc.losrios.edu)
7. \_\_\_\_\_ Supplemental Data Form
8. \_\_\_\_\_ Pre-enrollment application completed in its entirety
9. \_\_\_\_\_ Make a copy of your Nursing Information and Enrollment Packet application for future reference
10. \_\_\_\_\_ TEAS Test Scores, Version 7 (Include completed TEAS Remediation Form if applicable)  
Note: The mandatory counseling appointment may be completed PRIOR to completing the TEAS.
11. \_\_\_\_\_ Applicant acknowledges notification of status will be sent to applicant's Los Rios email account

**Students that applied and were qualified for the Summer 2023 LVN to RN program must provide ONLY the following:**

1. \_\_\_\_\_ LVN to RN application
2. \_\_\_\_\_ Updated LVN work experience documentation form
3. \_\_\_\_\_ Copy of current LVN license

## APPLICATION SUBMISSION

Your complete pre-enrollment packet **must be received** in the ARC Nursing Department in HEED Room 731 no later than **Tuesday, January 30, 2024 at 4:00 p.m.** Please follow these procedures in submitting your packet:

1. \_\_\_\_\_ Place your packet in a 9 x 12 inch manila envelope labeled, "LVN-to-RN Enrollment Application Packet" with your Name, Address, and Phone Number on the front of the envelope. **Make sure the envelope is no larger than 9 x 12.**
2. \_\_\_\_\_ The complete packet must be mailed or delivered to Nursing Department:

American River College  
Nursing Department—LVN-RN Application  
4700 College Oak Drive  
Sacramento, CA 95841

Note: Office hours: 8:30 – 4:00 pm or the black mailbox in the Health and Education courtyard.

The program is not responsible for applications that are lost in the mail or delivered after the deadline. Therefore, hand delivery to the Nursing Department is highly recommended.

### **IMPORTANT NOTES**

If any item is missing, the application packet will not be processed.

Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the ARC Nursing Department Admissions Committee.

Students will receive notification of status to their email account approximately 6 - 7 weeks after the submission deadline. Please do not call the Nursing department regarding application status as phone verification will not be provided.

**All students that did not apply for the Summer 2023 session must have an appointment with an ARC LVN-to-RN Homebase counselor to complete a Nursing Curriculum Planning Summary Sheet that is required with the application.**

**Plan early! Appointments fill up weeks in advance, and cannot be guaranteed if you wait until January to schedule.**

*Students may direct questions about the LVN to RN application to the Nursing Department:*  
[ARCNursingApplication@losrios.edu](mailto:ARCNursingApplication@losrios.edu)

*Los Rios Community College District does not discriminate on the basis of ethnic group identification, race, color, gender, sexual orientation, sexual identity, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, military and veteran status, or marital status.*

## SUPPLEMENTAL DATA

The Board of Registered Nursing and the United States Department of Education require that we compile the ethnicity, gender and age for all nursing students. The following information will be kept confidential and used for statistical purposes only. The data will be summarized, eliminating the identity of any specific person. This form will be kept separate from your application. Thank you for your assistance.

Name \_\_\_\_\_ LRCCD Student ID \_\_\_\_\_

Male  Female    DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Ethnic Background (Please check one)

- |   |  |                                |
|---|--|--------------------------------|
| <input type="radio"/> African-American          | <input type="radio"/> American Indian / Alaskan Native | <input type="radio"/> Filipino |
| <input type="radio"/> Asian or Pacific Islander | <input type="radio"/> White                            | <input type="radio"/> Hispanic |
| <input type="radio"/> Other / Unknown           | <input type="radio"/> Decline to provide               |                                |

2. Language(s) Spoken at Home (Please check all that apply)

- |                               |   |                               |
|-------------------------------|---|-------------------------------|
| <input type="radio"/> Arabic  | <input type="radio"/> Chinese, including dialects | <input type="radio"/> Other   |
| <input type="radio"/> Farsi   |   | <input type="radio"/> English |
| <input type="radio"/> Tagalog | <input type="radio"/> Russian                     | <input type="radio"/> Spanish |

3. Are you fluent in any of the following languages? (Please check all that apply)

- |  |                               |   |
|--|-------------------------------|---|
| <input type="radio"/> American Sign Language | <input type="radio"/> Farsi   | <input type="radio"/> Tagalog   |
| <input type="radio"/> Arabic                 | <input type="radio"/> Russian | <input type="radio"/> Languages of the Indian subcontinent and Southeast Asia |
| <input type="radio"/> Chinese                | <input type="radio"/> Spanish | <input type="radio"/> Other   |

4. Are you the first in your family to attend college?     Yes     No

5. Are you a US veteran or eligible spouse?     Yes     No





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## LVN-to-RN Career Mobility Program Waiver Agreement

I understand that acceptance and successful completion of the NURSE 305 (Transition to Nursing, Patient, and Healthcare Concepts for the Associate Degree Nurse) course does not guarantee a space in the Nursing Program at ARC. Students are placed on a space available basis.

Student Signature \_\_\_\_\_

Student Name (PRINT) \_\_\_\_\_

Date \_\_\_\_\_



American River College Nursing Program  
LVN to RN

**LVN Experience Verification**

As an applicant to the LVN to RN program at American River College, the student below is required to have 6 months of full time (or equivalent\*) work experience as an LVN providing direct patient care, within one year of program start date. Please complete the information below to verify experience for this student.

Applicant Name:		
Student ID:		
Healthcare Agency:		
Direct Supervisor or HR Representative:		
Student's Position Title:		
Employment Dates:	Start Date:	
	End Date:	
Employer Phone Number:		
Employer Email:		
Employer Signature:		Date: _____

\* 6 months full time experience is defined as working 6 full months, 40 hours per week.  
One year of part time (20 hours/week) work would also be acceptable.

Please use multiple forms if using more than one employer to meet the experience requirement.

**Approval of LVN Experience Verification to be determined by  
the Director of Nursing.**