



## **INSTRUCTIONS TO APPLICANTS FOR LICENSURE AS A LICENSED VOCATIONAL NURSE**

*Notice to Individuals (Civ. Code, Sec. 1798.17)* -- ALL items of information requested in this application are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information requested will be used to determine qualifications for examination and/or registration under the Vocational Nursing Practice Act. The official responsible for information maintenance is the Executive Officer at the above noted address and telephone number. The information may be transferred to another governmental agency, such as a law enforcement agency, if necessary, for the agency to perform its duties. Individuals have the right to review the files or records maintained on them by our agency, unless the records are identified as confidential information and exempted by Section 1798.40 of the Civil Code.

### **PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY WHEN COMPLETING YOUR APPLICATION:**

#### **STEP #1**

#### **APPLICATION FOR VOCATIONAL NURSE EXAMINATION AND LICENSURE--To apply for the Vocational Nurse examination and licensure you must submit the following:**

- A. **Application for Vocational Nurse Licensure (55A-1)** – Complete and sign the Application for Vocational Nurse Licensure.
- B. **Social Security Number\*** – Business and Professions Code Section 30 and Public Law 94-455 [(42 USCA(c) (2) (C))] authorize collection of your Social Security Number. Applications for licensure will not be processed until a valid U.S. Social Security Number is received.
- C. **Photograph** – In a sealed envelope, **include** one 2" X 2" front view, head and shoulders, photograph of yourself. Please **sign** your name on the back of the photograph. This picture **must** be current.
- D. **Fingerprints** – See enclosed "**IMPORTANT FINGERPRINT INFORMATION**". The Board requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check on all applicants. *Note: A LICENSE WILL NOT BE ISSUED UNTIL THE BOARD RECEIVES THE BACKGROUND INFORMATION FROM DOJ.*
- E. **Fee** – Attach a check for \$150.00 made payable to the "BVNPT". This is a non-refundable fee that covers the application process. Do **NOT** send cash. **If you will be submitting the hard card fingerprints rather than live scan fingerprints, you must also submit the \$49.00 fingerprint processing fees. (See "Important Fingerprint Information" enclosed.)**
- F. **Proof of 12<sup>th</sup> Grade Education** – **Attach** proof of 12<sup>th</sup> grade education or its equivalent. A copy of your high school diploma **or** GED Certificate is acceptable.
- G. **Record of Conviction (55A-6)** – **Complete and sign** the Record of Conviction. Failure to complete this form accurately may delay the processing of your application.
- H. **Postcard (55A-7)** – Write your name and address on the postcard provided. Make sure to place a postage stamp on the postcard to receive verification that your application was received by the Board. (Note: Not applicable for applications downloaded from the internet.)
- I. **Other Required Documents** – See Step #2 and your specific method of qualifying to ascertain any other documents which must be submitted for examination and licensure.

## STEP #2

**SUMMARY OF REQUIREMENTS FOR LICENSURE – Read the enclosed “Summary of Requirements for Licensure (Form # 55A-9)” to determine which method may qualify you for the Vocational Nurse examination and licensure. Follow the instructions below for the method by which you qualify:**

### **Method #1 – Graduates of California Accredited Schools of Vocational Nursing in California.**

Instructions are on file with each school. Applications **must** be submitted by the Director of your Nursing Program. Contact your program director for application instructions.

### **Method #2 – Graduates of an Out-of-State School of Practical/Vocational Nursing.**

- **Submit all items listed in Step #1 on the first page of these instructions.**
- **Record of Nursing Program and Official Transcripts (Form 55A-2)** - Send this form to your school of practical/vocational nursing for completion and request that the school return the completed form to you with an official certified transcript in a sealed business envelope. **You must submit the sealed business envelope containing the Record of Nursing Program and official transcripts with your application for licensure.**

### **Method #3 – Equivalent Education and/or Experience.**

- **Submit all items listed in Step #1 on the first page of these instructions.**
- **In addition, you must submit the following documentation with your application for licensure:**
  - **Record of Nursing Program and Official Transcripts (Form 55A-2)** – If you attended nursing school, send this form to your school for completion and request that the school return the completed form to you with an official certified transcript in a sealed business envelope. Transcripts received from the school in a foreign language will also require a certified English-language translation completed either by the school or by an independent professional translator who is not related to the applicant. **You must submit the sealed business envelope containing the Record of Nursing Program and official transcripts with your application for licensure.**
  - **Record of Nursing Experience (Form 55A-3)** - Complete this form and submit it with your application for licensure.
  - **Employment Verification – Nursing Experience (Form 55A-12)** – Complete Part I of this form. Provide copies to all of the employers that you listed on the Record of Nursing Experience (you may reproduce as many copies as needed). The RN Director or Supervisor must complete the remainder of the form and return it to you in a sealed business envelope. **You must submit the UNOPENED sealed business envelope(s) containing the completed Employment Verification Forms with your application for licensure.**
  - **Proof of 54 Theory Hours of Pharmacology** –Verification of 54 theory hours of pharmacology may be submitted on the Record of Nursing Program **or** a copy of the Course Completion Certificate specifying completion of 54 theory hours of pharmacology **and the grade earned**. You must submit the sealed business envelope containing the Record of Nursing Program or Course Completion Certificate with your application for licensure. **(See Summary of Requirements for Licensure as a Vocational Nurse (Form 55A-9) for required course content.)**

### Method #4 – Military Applicants.

- **Submit all items listed in Step #1 on the first page of these instructions.**
- **Record of Military Service (Form 55A-4)** - Complete this form in full.
- **In addition, you must submit:**
  1. Copies of military service evaluations showing the dates of service, wards assigned and duties performed for each assignment. You must demonstrate that you rendered at least twelve (12) months of **active duty bedside patient care**.
  2. Transcripts or “Certificate of Release or Discharge from Active Duty” (DD214) showing completion of basic course of instruction in nursing required by his or her particular branch of the Armed Forces.
  3. DD214 or other military document showing that service in the Armed Forces has been under honorable conditions, or whose general discharge has been under honorable conditions.

### Currently Licensed as a Practical/Vocational Nurse in Another State

If you are currently licensed as a Practical/Vocational Nurse in another U.S. State or territory, **you have received the wrong application package**. Please contact the Board at (916) 263-7800 and request an Application for Licensure by Endorsement.

## IMPORTANT INFORMATION

### Address Change

- If you change your address after submitting your application for licensure, you **must** notify the Board in writing, **immediately, but no later than thirty (30) days from the date of the address change**.

### Application Materials

- The documents you submit **will not** be returned to you.
- The Record of Nursing Program **must** be completed by the Director of your educational program and accompanied by an official certified transcript. These documents must be submitted to the Board with your application in an unopened, sealed business envelope from the school.
- Only official transcripts are acceptable (photocopies are not accepted.) Official transcripts **must** list subjects and hours (theory and clinical) completed and the grades received for each subject area. Foreign transcripts **must** be accompanied by a certified translation if not in English.
- Employment verification forms must be submitted with your application in an unopened, sealed business envelope. Employment verification forms that appear to have been opened and/or altered will not be accepted.

### Fees

- The fees for evaluation of your application and processing your fingerprint cards are non-refundable. In addition, please be advised that the fingerprint processing fees are subject to change without notice by the DOJ and FBI. **All applicants for licensure by examination are required to attach a check or money order made payable to the “BVNPT” with their application. Please do not send cash.**

#### APPLICATION FOR LICENSURE BY EXAMINATION FEE

Application Fee \$150.00

#### FINGERPRINT PROCESSING FEES

FBI Fingerprint Card Processing Fee \$17.00

DOJ Fingerprint Card Processing Fee \$32.00

**\$49.00\*\***

#### RETAKE APPLICATION FOR LICENSURE BY EXAMINATION FEE

Application Fee **\$150.00\*\*\***

#### NCLEX® REGISTRATION

After the Board has determined your eligibility for examination you will be mailed a National Council Licensure Examination (NCLEX®) Candidate Bulletin which contains the examination registration information. You must submit a completed NCLEX® Registration form and NCLEX® Registration Fee to the Data Center each time you apply to take the examination. See “NCLEX Registration Process” below for details.

NCLEX® Registration Fee \$200.00

### INITIAL LICENSE FEE

When all requirements for licensure have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application evaluation fee.

### Filing Deadlines/Processing Times

- Applications are accepted on a year-round basis. There are no specific filing deadlines. However, appointments for testing are made on a first-come, first-serve basis.
- You are encouraged to file your application for examination at least three (3) months prior to your anticipated testing date to allow sufficient time for evaluation. **It takes approximately eight (8) weeks for initial processing. You will be notified at that time if additional information is needed to complete the evaluation of your application.**

### Name Change

- If you change your name please notify the Board in writing and attach a copy of one (1) of the following documents: Marriage Certificate, Divorce Decree, Passport, or Driver's License.

### NCLEX® Registration Process

- After the Board has determined your eligibility for examination you will be mailed a National Council Licensure Examination (NCLEX®) Candidate Bulletin which contains the examination registration information. Eligible candidates **must** register with the NCLEX Data Center within 180 days (6 months) of this notification.

- The NCLEX® Registration procedures are:

#### Registration by Mail

- a. **Complete** the Registration Application Form
- b. **Attach** a money order **or** cashier's check for \$200.00 made payable to "NCSBN"
- c. **Mail** the Registration Application Form **and** fee to the NCLEX® Data Center

#### Registration by Telephone

- a. **Complete** the Registration Application Form
- b. **Call** the NCLEX® Data Center Directly, using the toll free number on the application form
- c. Provide the operator with all of the information contained on the Registration Application Form
- d. Provide the operator with your VISA or MasterCard credit card number **and** expiration date. The registration fee is \$200.00

#### Registration by Internet

- a. For internet registration go to [www.vue.com/nclex](http://www.vue.com/nclex), and follow the instructions provided. The registration fee is \$200.00.

### Scheduling Your Appointment to Test

- When NCLEX® Data Center has processed your registration and verified your eligibility with the Board the **NCLEX® Data Center** will mail you an "Authorization to Test", along with a list of Testing Centers.
- Select the Testing Center most convenient for you. Call that Testing Center **and** schedule your appointment to take the test.
- The Testing Center is required to ensure that all eligible first-time applicants are scheduled within thirty (30) days of their requested test date. In addition, all eligible repeat applicants will be scheduled within forty-five (45) days of their requested test date.

### Special Accommodations for Disabled Candidates

- Special testing accommodations are available for candidates with disabilities. Disabled candidates must notify the Board prior to scheduling an appointment to test, to obtain the requirements for requesting special accommodations.

**\* Disclosure of your Social Security Number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [(42 USCA (c) (2) (C))] authorize collection of your Social Security Number. Your Social Security Number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your Social Security Number, your application for initial license will not be processed and you will be reported to the Franchise Tax Board.**

**\*\* The DOJ currently requires live scan fingerprint services for California residents. Applicants submitting live scan fingerprints will be required to pay the fingerprint processing fees at the live scan station. All applicants residing out-of-state must submit hard card fingerprints. If you reside outside of California and will be submitting the "hard card" fingerprints rather than live scan fingerprints, you must include the \$49.00 fingerprint processing fees with your fingerprint cards. The fingerprint processing fees may be combined with the application fee and submitted to the Board on one check or money order, made payable to the "BVNPT" (see "Important Fingerprint Information" enclosed).**

**\*\*\* Retake applicants are not required to submit fingerprint cards and the applicable processing fees unless they have not previously satisfied this requirement, or the original application was abandoned. Applicants are only required to submit fingerprints and associated processing fees one time.**



# **SUMMARY OF REQUIREMENTS FOR LICENSURE** **AS A VOCATIONAL NURSE**

**ALL** APPLICANTS FOR LICENSURE AS A VOCATIONAL NURSE IN CALIFORNIA MUST MEET **ALL** OF THE REQUIREMENTS UNDER SECTION A, AND **ONE** OF THE FOUR METHODS OF QUALIFYING FOR EXAMINATION IN SECTION B.

## **SECTION A**

1. BE AT LEAST 17 YEARS OF AGE.
2. FURNISH PROOF OF COMPLETION OF THE 12<sup>TH</sup> GRADE OF SCHOOLING OR ITS EQUIVALENT.
3. COMPLETE AND SIGN THE "APPLICATION FOR VOCATIONAL NURSE LICENSURE" AND FURNISH A VALID U.S. SOCIAL SECURITY NUMBER.
4. COMPLETE AND SIGN THE "RECORD OF CONVICTION" FORM.
5. NOT BE SUBJECT TO DENIAL PURSUANT TO BUSINESS & PROFESSIONS CODE SECTION 480
6. SUBMIT THE REQUIRED DEPARTMENT OF JUSTICE (DOJ) AND FEDERAL BUREAU OF INVESTIGATION (FBI) FINGERPRINTS. (SEE ENCLOSED "IMPORTANT FINGERPRINT INFORMATION.") **NOTE: A LICENSE WILL NOT BE ISSUED UNTIL THE BOARD RECEIVES THE BACKGROUND INFORMATION FROM DOJ.**
7. ATTACH THE APPROPRIATE NONREFUNDABLE FEE MADE PAYABLE TO THE "BVNPT" (SEE PAGE 3 OF ENCLOSED "INSTRUCTIONS TO APPLICANTS FOR LICENSURE AS A LICENSED VOCATIONAL NURSE".)
8. SUCCESSFULLY COMPLETE A WRITTEN EXAMINATION TITLED "NATIONAL COUNCIL LICENSING EXAMINATION FOR PRACTICAL (VOCATIONAL) NURSING (NCLEX PN)" OR THE "NATIONAL LEAGUE FOR NURSING TEST POOL PRACTICAL NURSING EXAMINATION (NLN)". A PASSING SCORE ON A REGISTERED NURSE EXAMINATION WILL NOT SATISFY THIS REQUIREMENT.
9. SUBMIT THE INITIAL LICENSE FEE. WHEN YOU QUALIFY FOR LICENSURE THE BOARD WILL ADVISE YOU OF THE INITIAL LICENSE FEE TO BE PAID. THIS FEE IS IN ADDITION TO THE APPLICATION FEE. IT TAKES 4-6 WEEKS TO PROCESS YOUR LICENSE ONCE THIS FEE HAS BEEN RECEIVED.

## **SECTION B - TO BE DEEMED ELIGIBLE FOR EXAMINATION, YOU MUST QUALIFY BY ONE OF THE FOLLOWING METHODS:**

### **1. GRADUATE OF A CALIFORNIA ACCREDITED SCHOOL OF VOCATIONAL NURSING.**

YOU MUST HAVE SUCCESSFULLY COMPLETED A CALIFORNIA ACCREDITED VOCATIONAL NURSING PROGRAM.

### **2. GRADUATE OF AN OUT-OF-STATE SCHOOL OF PRACTICAL/VOCATIONAL NURSING.**

THE SCHOOL OF PRACTICAL/VOCATIONAL NURSING FROM WHICH YOU GRADUATED MUST HAVE BEEN ACCREDITED BY THE BOARD OF NURSING IN THE STATE IN WHICH IT IS LOCATED AND THE COURSE CONTENT MUST HAVE BEEN SUBSTANTIALLY EQUIVALENT TO CALIFORNIA CURRICULUM REQUIREMENTS.

*LICENSURE IN ANOTHER STATE DOES **NOT** ENTITLE YOU TO PRACTICE AS A LICENSED VOCATIONAL NURSE IN CALIFORNIA. IN ORDER TO PRACTICE AS A LICENSED VOCATIONAL NURSE IN CALIFORNIA, YOU MUST BE LICENSED BY THE CALIFORNIA STATE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS.*

**3. EQUIVALENT EDUCATION AND/OR EXPERIENCE.**

THIS METHOD **REQUIRES** YOU TO COMPLETE WITHIN TEN (10) YEARS PRIOR TO THE DATE OF APPLICATION, NOT LESS THAN FIFTY-ONE (51) MONTHS OF PAID **GENERAL DUTY INPATIENT BEDSIDE NURSING EXPERIENCE IN A CLINICAL FACILITY**, AT LEAST HALF OF WHICH SHALL HAVE BEEN WITHIN FIVE (5) YEARS PRIOR TO THE DATE OF APPLICATION. *PAID GENERAL DUTY INPATIENT BEDSIDE NURSING EXPERIENCE IS THE PERFORMANCE OF DIRECT PATIENT CARE FUNCTIONS PROVIDED THROUGHOUT THE PATIENT'S STAY THAT ENCOMPASS THE BREADTH AND DEPTH OF EXPERIENCE EQUIVALENT TO THAT PERFORMED BY THE LICENSED VOCATIONAL NURSE.* YOU MUST ALSO COMPLETE A PHARMACOLOGY COURSE OF AT LEAST 54 THEORY HOURS.

**A. THE PHARMACOLOGY COURSE (54 THEORY HOURS) SHALL INCLUDE, BUT IS NOT LIMITED TO:**

- KNOWLEDGE OF COMMONLY USED DRUGS AND THEIR ACTION
- COMPUTATION OF DOSAGES
- PREPARATION OF MEDICATIONS
- PRINCIPLES OF ADMINISTRATION

**B. THE 51 MONTHS OF EXPERIENCE SHALL INCLUDE A MINIMUM OF EACH OF THE FOLLOWING:**

- 48 MONTHS MEDICAL/SURGICAL NURSING
- 6 WEEKS MATERNITY OR GENITOURINARY NURSING
- 6 WEEKS PEDIATRIC NURSING

**C. EXPERIENCE IN ANY OF THE FOLLOWING AREAS MAY BE SUBSTITUTED FOR A MAXIMUM OF EIGHT (8) MONTHS OF MEDICAL/SURGICAL EXPERIENCE:**

- COMMUNICABLE DISEASE NURSING
- PUBLIC HEALTH NURSING
- OCCUPATIONAL HEALTH NURSING
- OFFICE NURSING (M.D.)
- PSYCHIATRIC NURSING
- OPERATING ROOM NURSING
- GERONTOLOGICAL NURSING
- PRIVATE DUTY NURSING (IN AN ACUTE CARE FACILITY ONLY)
- EMERGENCY ROOM NURSING
- OUT PATIENT CLINIC
- POST ANESTHESIA RECOVERY NURSING
- HEMODIALYSIS NURSING
- REHABILITATION NURSING
- EMERGENCY MEDICAL TECHNICIAN SERVICE

**D. EXPERIENCE MUST BE VERIFIED BY THE EMPLOYER SHOWING SPECIFIC DATES OF EMPLOYMENT AND SHALL INCLUDE CERTIFICATION FROM THE R.N. DIRECTOR OR SUPERVISOR THAT THE APPLICANT HAS SATISFACTORILY DEMONSTRATED THE FOLLOWING KNOWLEDGE AND SKILLS:**

**1. BASIC BEDSIDE NURSING**

- AMBULATION TECHNIQUES
- BEDMAKING
- URINARY CATHETER CARE
- COLLECTION OF SPECIMENS
- DIABETIC TESTING
- ADMINISTRATION OF A CLEANSING ENEMA
- FEEDING PATIENT
- COMMUNICATION SKILLS, BOTH VERBAL AND WRITTEN, INCLUDING COMMUNICATION WITH PATIENTS WHO HAVE PSYCHOLOGICAL DISORDERS
- INTAKE AND OUTPUT
- PERSONAL HYGIENE AND COMFORT MEASURES
- POSITIONING AND TRANSFER
- RANGE OF MOTION
- SKIN CARE
- VITAL SIGNS
- HOT AND COLD APPLICATIONS

**2. INFECTION CONTROL PROCEDURES (MAY BE DEMONSTRATED IN CLASSROOM, LAB, AND/OR PATIENT CARE SETTINGS)**

- ASEPSIS
- TECHNIQUES FOR STRICT, CONTACT, RESPIRATORY, ENTERIC, TUBERCULOSIS, DRAINAGE, UNIVERSAL AND IMMUNOSUPPRESSED PATIENT ISOLATION.

APPLICANTS WITH FORMAL NURSING EDUCATION MAY SUBMIT OFFICIAL TRANSCRIPTS FOR EVALUATION FOR POSSIBLE CREDIT IN LIEU OF PAID BEDSIDE NURSING EXPERIENCE. THE TRANSCRIPTS MUST BE SUBMITTED TO THE BOARD DIRECTLY FROM THE SCHOOL AND MUST SHOW THEORY AND CLINICAL HOURS COMPLETED.

**4. NURSING SERVICE IN THE MEDICAL CORPS OF ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. THIS METHOD REQUIRES:**

- A. MILITARY SERVICE EVALUATIONS SHOWING AT LEAST TWELVE (12) MONTHS SERVICE ON ACTIVE DUTY IN THE MEDICAL CORPS OF ANY OF THE ARMED FORCES RENDERING BEDSIDE PATIENT CARE. MILITARY SERVICE EVALUATIONS MUST BE SUBMITTED SHOWING THE DATES OF SERVICE, WARDS ASSIGNED, AND THE DUTIES PERFORMED FOR EACH ASSIGNMENT.
- B. TRANSCRIPTS OR "CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY" (DD 214) SHOWING COMPLETION OF BASIC COURSE OF INSTRUCTION IN NURSING REQUIRED BY HIS OR HER PARTICULAR BRANCH OF THE ARMED FORCES.
- C. DD 214 OR OTHER MILITARY DOCUMENT SHOWING THAT SERVICE IN THE ARMED FORCES HAS BEEN UNDER HONORABLE CONDITIONS, OR WHOSE GENERAL DISCHARGE HAS BEEN UNDER HONORABLE CONDITIONS.

NOTE: A COMBINATION OF MILITARY AND NONMILITARY EXPERIENCE IS NOT ACCEPTABLE UNDER THIS METHOD. PROOF OF 12<sup>TH</sup> GRADE EDUCATION IS NOT REQUIRED UNDER THIS METHOD.

**NOTE: STATE BOARDS OF NURSING IN MANY STATES REQUIRE GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING. PLEASE BE AWARE THAT APPLICANTS DEEMED ELIGIBLE FOR LICENSURE IN CALIFORNIA USING OTHER METHODS OF QUALIFYING (I.E., MILITARY EXPERIENCE OR EQUIVALENT EDUCATION AND EXPERIENCE) MAY NOT BE ELIGIBLE FOR LICENSURE BY ENDORSEMENT IN OTHER STATES.**



# APPLICATION FOR VOCATIONAL NURSE LICENSURE

**(ATTACH \$150 APPLICATION FEE. AN ADDITIONAL \$49 FINGERPRINT FEE IS REQUIRED FOR PROCESSING "HARD CARD" FINGERPRINTS – SEE ENCLOSED INSTRUCTIONS.)**

Read all the enclosed instructions carefully before completing this application. This information is required under Business and Professions Code Division 2, Chapter 6.5, Articles 1 and 2. The information you furnish will be used to determine your eligibility for licensure. If additional space is needed to complete any section of this application, please attach additional sheets. The Executive Officer of the Board is responsible for information maintenance.

DO NOT WRITE IN THIS SPACE	
APP. NO	
LIC. NO	
ILF-CA NO.	
ATS NO.	

**PRINT OR TYPE (DO NOT USE PENCIL)**

1. NAME (LAST) (FIRST) (MIDDLE)		
2. ADDRESS (STREET OR BOX NUMBER) (APT. NO)		
3. CITY STATE ZIP		
4. BIRTHDATE (Month/Day/Year)	5. SOCIAL SECURITY NUMBER*	6. TELEPHONE NUMBER Business ( ) Home ( ) Area Code
7. DID YOU GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF HIGH SCHOOL: CITY/STATE:		
DID YOU PASS A HIGH SCHOOL EQUIVALENCY TEST? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, CIRCLE THE HIGHEST GRADE YOU COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12		
8. DID YOU ATTEND A <u>VOCATIONAL/PRACTICAL NURSING</u> PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO DID YOU GRADUATE FROM THE PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NAME OF VOCATIONAL/PRACTICAL NURSING PROGRAM: DATE STARTED: DATE COMPLETED: STATE OR COUNTRY:		
9. DID YOU ATTEND A <u>REGISTERED NURSING</u> PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO DID YOU GRADUATE FROM THE PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NAME OF REGISTERED NURSING PROGRAM: DATE STARTED: DATE COMPLETED: STATE OR COUNTRY:		
10. HAVE YOU EVER BEEN LICENSED AS A VOCATIONAL/PRACTICAL NURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE LICENSED: STATE OF ORIGINAL LICENSE: IF YES, HAS THIS LICENSE EVER BEEN SUSPENDED, REVOKED OR PLACED ON PROBATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, ATTACH EXPLANATION)		
11. HAVE YOU EVER BEEN LICENSED AS A REGISTERED NURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE LICENSED: STATE OF ORIGINAL LICENSE: IF YES, HAS THIS LICENSE EVER BEEN SUSPENDED, REVOKED OR PLACED ON PROBATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, ATTACH EXPLANATION)		
12. HAVE YOU EVER APPLIED TO THIS BOARD FOR LICENSURE UNDER A DIFFERENT NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", PLEASE LIST OTHER NAMES: WILL DOCUMENTS BE SUBMITTED TO THIS BOARD UNDER A DIFFERENT NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE LIST OTHER NAMES:		
13. <b>CONFIDENTIALITY NOTICE:</b> YOU ARE ADVISED THAT PURSUANT TO BUSINESS AND PROFESSIONS CODE, SECTION 123, THE CONTENT OF THE VOCATIONAL NURSE LICENSURE EXAMINATION IS CONFIDENTIAL. IF YOU ARE DEEMED ELIGIBLE TO TAKE THIS EXAMINATION, YOU ARE HEREBY NOTIFIED THAT UNAUTHORIZED POSSESSION, REPRODUCTION, OR DISCLOSURE OF ANY EXAMINATION MATERIALS IS IN VIOLATION OF THE LAW AND SUBJECT TO CRIMINAL MISDEMEANOR PROSECUTION. A VIOLATION OF THIS TYPE MAY ALSO RESULT IN CIVIL LIABILITY AND/OR DISCIPLINE BY THE LICENSING AGENCY INCLUDING THE DENIAL OF LICENSURE.		
14. <b>PHOTOGRAPH REQUIREMENTS:</b> YOU <u>MUST</u> ATTACH A CURRENT, FRONT VIEW, HEAD AND SHOULDER PHOTOGRAPH OF YOURSELF IN A SEALED ENVELOPE. THE PHOTOGRAPH SHOULD BE 2" X 2" AND <u>MUST</u> BE SIGNED ON THE BACK.		
15. <b>PLEASE READ CAREFULLY BEFORE SIGNING.</b> – I hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing, including any attachments, is true and correct. False statements included in this application can result in licensure denial.		
SIGNATURE: _____		DATE: _____
<b>SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT –</b> Disclosure of your Social Security Number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [(42 USCA (c) (2) (C))] authorizes collection of your Social Security Number. Your Social Security Number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your Social Security Number, your application for initial license will not be processed and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.		



## RECORD OF NURSING PROGRAM

The applicant should complete the first section of this form and provide it to the Director of the nursing program. The Director of the nursing program should complete the information in the second section and return it to the above address.

**THIS SECTION TO BE COMPLETED BY APPLICANT (ITEMS 1-6). PRINT OR TYPE (DO NOT USE PENCIL).**

1. NAME (LAST)	(FIRST)	(MIDDLE)
2. ADDRESS (STREET OR BOX NUMBER)		(APT. NO)
3. CITY	STATE	ZIP
4. BIRTHDATE (Month/Day/Year)	5. SOCIAL SECURITY NUMBER*	6. TELEPHONE NUMBERS BUSINESS ( ) _____ HOME ( ) _____ AREA CODE _____

**THIS SECTION TO BE COMPLETED BY SCHOOLS OF VOCATIONAL, PRACTICAL OR REGISTERED NURSING. PRINT OR TYPE (DO NOT USE PENCIL)**

7. NAME OF SCHOOL OF VOCATIONAL OR PRACTICAL NURSING:	CITY	STATE
DATE PROGRAM STARTED: _____ DATE PROGRAM COMPLETED: _____ OR DATE VERIFIED HOURS WERE COMPLETED _____		
WAS PROGRAM "ACCREDITED" WHEN HOURS WERE COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
8. NAME OF SCHOOL OF REGISTERED NURSING:	CITY	STATE
DATE PROGRAM STARTED: _____ DATE PROGRAM COMPLETED: _____ OR DATE VERIFIED HOURS WERE COMPLETED _____		
WAS PROGRAM "ACCREDITED" WHEN HOURS WERE COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
9. COMPLETION OF THE TWELFTH (12 <sup>TH</sup> ) GRADE IN HIGH SCHOOL OR ITS EQUIVALENT HAS BEEN PROVEN BY THE APPLICANT AS FOLLOWS:		
<input type="checkbox"/> PRESENTED OFFICIAL SCHOOL RECORDS SHOWING COMPLETION OF 12 <sup>TH</sup> GRADE HIGH SCHOOL		
<input type="checkbox"/> PASSED THE "GED" TEST AT THE 12 <sup>TH</sup> GRADE LEVEL		
10. A. TOTAL NUMBER OF THEORY/CLINICAL HOURS COMPLETED IN <u>YOUR</u> NURSING PROGRAM:		
THEORY: _____ HOURS CLINICAL: _____ HOURS		
B. TOTAL NUMBER OF THEORY/CLINICAL HOURS WHICH YOUR SCHOOL GRANTED CREDIT FOR "PREVIOUS EDUCATION":		
THEORY: _____ HOURS CLINICAL: _____ HOURS		
C. <b>COMPLETE THE SECOND PAGE OF THIS FORM IN FULL. THIS IS A MANDATORY REQUIREMENT.</b>		
11. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.		
(SCHOOL SEAL)	SIGNATURE OF PROGRAM DIRECTOR: _____	
	PRINT PROGRAM DIRECTOR'S NAME: _____	
	DATE: _____	

**\* SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT –**

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [(42 USCA (c)(2)(C))] authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. **If you fail to disclose your social security number, your application for initial license will not be processed and you will be reported to the Franchise Tax Board.**



# RECORD OF NURSING PROGRAM

**THIS SECTION OF THE FORM MUST BE COMPLETED IN FULL.**

1. NAME OF SCHOOL OF NURSING: _____  CHECK ONE: <input type="checkbox"/> VOCATIONAL/PRACTICAL NURSING PROGRAM <input type="checkbox"/> REGISTERED NURSING PROGRAM	2. CITY _____	3. STATE AND COUNTRY _____
4. DATE PROGRAM STARTED: _____  (MONTH/DAY/YEAR)	5. DATE VERIFIED HOURS WERE COMPLETED: _____  (MONTH/DAY/YEAR)	

6. SUBJECT	ACTUAL HOURS/UNITS COMPLETED		CHECK HERE IF SUBJECT IS INTEGRATED	GRADE RECEIVED		HOURS/UNITS OF CREDIT GRANTED FOR PREVIOUS LEARNING	
	THEORY	CLINICAL		THEORY	CLINICAL	THEORY	CLINICAL
ANATOMY & PHYSIOLOGY		N/A			N/A		N/A
NUTRITION		N/A			N/A		N/A
PHARMACOLOGY		N/A			N/A		N/A
PSYCHOLOGY		N/A			N/A		N/A
NORMAL GROWTH & DEVELOPMENT		N/A			N/A		N/A
NURSING FUNDAMENTALS							
NURSING PROCESS							
MEDICAL SURGICAL NURSING							
COMMUNICABLE DISEASES							
MATERNITY NURSING							
PEDIATRIC NURSING							
GERONTOLOGICAL NURSING							
REHABILITATION NURSING							
LEADERSHIP		N/A			N/A		N/A
SUPERVISION		N/A			N/A		N/A
COMMUNICATION		N/A			N/A		N/A
PATIENT EDUCATION		N/A			N/A		N/A
ETHICS & UNETHICAL CONDUCT		N/A			N/A		N/A
CRITICAL THINKING		N/A			N/A		N/A
CULTURALLY CONGRUENT CARE							
END OF LIFE CARE							
<b>TOTAL HOURS:</b>							

# BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS RECORD OF CONVICTION

TYPE OR PRINT (USE BLUE OR BLACK INK ONLY). IF MORE SPACE IS NEEDED TO COMPLETE ANY SECTION, PLEASE ATTACH ADDITIONAL SHEETS.

1. NAME (LAST) (FIRST) (MIDDLE)																		
2. ADDRESS (STREET OR BOX NUMBER)		(APARTMENT NUMBER)																
3. CITY	STATE	ZIP																
4. BIRTHDATE (MM/DD/YYYY)	6. TELEPHONE NUMBERS																	
5. SOCIAL SECURITY OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER	CELL (_____) _____																	
	HOME (_____) _____																	
	BUSINESS (_____) _____																	
<p>7. Pursuant to Business and Professions Code Section 480 (c), any false statements included in this application may result in license denial. Please carefully read all information contained on the front and back of this form before signing. <b>I declare under penalty of perjury under the laws of the State of California that the information provided herein and attachments is true and correct.</b></p> <p>Signature: _____ Date: _____</p>																		
8. Are you or have you previously been licensed or certified as a psychiatric technician, practical, vocational or registered nurse, or any other healthcare professional in this or any other state, territory or country?		<input type="checkbox"/> Yes <input type="checkbox"/> No																
A.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">State</th> <th style="width: 50%;">License Type</th> <th style="width: 20%;">License #</th> <th style="width: 20%;">Expiration Date #</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____</td> <td></td> <td></td> </tr> </tbody> </table>	State	License Type	License #	Expiration Date #		<input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____				<input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____				<input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____			
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	<input type="checkbox"/> PT <input type="checkbox"/> LVN/LPN <input type="checkbox"/> RN <input type="checkbox"/> Other (specify) _____																	
B. Has your license or certification ever been suspended, revoked, placed on probation or disciplined? <i>If Yes, you must explain the basis for the disciplinary action and submit a copy of the disciplinary order.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No																
C. Have you used any other names? <i>If Yes, list all other names used: _____</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No																
<p>9. Have you ever been convicted of, pled guilty to, or pled nolo contendere to ANY offense in the United States or a foreign country? <i>If YES, you must, complete item 12 on the back of this form.</i></p> <p>This includes every citation, infraction, misdemeanor and/or felony, excluding traffic violations <b>under \$1,000</b> which do not involve alcohol, dangerous drugs or controlled substances. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code Sections 11357(b), (c), (d), (e), or Section 11360(b) which are two years or older should NOT be reported. Convictions that were later dismissed pursuant to section 1203.4, 1203.4a or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed. If you have obtained a dismissal of your conviction(s) pursuant to Penal Code sections 1203.4, 1203.4(a), or 1203.41, please submit a certified copy of the court order dismissing the conviction(s) with your application.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No																
<p>10. Exclusive of juvenile court adjudications and criminal charges dismissed under section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code Sections 11357(b), (c), (d), (e) or section 11360(b), have you had a conviction that was set aside or later expunged from the records of the court? <i>If YES, you must, complete item 12 on the back of this form.</i></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No																
<p>11. Is any court action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict? <i>If YES, you must, complete item 12 on the back of this form.</i></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No																

12. If you answered yes to item 9, 10, or 11, you must provide all of the information requested below for each offense. Department of Motor Vehicles printouts are not accepted in lieu of completing this section. If more space is needed to complete this section, please attach additional sheets.

**If you have been convicted of a crime, you must submit certified court documents, police reports, and a detailed explanation, in your own words, for each offense.** (Certified court/police documents are obtained directly from the court/police department with an **original** stamp of certification. Do not send copies, as they will not contain an original certification and will not meet the requirement for certified documents. If the police report and/or court documents are no longer available, you must obtain a statement from the police department or court attesting to that fact.) **Additionally, please submit documents regarding your rehabilitation efforts, such as:**

- Proof that you complied with the terms of your parole, probation, restitution or any other court imposed sanctions.
- Evidence of expungement proceedings pursuant to penal code section 1203.4, 1203.4(a), or 1203.41.
- Any other evidence of rehabilitation you wish the board to consider.

A. Date of Offense \_\_\_\_\_ B. City and State of Offense \_\_\_\_\_

C. Name and location of court where your case was heard \_\_\_\_\_

D. Details of the offense of which you were convicted \_\_\_\_\_  
\_\_\_\_\_

E. Date of Conviction \_\_\_\_\_ F. Date(s) of Imprisonment, if applicable \_\_\_\_\_

G. Amount of fine paid \_\_\_\_\_ H. Period of Probation \_\_\_\_\_

I. Conditions of Probation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Date of Offense \_\_\_\_\_ B. City and State of Offense \_\_\_\_\_

C. Name and location of court where your case was heard \_\_\_\_\_

D. Details of the offense of which you were convicted \_\_\_\_\_  
\_\_\_\_\_

E. Date of Conviction \_\_\_\_\_ F. Date(s) of Imprisonment, if applicable \_\_\_\_\_

G. Amount of fine paid \_\_\_\_\_ H. Period of Probation \_\_\_\_\_

I. Conditions of Probation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Date of Offense \_\_\_\_\_ B. City and State of Offense \_\_\_\_\_

C. Name and location of court where your case was heard \_\_\_\_\_

D. Details of the offense of which you were convicted \_\_\_\_\_  
\_\_\_\_\_

E. Date of Conviction \_\_\_\_\_ F. Date(s) of Imprisonment, if applicable \_\_\_\_\_

G. Amount of fine paid \_\_\_\_\_ H. Period of Probation \_\_\_\_\_

I. Conditions of Probation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Important note: You will be permitted to take the licensing examination regardless of any criminal conviction history you disclose. However, a determination as to whether your license will be granted or denied will not be made until you have passed the examination and the board has received all required conviction documentation.



## Notice on Collection of Personal Information For Applicants and Licensees

**Collection and Use of Personal Information.** The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) of the Department of Consumer Affairs (DCA) collects the personal information requested on this form as authorized by Business and Professions Code Section 30 (General Provisions); Business and Professions Code Division 2, Chapter 6.5, Articles 1 & 2 (Vocational Nursing Practice Act) and Chapter 10, Articles 1 & 2 (Psychiatric Technicians Law); and California Code of Regulations Title 16, Division 25, Chapter 1 (Vocational Nurses) and Chapter 2 (Psychiatric Technicians). The BVNPT uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

**Mandatory Submission.** Submission of the requested information is mandatory. The BVNPT cannot consider your application for licensure or renewal unless you provide all of the requested information.

**Access to Personal Information.** You may review the records maintained by the BVNPT that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** The BVNPT makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required or permitted by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information.** For questions about this notice or access to your records, you may contact the BVNPT at 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800 or email [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov).