



Fall 2011 JVS/CCSF LVN Refresher Program Application Packet

Background

JVS in collaboration with the City College of San Francisco (CCSF) offers a 17-week, 4 day/week training program for Licensed Vocational or Registered Nurses, trained either in the United States or abroad, who need a refresher course or want a nursing skills brush-up to reenter the nursing field. This successful 18-year program is offered in collaboration between JVS, CCSF's Vocational Nursing Program, and local medical facilities.

The program will include

- Over 420 hours of theoretical, skills lab, & clinical practice experience at 2 local medical facilities;
- General support in completing the course (individualized coaching & referral to resources);
- Job search/placement assistance – we'll help you get your first or next Nurse Job!

Application Process

This is a rolling application process and all candidates who meet the eligibility requirements will be considered for the program. Applicants must submit their complete application by the application deadline: **July 22, 2011**. JVS may offer more than one Nurse Refresher program; applicants may apply to only one of the offerings.

Program Eligibility Requirements

- Must possess and submit proof of LVN or RN U.S. nursing license (valid or expired)
- Valid American Heart Association CPR certification, (will be required upon acceptance in the course)
- If a non-native English speaker, a score of 130 or higher on the CCSF ESL English placement test
- Ability to provide clear and current medical exams and immunization records

Commitment

- Full participation in both educational and job search components of the program
- Open communication with JVS staff and CCSF for 1 year after you are placed in an LVN or RN job

Class Schedule

LVN Refresher course will run from **August 22 – Dec. 13, 2011**.

Daily Class Schedule:

	Monday	Tuesday	Wednesday	Thursday
Aug. 22 – Sept. 8:	3:00–8:30pm	3:00–8:30pm	3:00–8:30pm	3:00–8:30pm
Sept. 12 – Dec. 13:	12:30–7:00pm	2:00–10:30 *	2:00–10:30 *	12:30–7:00pm

Cost

There is no tuition cost for the program since it is being offered as a non-credit course at CCSF. However there are some costs associated with program. The cost of the program to the participant will be between \$150 and \$400 for textbooks, nurse uniforms, stethoscope, physical examination*, and other supplies/materials as needed. You must calculate and cover your own transportation costs.

*You will need a physical examination and immunization record completed by a physician in order to take this course. *(The physical examination form will be handed to you during the interview phase of the application process by either the JVS Program Coordinator or the Lead Instructor. Physical exam forms MUST be completed and turned in to CCSF staff by Aug.25, 2011.)*

Please submit complete applications to:

**LVN Refresher Program
Attn: Django Rampley
225 Bush St. Suite #400
San Francisco, CA 94104
Phone (415) 782-6267
drampley@jvs.org**



FALL 2011 APPLICATION FORM

Please complete this application *in full* and provide *all* required documentation

Applicant Information

First Name:	Last Name:
Street Address:	
City, State:	
Zip Code:	
Home Phone:	Fax:
Cell phone:	
Email Address:	
Date of arrival in the U.S. (if applicable) :	
Primary languages spoken:	

Are you currently or have you ever been a JVS client? _____

If so, who was your main contact at JVS? _____

How did you hear about this course? _____

Have you ever applied to a Nurse Refresher course before?

☐ Yes When? _____ Where? _____

☐ No

Have you ever participated in a Nurse Refresher or re-entry course before?

☐ Yes When? _____ Where? _____

☐ No

Part 1: Education and Training

What was the name of your nursing school? Where was it located?

What year did you graduate? _____

How long was the program? _____

What U.S. nursing licenses do you have? _____

If you have a U.S. LVN or RN license, is it currently active, expired, or inactive? _____

If expired, where are you in the process of up-dating it? _____

If inactive, where are you in the process of reactivating it? _____

If expired or inactive, when do you anticipate your license will be valid/active again?

Have you ever participated in a nursing program in the U.S or received any other training beyond a basic nursing program? If yes, please describe.

Part 2: Nursing Work Experience

Please describe ***in detail*** your professional nursing experience both in the U.S. and in your native country, if applicable. Include your positions, years and areas of work (e.g. medical/surgical, pediatrics, operating room, clinic, etc.). What are your career goals? You may use a separate sheet if necessary.

What kind of work are you doing now? Please attach a resume, if you have one.

Part 3: Personal Statement

Why do you want to enter this program? What would you like to gain from the LVN Refresher Course? What would you like the LVN Refresher Course staff to know about you? You may use a separate sheet if necessary.

Part 4: Supplemental Intake Questionnaire

Section A – Work and School Load

1. How many hours per week are you currently working or attending school? _____
2. Do you plan on changing or reducing your work or school hours when the LVN Refresher program begins?
☐ Yes ☐ No ☐ Maybe (Please Explain)
3. Have you talked to your employer about applying for this program?
☐ Yes ☐ No
4. How many hours per week do you plan to work while participating in the program? _____

Section B – Family Responsibilities

1. Do you have children below the age of 18 or an adult you must care for?
☐ Yes ☐ No
2. If yes, how many? _____
3. Do you have help with the care of your children or adult?

Section C – Transportation

1. How do you plan to get to class, and how long do you estimate it will take you?
2. How do you plan to get to the clinical sites, and how long do you estimate it will take you?



Application Checklist

Required documents:

- ☐ Completed JVS application form
- ☐ Copy of CA LVN or RN nursing license
- ☐ Copy of valid CPR Certification for Health Care Provider (will be required upon acceptance in the course)
- ☐ CCSF ESL placement test results (130 or higher)* (required if English is not your primary language)

Optional documents:

- ☐ Resume
- ☐ Copy of nursing transcripts

If you are eligible, have submitted all of the required documents, and are selected to move forward with the application process, you will:

- ☐ Interview with the JVS LVN Refresher Program Coordinator
- ☐ Have a final interview with the CCSF LVN Refresher Course Lead Instructor

Upon acceptance into the program, you will be required to provide CCSF staff with:

- ☐ A completed physical examination and immunization record completed by a medical provider by Jan. 27, 2011.
- ☐ American Heart Association BLS for Healthcare Providers (CPR) valid through December 13, 2011.

* Notes about the CCSF ESL placement test:

- ☐ Every applicant who speaks English as a second language *will have to* take the CCSF *for credit* English placement test when it will be offered in April.
- ☐ Test results from other schools or the TOEFL *will not* be accepted.
- ☐ For a schedule of test dates call 415-239-3128 (or 415- 239-3124), or check the CCSF Orientation & Placement Testing web-site at: http://www.ccsf.edu/NEW/ccsf/en/future-students/future-credit-students/take_a_placementtest.html
 - Under "Placement Testing Schedules" heading click on "ESL (English as a Second Language)" for testing schedules.

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