

Vocational Nursing/Paramedic to ADN Transition Application Process/Checklist

NOTE: It is the Responsibility of each Applicant to contact the Health & Public Service Department upon application, as well as to maintain contact THROUGHOUT the Application Process!!

Program Contact: HCC: tpalinkas@hillcollege.edu JCC: mcanales@hillcollege.edu

Entry for this program is **SUMMER yearly**. The deadline for file COMPLETION is **APRIL 1**.

*HCC (Hillsboro Campus) 254-659-7920- Entry in ODD years, i.e.: 2023, 2025, etc.

*JCC (Cleburne Campus) 817-760-5921- Entry in EVEN years, i.e.: 2024, 2026, etc.

ALL Applicants MUST hold a current unencumbered VN or MEDIC licensure and be able to work in Texas.

Important application submission information:

1. College transcripts- Submit to Hill College, **ATTN: Nursing**. A copy will be made for your applicant file and the original/s sent to Admissions.

a. Even if your college transcripts are already on file with Hill College, it is **YOUR** responsibility to make sure we have a copy for your Applicant file.

b. Out-of-State transcripts NOT already on file- Contact the Health Science Department to complete a Course Evaluation/s; **NOTE: This can take up to 1 calendar month to complete.**

2. ALL applicants must meet the High School/TOEFL requirement: Students must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:

1. Attended four years of high school in one of the 50 United States and received a diploma or
2. Attended two years of high school in one of the 50 United States and passed the GED or
3. Acceptable GED scores from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within two years of the application deadline date.

3. Submit your Nursing application- If it is more than a year old, you will need to resubmit a new one:

<https://form.jotform.com/203076865933160>

****Note: This information is vital for the submission of CBC Rosters to the Board of Nursing (see #8 below)****

4. Pre-requisite courses: BIOL2401, BIOL2402, ENGL1301, MATH1314 or MATH1332, PSYC2314: Completed or In-Progress of Completion by **APRIL 1**.

- a. Grade of 'B' or better is required for all pre-requisite courses
- b. Science courses **ONLY** (BIOL2401/2402/2420) have a 5-year expiration.

5. Professional Reference is now available online. Please copy and paste the link below to send to your references:

- a. Professional Reference form <https://form.jotform.com/202304734709149>. Once completed, the reference comes directly to the Health Science department.
- b. NO personal references- Academic or Employer/supervisor/co-worker references only.

6. TEAS test: www.atitesting.com is where you go to schedule and pay for your test.

Minimum Passing Scores: Overall 66.1%, Reading 72.8%, Math 68.8%, Science 58%, English 66.8% (English portion ONLY is for a bonus point)

- a. Currently **Version 7** is the test being used.
- b. You have **3** attempts to pass the TEAS test, and test must not be more than a year old at the program DEADLINE date.

****NOTE: It is your responsibility to submit your TEAS test scores for your Applicant file****

7. Immunization/Clinical Compliance Requirements- See Immunization list.

CPR- Provider BLS certification through the **AMERICAN HEART ASSOCIATION ONLY!!**

8. Criminal Background Check (CBC) process: Applicant information is submitted to the Board of Nursing (BON) on a roster monthly. We will email you once you're in the BON system (this may take up to 21 BUSINESS days to complete). Applicants should then receive an email from Identogo with instructions to complete the fingerprinting process, then BON will complete the applicants' background check.

1. NO criminal background found- Student will receive a Blue Postcard from the BON.
2. WITH a criminal background- Student will receive a letter from BON with further instructions.

****NOTE: A copy of all documents sent to BON regarding your issue needs to be turned in for your applicant file****