VN APPLICATION INSTRUCTIONS

A. PRIOR TO THE APPLICATION PERIOD
1. View the VN information video at http://www.chaffey.edu/healthsciences/nursing/nursingvn/index.shtml
2. Submit an application for admission to Chaffey College if you are not a current student: (No application fee required)
   a. Online: go to www.chaffey.edu and click on Application link.
3. Submit official high school transcripts to Admission Office at the Rancho Cucamonga campus.
   a. Verification of United States high school graduation or equivalent:
      Official transcripts, GED, certificate of equivalency/proficiency, or Official International transcript evaluation report indicating equivalency
   b. This can be waived upon verification of an earned Associate’s degree or higher.
4. Submit ALL official college/university transcript(s), including in-progress coursework to Admissions Office at the Rancho Cucamonga campus and complete a Request for Unit Evaluation available in Admissions & Records. (Complete two months prior to the application period.)
   a. International transcripts require an official evaluation report from an approved evaluating agency. The evaluation must state the level of learning equivalent to U.S. high school, associate, or bachelor degree. Please request a “detailed evaluation report.” Contact the Admissions & Records office at 909-652-6600 for a list of approved evaluating agencies.
5. Complete and submit a Request for Evaluation of Transcripts form located in the Counseling Department. (Complete six weeks prior to the application period to allow for processing.)

B. DURING THE APPLICATION PERIOD—MONTHS OF MARCH & OCTOBER
1. Download, print and complete a VN Application at:
   http://www.chaffey.edu/healthsciences/nursing/nursingvn/vn_application.pdf
   a. Complete all sections of the VN application. Incomplete applications will not be accepted – there are no exceptions.
2. Once the student receives their processed Evaluation of Transcripts from counseling showing eligibility to the program; attach a copy to the VN application.
3. Submit the following in person only: Completed VN Application with the attached Evaluation of Transcripts (processed received from the counseling office), copies of current CNA and BLS/CPR certifications and high school graduation/equivalencies to the Chino Campus (5897 College Park Avenue, Chino) Vocational Nursing office located in the Health Sciences Building (CHHC), second floor, Room 212.

C. AFTER THE APPLICATION PERIOD
1. Notification letters are sent to all applicants approximately 2-3 weeks after the application deadline.

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION

PREREQUISITE REQUIREMENTS
- Anatomy and Physiology, or Human Anatomy and Human Physiology courses must have been completed or in progress with a minimum grade of C. Biology course(s) may not be over five years at the time of application to the VN program.
- Current status as a California Certified Nursing Assistant (attach a photocopy of the CNA State certification to your application), or completion of Nursing Assistant 400, 400L, 405, and 450 or equivalent with minimum grades of C or P.
- Current (must be renewed annually) American Heart Association BLS/CPR certification for Healthcare providers.
- Completion of NURVN 401. Course must have been completed with a minimum grade of C or better.
- Completion of Math 401 or equivalent with a minimum grade of C or better.
- Demonstrate eligibility for English 475 by assessment or prerequisite course completion.
- Students applying during the October application period must have all prerequisite courses completed.
- Students applying during the March application period may have “in progress” coursework at the time of application.

ADDITIONAL INFORMATION
- All materials must be received no later than the last business day of the current application period.