

Palo Verde College
Department of Nursing and Allied Health
One College Drive • (760) 921-5504
Blythe, California 92225

TRADITIONAL VN Applicants:

To be considered, applications must be legible and complete. It is the APPLICANT'S RESPONSIBILITY to see that the application is COMPLETE. The next Traditional Program will begin in the Spring 2014.

When the packet is complete, return it to the Nursing Office or Silvia Lainez, CL 125.

All packets will be kept on file in the Nursing office and students that have turned packets in will be notified when the program is beginning.

If you have any questions or would like more information and need to set up an appointment, please call Silvia Lainez, Nursing/Faculty Secretary, at 760-921-5504.

Packets are due November 1, 2013.

**PALO VERDE COLLEGE
VOCATIONAL NURSING DEPARTMENT
TRADITIONAL VN PROGRAM**

ADMISSION PROCEDURES

1. All prerequisites must be completed *before* the application deadline with a minimum GPA of 2.0.
2. Applications, transcripts, assessment test scores, and all other documentation must be submitted directly to the Nursing Department.
3. Only *completed* files will be considered for admission.
4. A complete file consists of:
 - a. VN program application form, thoroughly completed and signed
 - b. Official high school transcript showing graduation date, proof of completion of G.E.D., or a passing score on the California Proficiency Exam
 - c. CNA transcript or license
 - d. All other pertinent transcripts, including Palo Verde College
 - e. Palo Verde College assessment test scores
 - f. Three character references (not family members)
 - g. Write a brief summary, which contains accurate spelling, grammar, sentence structure, and clarity of thought, describing what plans and arrangements you have made to assure success in this program.

*It is the responsibility of the student to send transcripts from outside the United States to the following transcript evaluating company:

American Education Research Corporation
P.O. Box 996
West Covina, CA 91793-0096
(626)339-4404

All costs incurred by students. A copy of the evaluation must be sent back to:

Sharron Burgeson, RN, BSN
Nursing and Allied Health Coordinator
Palo Verde College
One College Drive
Blythe, CA 92225

5. You will be contacted by the Director to schedule a personal interview.

After receiving notification of program acceptance, a candidate will submit:

1. A physical examination stating that the applicant is physically and mentally fit to withstand the rigors of the nursing program and proof of a 2-step negative Tuberculin test (TB), or negative chest x-ray if PPD is positive. Physical examination is due before the start of the first semester.
2. Proof of immunization records including tetanus, polio, MMR, pneumonia vaccine, varicella (chicken pox) and hepatitis series, or written declination. Seasonal flu shots are strongly encouraged.

PALO VERDE COLLEGE

VOCATIONAL NURSING PROGRAM

GENERAL INFORMATION

The Vocational Nursing Program is designed to prepare students to function as members of the health care team, under the directions of a licensed physician and/or a registered nurse in a variety of situations concerned with quality nursing care. Vocational nursing students learn to assist in data collection, plan and implement nursing care, administer medications and treatments with knowledge of their therapeutic results and maintain safe environment for clients and their families.

The Vocational Nursing Program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians and requires three semesters of full time study plus CNA. Upon satisfactory completion of this program the graduate will receive a certification of completion from the college and is eligible to take the National State Board Examination (NCLEX-PN/VN) for licensure eligibility as a vocational nurse in the state of California.

Seventeen students are accepted into the full time program. Applicants not accepted may apply for the next VN program.

THERE IS NO WAITING LIST.

ADMISSION REQUIREMENT

1. Must provide an official high school transcript or completion of G.E.D. (Mandated by VN Board)
 - If graduated outside of the United States, official transcripts must be evaluated by AERC or Global for 12th grade equivalency, GED taken in the United States will suffice.
2. Must be at least 17 years of age (mandated by the VN Board).
3. **All** prerequisites and co-requisites must be completed with a minimum GPA of 2.0.
 - The prerequisites include:
 - A CNA transcript not older than five (5) years (150 contact hours)
 - Health Care Provider CPR Card
 - MAT 81/82 Basic Math*
 - ENG 99 Basic Composition*
 - * Assessment test scores placing the student at a higher level will satisfy this requirement

The co-requisites include:

- BIO 210 Human Anatomy
- AND-
- BIO 211 Human Physiology
- OR
- NUR 102 Introduction to Anatomy & Physiology for Allied Health (units are non-transferable).
- PSY 101 General Psychology
- PSY 201 Human Growth and Development
- NUR 117 Nutrition

*Sciences and Psychologies must be less than 5 years old

4. Applications, transcripts, assessment test scores, and all other documentation must be submitted directly to the Nursing and Allied Health Department.
5. Only **completed** files will be considered for admission.

Palo Verde College
TRADITIONAL Vocational Nursing
One College Drive
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COST

Tuition will vary each semester because each semester has a different number of units.

The cost of tuition is the same as other college courses, forty-six dollars (\$46.00) per unit* All amounts listed below are **estimates and could be more or less.**

*subject to change

Semester 1

Tuition.....	\$563.50 (12.25 units x \$46.00*)
For Arizona residents.....	\$1127.00 (12.25 units x \$92.00*)
Textbooks.....	\$400.00*
Physical Exam.....	\$45.00-\$90.00
Malpractice Insurance.....	\$13.00
Background Check/Drug Screening...	\$87.50
Fundamental Packs.....	\$100.00
Kaplan Computerized Testing	\$120.00*
Photo ID Badge	\$12.00
Uniforms	\$200.00
Student's Arm Patch.....	\$3.50
Watch with Second Hand	\$20.00
Health Care Provider/CPR	\$80.00*

Semester 2

Tuition.....	\$598.00 (13 units x \$46.00*)
For Arizona Residents.....	\$1196.00 (13 units x \$92.00*)
Textbooks.....	\$200.00*
Cal-Testing/DrugScreening.....	\$60.00*
Kaplan Computerized Testing	\$120.00*
Hotel, Traveling and Meals.....	\$750.00* (Class fundraisers help cover cost.)

Semester 3

Tuition.....	\$598.00 (13 units x \$46.00*)
For Arizona Residents.....	\$1196.00 (13 units x \$92.00*)
Textbooks.....	\$100.00*
Physical Exam	\$45.00-\$90.00
Kaplan Computerized Testing.....	\$120.00*
Hotel, Traveling and Meals.....	\$750.00* (Class fundraisers help cover cost.)
Graduation Cap & Pin.....	\$65.00
White Uniform/tie/lab jacket.....	\$100.00*
Fingerprinting by Live Scan.....	\$51.00
Application for License.....	\$150.00
Exam Fee.....	\$200.00
NCLEX Data Center charge for Administering Test.....	\$100.00 +

Approx. cost CA **\$5771.50**
..... AZ **\$7533.00**

All students must provide for their own expenses including motel, meals, and transportation to and from the college and the various clinical sites, therefore the student **must have reliable transportation** to these sites and should budget for these expenses. Contact the financial aid office for assistance, such as financial aid, grants and scholarships. **Traveling to other facilities is an absolute necessity.**

Date _____

Applying for:
Spring 20 ____ Fall 20 ____

PALO VERDE COLLEGE
Nursing and Allied Health Department
One College Drive • (760) 921-5504
Blythe, CA 92225

APPLICATION FOR VOCATIONAL NURSING PROGRAM

Please type or print in ink

Name: _____ ID # _____
Last First Middle

Other last names you have used: _____

Current mailing address: _____
Street City/State Zip Code

How long at this address? ____ If less than 1 yr., list previous address: _____

Telephone: Home (____) _____ Work (____) _____ Best hours to call at work: _____

Social Security No: _____ Email address: _____

EDUCATION:

High School (Name) _____ (City/State) _____ (Zip Code) _____

Year Graduated _____ Year G.E.D. obtained (if not a graduate) _____

***Submit or attach official copy of transcript/GED with application**

COLLEGE OR UNIVERSITY ATTENDED (include Palo Verde College)

Name of College	Dates Attended	Degree/Units Completed	Course/Title
Name of College	Dates Attended	Degree/Units Completed	Course/Title
Name of College	Dates Attended	Degree/Units Completed	Course/Title

***Submit or attach copies of all College Transcripts/Certificates with application.**

COLLEGE COURSES COMPLETED (in the last 5 year) OR IN PROGRESS:

****Prerequisites for admission to VN program**

	<u>Units</u>	<u>College</u>	<u>Year</u>
**Human Anatomy	_____	_____	_____
**Physiology	_____	_____	_____
OR			
**Combination Anatomy/Physiology	_____	_____	_____
**Life Span Development	_____	_____	_____
**General Psychology	_____	_____	_____
**Nutrition	_____	_____	_____
**Certified Nursing Assistant (For Traditional VN Applicants only)	_____	_____	_____
**Math requirement is Math 81/82 or higher	_____	_____	_____
**English requirement is English 99 or higher	_____	_____	_____

OR **Assessment tests results

CNA Program Completion Date _____ CNA Certification # _____

(If applicable) HHA Program Completion Date _____ EXP. Date of CPR Card _____

Other- Specify Program and completion Date _____

EMPLOYMENT RECORD:

Please list current or most recent (past 5 years) Nursing related work experience:

1. Agency/Supervisor _____
Address _____ (____)
Street City/State Zip Code Phone #
Dates of employment _____ Title/Duties _____
2. Agency/Supervisor _____
Address _____ (____)
Street City/State Zip Code Phone #
Dates of employment _____ Title/Duties _____

Person to Contact in Case of Emergency:

Name _____ Relationship _____ Phone # (____) _____
Address _____
Street City/State Zip Code

Demographics (for BVNPT statics)

<u>Ethnic Background</u>	<u>Gender</u>	
____ Hispanic(Mexican/ American)	____ Male	_____ Date of Birth
____ White, non Hispanic	____ Female	
____ African American		
____ Filipino		
____ Other		

Do you have any disabilities or limitations? _____ Yes _____ No

If yes, please identify the disability and degree of limitation _____

PLEASE NOTE: If you have ever been arrested and convicted of any crime other than a minor traffic violation, you will be asked to give a full explanation when applying for a NCLEX examination. Once you passed NCLEX examination, you may or may not be granted a license pending the Nursing Board Legal Opinion made at that time.

It is the responsibility of the applicant to inform the Nursing Office of any changes regarding this application.

I hereby certify that the above information is true to the best of my knowledge. I understand that any falsification will result in cancellation of this application.

Applicant's Signature

Date

PLEASE DO NOT WRITE BELOW THIS LINE

Date application received _____ Received by _____

CNA Credit _____ CNA Credit Waived _____ Transfer Credit _____
(Yes/No) (Yes/No/N/A) (Yes/No)

Math & English Placement _____ Grade Point Average _____ College Degrees _____

Student accepted _____ Student not accepted _____ (Reason: _____)

(Date)

(Date)

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Character Reference

I, _____, have applied for admission to the Nursing Program at Palo Verde College and have given your name as a reference. I give my permission for this confidential reference to be completed by you.

Please complete this form and return it to the Nursing Office at your earliest convenience.
You may fax this for to 760-921-5574. Thank you.

1. How long have you known the applicant? _____
2. In what relationship have you known the applicant? _____
3. Date (s) applicant was employed (if applicable). _____

Please rate the applicant on the following characteristics. Check any of those points in which you feel you can give an honest opinion.

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>
<i>Grooming</i>	_____	_____	_____	_____
<i>Initiative</i>	_____	_____	_____	_____
<i>Dependability</i>	_____	_____	_____	_____
<i>Resourcefulness</i>	_____	_____	_____	_____
<i>Reliability</i>	_____	_____	_____	_____
<i>Leadership Ability</i>	_____	_____	_____	_____
<i>Honesty</i>	_____	_____	_____	_____
<i>Judgment</i>	_____	_____	_____	_____
<i>Tact</i>	_____	_____	_____	_____
<i>Alertness</i>	_____	_____	_____	_____
<i>Courtesy</i>	_____	_____	_____	_____
<i>Dignity and Poise</i>	_____	_____	_____	_____
<i>Emotional Stability</i>	_____	_____	_____	_____
<i>Self-Control</i>	_____	_____	_____	_____
<i>Cooperativeness</i>	_____	_____	_____	_____

Do you consider this applicant a suitable candidate for the Nursing Program? _____

Comments: _____

Date	_____
Print Name (first, last)	_____
Signature	_____
Address	_____
Phone Number	_____

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<i>Resourcefulness</i>	_____	_____	_____	_____
<i>Reliability</i>	_____	_____	_____	_____
<i>Leadership Ability</i>	_____	_____	_____	_____
<i>Honesty</i>	_____	_____	_____	_____
<i>Judgment</i>	_____	_____	_____	_____
<i>Tact</i>	_____	_____	_____	_____
<i>Alertness</i>	_____	_____	_____	_____
<i>Courtesy</i>	_____	_____	_____	_____
<i>Dignity and Poise</i>	_____	_____	_____	_____
<i>Emotional Stability</i>	_____	_____	_____	_____
<i>Self-Control</i>	_____	_____	_____	_____
<i>Cooperativeness</i>	_____	_____	_____	_____

Do you consider this applicant a suitable candidate for the Nursing Program? _____

Comments: _____

Date	_____
Print Name (first, last)	_____
Signature	_____
Address	_____
Phone Number	_____

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<i>Dependability</i>	_____	_____	_____	_____
<i>Resourcefulness</i>	_____	_____	_____	_____
<i>Reliability</i>	_____	_____	_____	_____
<i>Leadership Ability</i>	_____	_____	_____	_____
<i>Honesty</i>	_____	_____	_____	_____
<i>Judgment</i>	_____	_____	_____	_____
<i>Tact</i>	_____	_____	_____	_____
<i>Alertness</i>	_____	_____	_____	_____
<i>Courtesy</i>	_____	_____	_____	_____
<i>Dignity and Poise</i>	_____	_____	_____	_____
<i>Emotional Stability</i>	_____	_____	_____	_____
<i>Self-Control</i>	_____	_____	_____	_____
<i>Cooperativeness</i>	_____	_____	_____	_____

Do you consider this applicant a suitable candidate for the Nursing Program? _____

Comments: _____

Date	_____
Print Name (first, last)	_____
Signature	_____
Address	_____
Phone Number	_____

FREQUENTLY ASKED QUESTIONS **(FAQs)**

- I. Convictions**
- II. Disciplinary Process**
- III. Fingerprint Requirements**
- IV. Licenses**
- V. Statutes & Regulations**
- VI. Web Page**

Board of Vocational Nursing and Psychiatric Technicians
Enforcement Program
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833
(916)263-7822; FAX (916)263-7855
<http://www.bvnpt.ca.gov>

The information contained in this document applies to licensed vocational nurse (LVN) and psychiatric technician (PT) applicants and licensees.

I. Convictions

1. Do you have to report an ***arrest***, if you were not convicted?
No. You only need to report an arrest if you were convicted.
2. Do you have to report ***automobile accidents***?
Yes. If a traffic ticket was issued and you were fined over \$500.
3. What happens if you can't obtain ***certified court documents and police reports*** on prior convictions?
You must obtain written confirmation of this fact from the applicable court and/or police department specifying that it could not locate the required documents. The Board will verify this fact and will base its decision for licensure on other available information (e.g., letters of recommendation, evidence of rehabilitation, etc.)
4. Do you have to report non-payment of ***child support***?
No. This issue will not cause your license to be denied, however, if it is turned over to the District Attorneys (DA) Office for non-payment, the DA will notify the Department of Consumer Affairs – Family Support Unit. If you are deemed eligible for licensure, your license will be issued on a temporary basis for 150 days. If at the end of that time period you have not established a payment agreement with the DA's Office, your license will be suspended.
5. Do you have to report a conviction which was ***expunged*** (i.e., conviction was stricken or deleted from official records)?
Yes. Pursuant to the Penal Code, Section 1203.4, you are required to report a conviction which was expunged. The law specifies that it "does not relieve him or her of the obligation to disclose the conviction in response to any direct questions contained in any questionnaire or application for public office, for licensure by any state or local agency, ..." Therefore, you must report all expunged convictions.
6. What happens if you ***fail to disclose*** all or part of your prior convictions?
Your failure to disclose all or part of your past convictions may be deemed grounds for disciplinary action as you falsified information required on your application for licensure. At worst, your license may be denied. At best, you may be issued a license (with or without probationary terms) and immediately issued a citation and fine for falsification of information on your application for licensure.
7. Do you have to report ***misdemeanors, felonies and/or convictions which you pled nolo contendere***?
Yes. Pursuant to Business and Professions Code, Section 2878.6 (VN Practice Act) and Section 4523 (PT Law), a plea or verdict of guilty or a conviction following a plea of nolo contendere made to a charge substantially related to the qualifications, functions and duties of a LVN or PT is deemed to be a conviction within the meaning of this article. Additionally, the Board's Record of Conviction form specifies that you must report any plea of nolo contendere.
8. Do you have to report ***juvenile*** convictions if you were tried as an adult?
Yes. If you were under 18 years of age and were tried and convicted as an adult, you are required to disclose this juvenile conviction.
9. Do you have to report ***military convictions or dishonorable discharge***?
Yes. Any offence or violation during your military career must be reported to the Board on the Record of Conviction form.
10. Do you have to report ***traffic violations***?

Yes, if the fine was over \$500.

11. What happens if you have a lot of ***traffic violations***?

It depends on the violations. Repeated “minor” violations shows a disregard for the law and may be considered in the Board’s evaluation of your application for licensure.

12. Do you have to report ***traffic violations*** which required ***jail*** time?

Yes. Any offense which required you to be imprisoned, jailed, confined, fined, and/or placed on probation must be reported to the Board.

13. How does the Board determine which ***violation are substantially related*** to the applicant’s license?

Pursuant to the California Code of Regulations, Section 2521 (VN Regulations) and Section 2578 (PT Regulations), a crime or act shall be considered to be substantially related to the qualifications, functions, or duties of a LVN or PT if to a substantial degree it evidences present or potential unfitness of a LVN or PT to perform the functions authorized by his/her license in a manner consistent with the public health, safety or welfare. Such crimes or acts shall include but not be limited to those involving the following issues:

- ▶ Procuring a license by fraud, misrepresentation, or mistake.
- ▶ A conviction of practicing medicine without a license.
- ▶ Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any provision or term of the VN Practice Act or PT Law.
- ▶ Aiding or assisting, or agreeing to aid or assist any person or persons, whether a licensed physician or not, in the performance of or arranging for a violation of any of the provisions of the Medical Board of California Practice Act.
- ▶ Conviction of a crime involving fiscal dishonesty.
- ▶ Any crime or act involving the sale, gift, administration, or furnishing of “narcotics or dangerous drugs or dangerous devices” as defined in the Pharmacy Practice Act, Section 4022.

II. Disciplinary Process

14. What happens when a ***complaint is filed*** against you?

The Board will conduct an investigation to verify the facts of the complaint. At that time, the complainant and licensee will be given the opportunity to respond to the merits of the complaint. The Board will make a determination as to whether further disciplinary action is required.

15. What happens if the Board issues a ***citation and fine*** against you?

If the Board determines that you have committed a violation but it does not warrant revocation or suspension of your license, it may issue a citation and fine. If you are issued a citation and fine, you will have thirty (30) days to comply with the citation order or you may request an informal hearing with the Board’s Executive Officer. The Executive Officer or her designee has the right to sustain, reduce or dismiss the citation during your informal hearing. If the Executive Officer or her designee sustains the citation order, you have the right to request an administrative hearing on the matter.

16. What happens if the Board decides to take ***disciplinary action*** against you?

An accusation will be filed and you will be officially notified of the proposed disciplinary action. You will have fifteen (15) days to file a Notice of Defense to request an administrative hearing. If you file a Notice of Defense, a hearing date will be scheduled to allow you the opportunity to contest the merits of the accusation.

If you fail to file a Notice of Defense, you will have essentially “waived your rights” to a hearing to contest the merits of the accusation. You will be considered in default and the Board will take action to revoke your license without an administrative hearing.

17. What happens if you are issued a ***license on probation***?

You will be required to comply with the terms and conditions of your probation which may continue for no less than two years. The Board’s Disciplinary Guidelines contain the list of standard terms and conditions and the optional terms and conditions which may apply to your license on probation. You will be given a detailed letter summarizing the terms and conditions of your probation. Additionally, a meeting with the Board representative will be scheduled to go over the probationary requirements and to ensure your understanding and compliance.

18. Does the Board report your ***probationary status*** to law enforcement officials?

Yes. The Board reports your disciplinary status (e.g., revocations, suspensions, probations, etc.) to the Healthcare Integrity and Protection Data Bank (HIPDB). The HIPDB is a national health care fraud and abuse data collection program for the reporting and disclosure of final adverse actions taken against health care providers, suppliers, or practitioners. Eligible federal and state agencies, may access this information.

Additionally, if you are certified or licensed in another health-related field (e.g., Certified Nurse Assistant, Medical Assistant, Registered Nurse, etc.), the Board will notify the applicable licensing agency accordingly. That agency will be solely responsible for determining whether your license revocation or probationary status impacts your ability to practice in that particular health care field.

19. How does the Board determine satisfactory ***rehabilitation of an “applicant for licensure” or licensee?***

Pursuant to Business and Professions Code, Section 480 and Section 490, and the California Code of Regulations, Section 2522 and 2522.5 (VN Regulations) and Sections 2579 and 2579.1 (PT Regulations), the Board utilizes the following general criteria to determine satisfactory rehabilitation:

- ▶ The nature and severity of the act(s) or crime(s) under consideration.
- ▶ Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration.
- ▶ The time that has elapsed since commission of the act(s) or crime(s) under consideration.
- ▶ The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed.
- ▶ Evidence, if any, of rehabilitation.

III. Fingerprint Requirements

20. What does the Board look for on the ***Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI)*** reports?

The Board reviews the RAP Sheets (i.e., criminal record reports) to ensure that the conviction history matches what was documented on your Record of Conviction form which you sign under penalty of perjury. Additionally, the Board utilizes this information to determine your qualifications and ability to practice in a safe manner.

21. How often do you have to have your ***fingerprints*** taken?

The Board requires you to submit fingerprint information prior to licensure. Thereafter, the Department of Justice will automatically notify the Board if you receive any subsequent convictions.

22. How can you get a copy of your ***RAP Sheet*** (i.e., criminal record report)?

You may request a copy of your own RAP Sheet from the Department of Justice (DOJ). DOJ requires you to complete a "Record Review Process" form, complete another fingerprint card and pay DOJ \$25 for processing. To obtain more information on this process, you must contact DOJ directly.

23. How long does a conviction stay on your ***RAP Sheet***?

The information contained on your RAP Sheet is retained indefinitely by the California Department of Justice. Therefore, you should always report all prior convictions. Your failure to disclose all past convictions may be deemed grounds for disciplinary action as you falsified information required on your application for licensure.

IV. **Licenses**

24. Why doesn't the Board delineate the ***criteria for denial of a license***?

The Board has to look at each application for licensure on a case-by-case basis. There are too many factors which must be evaluated to determine a person's qualifications to practice. The general criteria used to evaluate an application for licensure is based on the number of convictions; nature and severity of the convictions; actual or potential harm to the public; the amount of time that has passed since the convictions occurred; the evidence of rehabilitation presented; and whether the convictions were substantially related to the practice of an LVN or PT. The burden of proof is on the applicant to demonstrate rehabilitation.

25. Why do you have to take and pass the ***examination before a decision*** is made on your past conviction history?

The Board does not have any authority to deny your application for examination only your application for licensure. Therefore, the Board can only make its official determination when you have successfully met all the requirements for initial licensure.

26. Do you get your ***examination fees refunded*** if your license is denied?

No. The fees paid to take the licensing examination are non-refundable.

27. Do you have to ***retake the examination*** if your license is denied?

If four (4) years have passed since you successfully completed the licensing examination and you were denied licensure, the Board may require you to retake the examination to ensure that your qualifications to practice are still current.

28. What happens if the Board decides to ***deny my license***?

If the Board denies your application for licensure, you have the right to appeal by requesting an administrative hearing. At the hearing, you may be represented by legal counsel or you may appear on your own behalf. The hearing is conducted by an Administrative Law Judge (ALJ), ***without the Board Members present***. During the hearing, the Board is represented by an attorney from the Office of the Attorney General. The ALJ hears the case and proposes a decision for Board action. The burden of proof is upon you to establish your qualifications to practice and your rehabilitation efforts (if applicable).

29. After you are licensed, do you have to report ***subsequent convictions***?

Yes. It is always best for you to self-report any arrests and/or convictions. The California Department of Justice will send the Board a copy of your criminal record report for any subsequent convictions. Additionally, as part of your biennial renewal process you are required to certify under penalty of perjury whether you have been convicted of any crime within the two years immediately preceding your license renewal.

30. What happens if you fail to ***self-report a conviction*** prior to your license renewal?

You should always self-report your prior convictions on your license renewal document. Your failure to disclose all past convictions may be deemed grounds for disciplinary action as you falsified information required on your application for license of renewal. Additionally, the California Department of Justice will send the Board a copy of your criminal record report for any subsequent convictions. If the conviction appears substantially related to your practice, the Board will conduct an investigation and may take disciplinary action to revoke your license.

31. Can you still ***practice as a LVN or PT if a complaint is filed*** against you or if ***you disclose a conviction on your renewal*** application?

Yes. You have the right to due process under the law for any complaint filed against you. Therefore, until formal disciplinary action is taken against you, you have the right to practice unless a Temporary Restraining Order (TRO) or an Interim Suspension Order (ISO) has been ordered.

A TRO is issued by the Superior Court to prohibit or compel an action. Generally, the TROs are used to prohibit a licensee's access to a facility or to a specific person.

An ISO is similar to a TRO with the exception that the ISO pertains only to the license (i.e., a licensee may be ordered not to practice using his/her license during the time the ISO is in effect).

V. Statutes & Regulations

32. Do you have to report an ***address change*** to the Board?

Yes. Pursuant to Business and Professions Code, Section 136, you are required to notify the Board as its principal office of any changes to your mailing address within 30 days after the change. Violation of this statute may result in the issuance of a citation and fine.

Additionally, failure to notify the Board of your new address may result in unnecessary delays in receipt of your renewal notices, renewed license, disciplinary notices, and other important correspondence from the Board.

33. What are the ***continuing education*** requirements for your license?

You are required to complete thirty (30) hours of continuing education (CE) every two years (excluding the first renewal after initial licensure.) The Board conducts random audits to ensure compliance with this law. Failure to have documentation verifying timely completion of your CE courses may cause the issuance of citation and fine.

34. What happens if you don't complete the ***continuing education*** requirements prior to license renewal?

If you have not completed your 30 hours of continuing education (CE), you must pay your license renewal fee and renew your license on an "inactive status." This means that you cannot legally practice as a LVN or PT until you completed the required CE courses and obtained an "active" license from the Board.

35. What happens if you allow your ***license to become delinquent*** for over four (4) consecutive years?

Pursuant to Business and Professions Code, Section 2892.4 (VN Practice Act) and Section 4545.3 (PT Law), if you fail to renew your license for more than four (4) consecutive years, your original license will expire and cannot be renewed, restored, reinstated, or reissued thereafter. You will be required to retake and successfully complete the licensing examination. Please remember that working with a delinquent or expired license is a violation of the law, subject to citation and fine or revocation of your license.

36. What are the ***reporting requirements*** if you observe a coworker performing an illegal or dishonest act?

The California Code of Regulations, Section 2518.6 (VN Regulations) and Section 2576.6 (PT Regulations), specify that you must safeguard patients'/clients/ health and safety by actions which include but are not limited to reporting instances of unprofessional conduct to the Board.

VI. Web Page

37. Where can you find out information about your license?

You are responsible for knowing about all of the statutes and regulations governing your license and profession. You may purchase a copy of these rules and regulations from the Board or you can review them on the Board's internet web page at:

<http://www.bvnpt.ca.gov>

38. Does the Board publish a *newsletter*?

Yes. The Board publishes a newsletter semiannually. You can review articles from the newsletter on the Board's internet web page.

39. Does the Board publish the names of *licensees who have disciplinary action* taken against their license?

Yes. The Board publishes this information on its internet web page.