



# LVN to BSN

## APPLICATION FORM

### **Instructions**

To be considered for nursing program admission, the individual **MUST** meet admission requirements and submit application materials to Tarleton State University and the School of Nursing by the specified deadlines. Nursing program admission is highly competitive and meeting minimum requirements for each step is necessary, but not sufficient, to gain program admission. Qualified applicants will be ranked and admitted based upon available slots for the nursing program.

**The application must be submitted by November 1st for Spring 2024 and March 1<sup>st</sup> for Fall 2024**

## **Application Materials**

Completed Application Form (all parts must be completed before you will be considered for program admission)

Submit a \$35.00 non-refundable processing fee via credit card to the following URL: [https://epay.tarleton.edu/C20203\\_ustores/web/product\\_detail.jsp?PRODUCTID=1498](https://epay.tarleton.edu/C20203_ustores/web/product_detail.jsp?PRODUCTID=1498). A copy of the receipt must be attached to the front of the application. **The application will not be processed if receipt of payment is not received.**

Unofficial or copies of official **Transcripts from Every College and/or University attended** regardless of the number of credit(s) earned or whether or not the courses are part of the required course work for the nursing degree (not required to submit if Tarleton has transcripts).

LVNs must submit a copy of current nursing license from the Texas Board of Nursing website

**Note:** *It is the applicant's responsibility to determine the status of application materials.*

# APPLICATION FORM

**PLEASE PRINT INFORMATION**

This semester I am enrolled in the following courses \_\_\_\_\_ at \_\_\_\_\_ college/university.

Name of Agency	Address (Town/State)	Position/Title	Supervisor Name/Position	Dates of Employment

2. Are you planning to work during the time you are in the nursing program? ☐ Yes ☐ No  
 If yes, state where? \_\_\_\_\_ How many hours/week? \_\_\_\_\_
3. Have you ever attended another nursing program/school but did not graduate? ☐ Yes ☐ No  
 If yes, Name of School Attended: \_\_\_\_\_ Dates Enrolled: \_\_\_\_\_ State  
 reasons for not completing the program (attach additional sheets if necessary): \_\_\_\_\_
4. **Nursing or Health Related Education/Experience:**
- LVN or LPN? ☐ Yes ☐ No If Yes, License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_
- Paramedic? ☐ Yes ☐ No If Yes, License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_
- EMT? ☐ Yes ☐ No If Yes, License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_
- Pharmacy Tech? ☐ Yes ☐ No If Yes, Registration # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_
- Medication Aide? ☐ Yes ☐ No If Yes, Permit # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Certified Nurse
- Assistant? ☐ Yes ☐ No Registration # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Part III - Eligibility Requirements for Licensure as a Registered Nurse

**Criminal Background Evaluation:** Upon tentative acceptance to the program you will be required to undergo a criminal history record check. The record check process includes: (1) the school submitting your name to the Texas Board of Nursing, (2) you completing the form provided by the school necessary to schedule a fingerprint appointment with an authorized service center; (3) electronic submission of your scanned fingerprints from the service center to the TX DPS/FBI; and (4) results of the record check delivered to the TX Board of Nursing from the TX DPS/FBI. The Board will send you a result card that identifies either that your record is clear or you need a Declaratory Order. You are required to submit this card to the nursing office to receive final program acceptance. If a Declaratory Order is needed you will not receive final acceptance until we receive a copy of order that you receive from the Board.

**Eligibility for Licensure:** The Texas Board of Nursing has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. Eligibility for licensure upon graduation is one of the admission requirements for Tarleton's nursing program. If you must answer "YES" to any of the following questions or your result card from the Board does not show a clear criminal history record check,

you must submit a copy of your Declaratory Order, or other appropriate ruling, from the Texas Board of Nursing to the nursing office before you can be considered for admission. Non-disclosure of relevant information raises questions related to truthfulness and character.

1. ☐ NO ☐ YES For any criminal offense, including those pending appeal, have you **(You may only exclude Class C misdemeanor traffic violations)**:  
A. Been convicted of a misdemeanor?  
B. Been convicted of a felony?  
C. Pled nolo contendere, no contest, or guilty?  
D. Received deferred adjudication?  
  
E. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?  
F. Been sentenced to serve jail or prison time? Court ordered confinement?  
G. Been granted pre-trial diversion?  
H. Been arrested or any pending criminal charges?  
I. Been cited or charged with any violation of the law?  
  
J. Been subject of a court-martial; article 15 Violation; or received any form of military judgment/punishment/action?
2. ☐ NO ☐ YES Are you currently the target or subject of a grand jury or governmental agency investigation?
3. ☐ NO ☐ YES Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi- state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
4. ☐ NO ☐ YES Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
5. ☐ NO ☐ YES Within the past five (5) years have you been diagnosed with, treated, or hospitalized? If yes, indicate which:  
☐ schizophrenia and/or any psychotic disorder ☐ bipolar disorder ☐ paranoid personality disorder ☐ antisocial personality disorder ☐ borderline personality disorder?

### **Declaratory Order Process**

If you answered "YES" to any of the questions listed in this section, contact the nursing program's office at (254) 968-9717 and the Board's Education/Examination departmental office at (512) 305-7400 or the website at [www.bon.state.tx.us](http://www.bon.state.tx.us) for a Declaratory Order Petition. The Board has the authority to make a decision regarding an individual's eligibility to take the licensing examination and licensure as a registered nurse. Processing your Petition may take 6 to 9 months or longer, depending on the circumstances. Once all requested documents have been received, the Petition will be submitted to the Board's Legal Department for review. You will be notified by the Board of Nursing when the review is complete.

### **Part IV – Certification of Facts and Signature**

I certify the facts set forth in this Application for admission to the nursing program are true and complete to the best of my knowledge. I also certify that I completed Part IV of the application. I understand that the information provided is subject to investigation and that falsification of an application is cause for rejection or dismissal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Tarleton State University, an Equal Employment Opportunity and Affirmative Action Employer and Educator, is committed to excellence through diversity.

Revised 1/10, 9/10, 7/11, 10/14, 5/18, 6/19, 12/20