

### General Information:

- The Vocational Nursing Program at Arlington Career Institute is accredited by the **Texas Board of Nurse Examiners**. Students who graduate from the program will receive a Certificate of Completion and will be eligible to make application for licensure as a Licensed Vocational Nurse (LVN) and to take the National Council Licensure Examination for Licensed Vocational Nurses (NCLEX-PN).
- There are no required pre-requisites for entrance into Arlington Career Institute (ACI) Vocational Nursing Program but there are several steps that must be completed in order to be considered for acceptance into the program. However, you must submit copies of GED or Highschool diploma, copies of college/university transcripts. Please send copies of these items only.
- The students must complete the TEAS test.

### **Steps to Application:**

**Step 1: View the Virtual Information Session.**

**Step 2: Complete and submit Pre-admission form**

**Step 3: TAKE the TEAS exam at: [www.atitesting.com/teas/register](http://www.atitesting.com/teas/register)**

Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) 6<sup>th</sup> edition, minimum total score of **58.7** or higher range.

- Maximum of three (3) attempts to achieve minimum scores is permitted in a 12-month period.
- 15 days are required between retesting attempts.
- The exam will take about 3 ½ hours. The cost is \$115 payable to ATI when you register.
- What you will need:

A debit or credit card to pay for the test.

Cost: \$115.00 payable to ATI testing

A valid ID card with your photo on it.

A computer with internet and a working camera. If you do not have a computer with a camera and internet, you may schedule an appointment to test at the college.

**Step 5: Submit proof of GED, high school diploma or transcript, or college transcripts.** (Please send only copies to the LVN program.)

### **Step 6: Applicants will be Ranked**

- Admission is based on a ranking system using TEAS test results. ACI accepts the top 30 applicants based on the ranking system.
  - Each applicant will be ranked according to their TEAS score.

Additionally, a point system allows for experience in allied health training and health related college course completion as described below.

- ACI Allied Health Graduate with a 3.0 or better: 3 points
- ACI Allied Health Graduate: 1 point

- Prior Health related college courses: A 3 Points
- B 2 Points
- C 1 Points

**Step 7: SUBMIT A PHYSICAL AND PROOF OF IMMUNITY OR TITERS OF THE FOLLOWING:**

- a. \_\_\_\_\_ Measles, Mumps & Rubella (MMR)
- b. \_\_\_\_\_ Varicella (Chicken Pox)
- c. \_\_\_\_\_ Hepatitis B (Hep B, HBV)
- d. \_\_\_\_\_ Tetanus/Diphtheria/Pertussis (TDAP, Adacel)
- e. \_\_\_\_\_ Meningitis
- f. \_\_\_\_\_ Influenza

**Step 8: American Heart Association CPR Basic Life Support (BLS) for Healthcare Providers card.** If you do not have one, we will offer this class as part of the program.

**Step 9: All accepted students MUST complete a background check. This Will Be Done After Class Starts**

- **During the 1<sup>st</sup> week of class the Program director will submit a roster of new students to the Texas Board of Nursing.**
- **The Board of Nursing will contact the student with information on how to obtain a DPS/FBI criminal background check.**

ALL Accepted ACI Vocational Nursing Students must have **criminal background clearance** from the Texas Board of Nursing.

**HOW TO GET YOUR CRIMINAL BACKGROUND CHECK**

**You MUST follow these steps: This is a Texas Board of Nursing requirement.**

**STEP 1: Schedule an appointment:**

- The Texas board of nursing will send you information on how to schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.

**STEP 2: Arrive at your scheduled appointment with your photo identification and fee**

MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service. Please note that personal checks and cash are not accepted.

**COST: \$39.75**

If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the

Department of Public Safety's acceptable document types here:

<http://www.11enrollment.com/state/forms/tx/55fc619a7f7aa.doc>

Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.

**STEP 3:** At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.

**Do not throw away the receipt;**

You may check status on your submission by clicking on this link:

<https://uenroll.identogo.com/servicecode/119TF2> and then;

Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

**WHAT NEXT?:**

The Board of Nursing will either:

1. Send you a BLUE CARD. This means you are cleared to take the Licensing exam after successful completion of the program. Please submit the card to the Program Director as soon as you receive it.
2. Request a Declaratory Order: This means something showed up in your criminal history. It does NOT mean that you cannot complete the program or take the exam. It simply means the board needs more information.

**What to do if you have a positive Criminal Background.**

## **Initial Licensure and Recognition Forms - Declaratory Order**

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. **The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.**

You should submit the **DO & \$150** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & you received an outcome letter from the Board requesting the submission of the DO & \$150.

You should submit the **DO ONLY** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & received a Blue Card, **BUT** have to disclose a non-CBC related eligibility issue (i.e. questions 2-5 on the DO).

**OR**

- You are attending an out-of-state nursing program, are more than 6 months away from graduation, and have an eligibility issue to disclose to the Board.

**You will need to contact the Board for specific instructions on submitting the DO without the \$150 payment. Please send an email with your name, DOB, and last 4 of your SSN to [webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov). The subject line should be DO – Payment Bypass.**

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## Vocational Nursing Application Checklist

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\_\_\_\_\_ Download a Vocational Nursing Information Packet and view the virtual information session.

\_\_\_\_\_ Complete an application for admission

\_\_\_\_\_ Submit copies of GED or Highschool diploma, copies of college/university transcripts

\_\_\_\_\_ Take the ATI TEAS test.

\_\_\_\_\_ Submit a completed physical with proof of immunity either through immunizations or titers of the following:

g. \_\_\_\_\_ Measles, Mumps & Rubella (MMR)

h. \_\_\_\_\_ Varicella (Chicken Pox)

i. \_\_\_\_\_ Hepatitis B (Hep B, HBV)

j. \_\_\_\_\_ Tetanus/Diphtheria/Pertussis (TDAP, Adacel)

k. \_\_\_\_\_ Meningitis

l. \_\_\_\_\_ Influenza

\_\_\_\_\_ America Heart Association CPR Basic Life Support (BLS) for Healthcare Providers card. (If you do not have one, we will offer the class as part of the program.)

\_\_\_\_\_ Blue Card/or letter of clearance from the Texas Board of Nursing.