

## **Vocational Nursing Application Instructions**

Please note that applications must be fully completed and submitted online with required document attachments. Incomplete applications will be denied. Please review the instructions carefully and/or meet with a Chaffey College Counselor for assistance.

### **Steps BEFORE the application period:**

1. **Attend a VN Zoom Information Session** - Students are highly encouraged to attend a VN Zoom Information Session, dates/times are located on the Chaffey College [VN Program website](#).
2. **Complete the [online Chaffey College Application](#)** - New or returning students to Chaffey College have an active application on file. There is no cost to apply to Chaffey College. Continuing students do not need to reapply to Chaffey College. New students will receive a Chaffey College Student ID # within the same business day.
3. **All students must submit their official high school transcripts showing completion.** – Please submit official transcripts to Admissions & Records at the Rancho, Chino, or Fontana campus. Verification of United States high school graduation or equivalent such as official transcripts, GED, certificate of equivalency/proficiency or official international transcript evaluation report indicating equivalency. Electronic transcripts can be sent from [www.parchment.com](http://www.parchment.com) to [transcripts@chaffey.edu](mailto:transcripts@chaffey.edu) Official, sealed paper transcripts can be mailed to Admissions & Records, 5885 Haven Avenue, Rancho Cucamonga, CA 91737. Students may skip this step if they have a posted Associate's degree or higher verifiable on **their college transcripts.**
4. **Submit ALL official college/university transcript(s)** to Admissions & Records at the Rancho, Chino, or Fontana Campus. Please check the [Admissions & Records website](#) for in-person drop off instructions during regular business hours. Please plan accordingly to send your college transcripts to Admissions & Records and verify they have arrived and have been uploaded to your account with an Admissions & Records staff member BEFORE submitting your VN Evaluation Request Form.

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### **Steps DURING the application period:**

#### **1. Complete the VN Evaluation Request Form**

- The VN Evaluation Request Form can be found on the [VN Program website](#). Your evaluation request form will only be processed during the evaluation period (dates are posted on the program's website).
- The VN Evaluation Request Form MUST be completed by the Evaluation Office and uploaded with the VN application.

**Evaluation Period:** The live link will open on the date that is posted on the program's website.

We highly recommend that you submit your evaluation request form ASAP to give the appropriate amount of time for processing.

**Application Period:** The live link will open on October 1st through October 31st for a Spring (January start) and on March 1st through March 31st [for a Fall \(August start\)](#). [Attend an Information Session to learn more.](#)

#### **2. Submit your completed VN Application**

- Once you receive your VN Evaluation Form via email from the Evaluation Office, showing eligibility to apply to the program, you may complete all sections of the VN application, upload the evaluation form and any other requested documents and submit the application.

#### **Documents requested to upload with the VN Application are as follows:**

- Upload the completed VN Evaluation Form.
- Upload a current copy of your California CNA State Certification.

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**3. Incomplete applications will not be accepted – there are no exceptions.**

### **Steps AFTER the application period:**

Notification letters will be sent to all applicants approximately 2-3 weeks after the application deadline.

Due to limited staffing, we cannot provide status inquiries during the application period.

Applicants will be notified of their application status via email tentatively during the second week of November for fall application submissions and in April for spring application submissions. If you do not receive information about your application status by the third week of the month mentioned above, you may contact the VN Program for a status inquiry via email [VNProgram@chaffey.edu](mailto:VNProgram@chaffey.edu)

### **For further application assistance:**

If you need further assistance with the VN application process, please contact a Chaffey College Counselor. You can arrange an appointment with a Chaffey College Counselor by clicking on the following link:

<https://chaffey.craniumcafe.com/group/academic-and-career-counseling-/scheduler>