

**Bell Tech Career Institute**  
**Vocational Nursing**

**Title: Admissions Process**

**Approved:**

**Admission to Bell Tech Career Institute**

**General Enrollment** is open to men and women who are 18 years of age or older. The school does not discriminate against any person (over the age of 18) due to age, race, color, national origin, sex, religion or disability who is capable of meeting the objectives and outcomes of the program. **The following basic pre-requisites and steps apply:**

- 1. US Citizenship or permanent residency verification**
- 2. Valid Texas Driver's License**
- 3. Proof of registration with Selective Service** for male applicants only:  
<http://www.sss.gov/>
- 4. Must have Social Security Number**
- 5. Verification of the required level of pre-vocational education (GED or HSD)**
  - a. A high school verified transcript [*Diploma alone, not adequate*] of graduation from a public, private (or home school) source. The applicant must provide an official copy of the High School transcript, with the course dates and grade point average (GPA) for each course indicated on the transcript. (If needed for verification, the admissions department may require further explanations from the school granting diploma.) *Final verification of transcripts is ultimately the decision of the Nursing Director.*
  - b. If the transcript is from a country outside the continental U.S.A., the transcript must also include an original copy of the letter of verification from an approved Foreign Credentialing Board. (Admissions department will have list of accepted credentialing agencies)
  - c. GED (General Educational Development) certificates will be verified by ACE (American Council on Education) that lists all official jurisdictional agencies that administer the GED Tests. *NO GED certificates received through the mail or online will be accepted.*
  - d. If the student has completed training in another certificate program (such as CNA), he/she must also meet the above requirements for the High School transcript or GED.
- 6. General Application for Admission:** General applications required by the Admissions Department.
  - a. The Admissions department staff will discuss the cost of the program, financial aid options and other eligibility details of the program.
  - b. The Admissions Department will also provide information concerning criminal or illegal actions that could prohibit admission to a nursing program.

They will refer applicant to the online version or have a copy of the **Texas Occupations Code 301.252, 301.257 and 301.452-469 plus Sections 213.27-213.30 of the Texas Administration Code** for review.

- i. These discuss the conditions that may disqualify graduates from taking the NCLEX-PN exam for licensure and the rights of students to petition the Board for a Declaratory Order of Eligibility.
- ii. If an applicant knows in advance that there is a possible violation in his/her background, the applicant is highly encouraged to initiate the process for Declaratory Order per instructions on the TX BON website. Bell Admissions or Nursing department can assist the student in locating the proper forms, but the process is entirely up to the student to communicate with the TX BON beyond this point.

**7. Pre-admission testing:** *Evolve Admission Assessment Exam (A<sup>2</sup>)* with a minimum score on Math=75% and Reading Comprehension=75% to proceed with the admission process. The above two sections of the exam will be decisive in determining criteria for admission to the nursing program. Although not applied to the pre-entrance screening process, in addition to these two exams, students will be taking the Personality Profile and Learning Style exams. The Math exam has a time allotment of 50 minutes, Reading Comprehension=50 minutes, Personality Profile=15 minutes, and Learning Style=15 minutes. For the applicants which are accepted into the program, the Personality Profile and Learning Style results report will be used in the course called: Introduction to Nursing.

- a. The remediation based on the above exams will help applicants who are selected to know the study skills that will work best for them as students in order to be more successful on future exams.
- b. For those applicants who do not meet the minimum scores, the online report of results of testing will assist students to improve their skills in math or reading comprehension and meet the minimum score on a repeat test. Students must wait a minimum of three calendar weeks to repeat the admission testing.
- c. Results of Evolve Admission Testing will be applicable to Vocational Nursing Program admission criteria for 13 months. Students may repeat the exams if desired to improve. The best scores will be applied to entrance criteria.

**8. Completion of Vocational Nursing Program Application:** In addition to the General Application for Admission, specific questions relating to the Nursing Program will be included on the Nursing Program Application. The Admissions Department will also provide guidance in procedure for Background Checks, and acquiring Letters of Reference. If student expresses interest in opportunities for transfer credit, this topic will also be explained. (Also see expanded sections on **Transfer Credits Policies**)

- a. The Admissions Department staff will reinforce the information about **Background Checks**. *Notice: Even if the student passes the Nursing Pre-Admissions Testing, Bell Tech Admissions Department cannot proceed with the admissions process until clearance on background is verified. The earlier an applicant with a known eligibility issue completes the Declaratory Order process, the better his/her chance of getting accepted for the current class enrollment.*

- b. Applicant who believes he/she meets the above eligibility requirements will be provided with the forms for three professional **Letters of Reference**.
    - i. The applicant may ask his/her former teachers or job supervisors to complete the form and mail it to the school. These letters/forms must not be from family or friends.
    - ii. The professional will be commenting on the applicant's commitment to goals, observed behaviors and communication skills.
    - iii. The credentials and contact information on the reference letters must be clearly written (or typed) because the letter will be verified by school staff.
    - iv. Letters of reference are due prior to the day of the interview with the Director of Nursing. (*Letters of reference will not be accepted if brought to the school by the student.*)
  - c. **Transfer Credit for Academic Courses:**

In respect for the applicant's prior community or 4-year college course completion, transfer credit may be granted at the discretion of the Nursing Director. (See Transfer Credit Policy)
  - d. **Transfer Credit for CNA skills:**

**Current CNA status does NOT exempt a student from Fundamentals lecture hours.** (*See Transfer Credit Policy.*)
9. **Background Checks Procedure:** Applicants who have met the above requirements and sign a release will have their names submitted to the Texas Board of Nursing [TX BON] for Background Checks. The admission process will proceed, ONLY after the student brings Bell Tech Career Institute the official letter of acceptance of Background check from the TX BON.
- a. Admissions department will provide the applicant with the information from Texas Administrations Code 213.27-213.30 concerning *Licensure of Persons with Criminal Convictions, and Declaratory Order of Eligibility*.
  - b. Admissions department will provide contact information for applicants to locate a site and arrange for finger scanning per TX BON instructions.
  - c. The applicant is totally responsible to arrange for finger scanning and payment at that time for the DPS/FBI background check. No other form of background check or fingerprinting is acceptable.
  - d. All applicants that have been cleared on the background check will be notified in the mail to his/her own address. When the applicant receives a letter of clearance on background check, the letter must be delivered to Bell Tech Career Institute in order to be added to the tentative enrollment list for the new class.
  - e. *Applicants not approved by the TX BON will be notified to their personal mailing addresses and Bell Tech will not be given details of that decision. Students who do not receive cleared background checks will not be allowed to continue the process for admission to the nursing program. At a future enrollment date, if the student who completed the Declaratory Process receives clearance for background check from the TX BON, the admission*

*process can be resumed (when this official information is brought to the school by the student).*

10. **Nursing Interview:** Determination of purpose and attitude conducive to success as demonstrated during the Interview process. The applicant, who has met the above admissions requirements, including the three letters of reference, will be scheduled for an interview with the Nursing Program Director. Bell is an equal opportunity school and the selection of students is NOT based on race, religion, sexual orientation or country of origin.
  - a. At this time the (verified) Letters of Reference and (verified) Transcript must all be with the file for the interview to proceed.
  - b. The transcript validity must be verifiable, but the actual scores from the high school transcript will not be computed into the ranking of applicants.
  - c. The interview will be an opportunity to evaluate the applicant's ability to communicate spoken English clearly and use problem solving techniques for a randomly selected scenario.
  - d. The interview will assess the applicant's plan for handling the financial, time constraints and emotional stress of school on the family unit and the applicant.
  - e. By the time of this interview process, Bell Tech staff has oriented the applicant to the demands of a 12 month program as a student nurse. During the interview the applicant has opportunity to express his/her commitment to this challenge.
  - f. The applicant will be given Bell Tech's **Medical Exam form and Immunization Record** form at the time of the interview. The Nursing Department can assist the student with questions concerning these medical requirements.
  - g. Bell Tech acknowledges compliance with federal and state regulations for qualified disabled individuals. Applicants are encouraged to self-identify their accommodation needs.
    - i. In order to safely perform the skills, care for clients and meet the standards and outcomes of every course in the program, it is necessary that the student possess: adequate vocal, visual, auditory, intellectual, emotional, physical dexterity, fine and gross motor mobility and communication/speech clarity.
    - ii. Students will be provided a copy of TX Administrative Code Title 22, Part 11, Chapter 214, and Rule 214.8 of the Rules for Vocational Nursing Education that explains the physical, mental and emotional conditions that may disqualify students from licensure as Vocational Nurses.
    - iii. Bell Tech Medical Exam form must be in the student's file within the first two weeks of admission into the program. This form will ask the medical examiner to state the readiness of the student to perform in the above areas.
  
11. **Final Applicant Selection:** After the interview process is completed, qualified applicants will be selected for the program until the roster is filled. Qualified applicants not selected for the current class enrollment will be placed on the **alternate list** to be called in the event a selected applicant withdraws prior to the third day of class.\*
  - a. Applicants selected for the original roster, as well as the alternate list will be contacted to complete the business office procedures. All applicants must have the financial arrangements and any initial payments completed before the first day of class.

- b. By this time applicants will have had opportunity to discuss options for 78 CNA transfer hours' credit and schedule a Test-out of skills (if required).  
*(See Transfer Credit Policy)*
- c. Selected applicants and alternates should already have the form for record of the required immunizations and the physical exam. The student must return the completed **Immunization Record** and **Physical Exam** form no later than the end of the first week of school.

*\*Note:*

- d. *Alternates not called after the third day of class will be considered for the next enrollment period, subject to all changes or additions in the admission process at that time and any changes in the applicant's personal data.*
- e. *The TX BON required L1 Identity Solutions finger scanning initiates a process for the DPS/FBI background check that keeps the applicant's data in the system. Any legal violations that the applicant commits in the future will be recorded in the data base. Therefore, a student on an alternate list will not have to repeat the background check. Prior to enrollment in a future class, the applicant's name will be re-submitted to the TX BON for verification of continued good standing.*