

Fall 2010 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 is a successful 17-year program offered in collaboration between JVS, CCSF's Vocational Nursing Program, and local medical facilities.

The JVS LVN Refresher Program offered at the CCSF this fall is funded by the City and County of San Francisco's Office of Economic and Workforce Development. The LVN Refresher Program is being made available as an employment retraining program *via* the JVS Health Care Academy to eligible San Francisco residents interested in refreshing their nursing skills to reenter the nursing field.

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 LVN 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 20, 2010**. Applicants can apply to only one of the JVS Nurse Refresher programs that are being offered. Due to the high volume of anticipated applications, incomplete applications *will not* be considered for the program.

Program Eligibility Requirements

- Must possess and submit proof of LVN or LVN U.S. nursing license (valid or expired),
- Valid American Heart Association CPR certification,
- If a non-native English speaker, a score of 130 or higher on the CCSF ESL English placement test,
- Ability to pass a background check, drug screen; ability to provide clear and current medical exams,
- Ability to meet eligibility criteria for Workforce Investment Act (WIA) funded programs (included in application):
 - Proof of identity and U.S. work authorization,
 - Evidence of San Francisco residency,
 - For male applicants, verification of Selective Service Registration (Can be obtained at: www.sss.gov)
 - Evidence of age (must be 18 or older),
 - To qualify applicants must be either "Low Income" or a "Dislocated Worker".

Commitment

- Full participation in 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 LVN job.



Class Schedule

LVN Refresher course will run from **August 23 – December 14, 2010.**

Daily Class Schedule:

	Monday	Tuesday	Wednesday	Thursday
Aug. 23 – Sept.10:	3:00–8:30pm	3:00–8:30pm	3:00–8:30pm	3:00–8:30pm
Sept.13 – Dec. 14:	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 fully funded by the City and County of San Francisco's Office of Economic and Workforce Development and 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 \$250 and \$500 for textbooks, program specific uniform, stethoscope, fingerprint, background check, physical examination*, and other supplies/materials as needed. You must calculate 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 in whole before beginning the program.)*

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 2010 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:	
Cell phone:	Fax:
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 LPN 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?

Part 5: Workforce Investment Act (WIA) Eligibility Questionnaire

1. Are you authorized to work in the U.S? Yes No

2. If yes, would you be able to provide evidence of your identity and U.S. work authorization?

Yes No

If the applicant is a citizen, the applicant **must** provide documentation that establishes identity such as a state issued driver's license or state issued I.D. card and a Social Security Card or birth certificate. If the applicant is **not** a U.S. citizen, the applicant **must** bring an Alien Registration Card (I-551- or other document verifying work authorization. Please refer to the reverse side of an I-9 employment form for additional acceptable documents.

3. Are you a resident of San Francisco? Yes No

4. If yes, would you be able to provide evidence of your San Francisco residency?

Yes No

Acceptable examples of documents listed below should be in the name of the applicant or a name of any family member living in the household and **must** be dated within the last six (6) months. The address on the document **must** have the same address as the application.

Acceptable examples of evidence of San Francisco residency are:

- Valid California DMV or I.D.
- Utility bill
- Official mail with address
- Rent receipt on official letterhead
- Insurance Policy (residence or auto)
- Food Stamp award letter
- Landlord statement
- Selective Service Registration Card

5. If you are a male, are you registered with Selective Service? Yes No

Males 18 years or older **must** verify Selective Service registration. Registration verification is available at www.sss.gov.

6. Are you 18 years old or older? Yes No

7. Are you a "Low Income" or "Dislocated Worker"? Yes No
(see table, next page)

8. If yes, would you be able to provide evidence of your "Low Income" or "Dislocated Worker" status?

Yes No

Documenting Low Income	Documenting Dislocated Worker Status:
<p>The applicant must bring evidence of income for each applicable income source within the last six months, for all family members who live within the same household.</p> <p>Acceptable examples of evidence of income include:</p> <ul style="list-style-type: none"> • Pay stubs • Interest or dividend statements • Statement verifying wages from employer(s) • Public assistance award letter • Food stamps award letter <p>Documenting Family Size Applicant must bring evidence of all family members living in the same household. Acceptable examples of evidence of family size include (one document for each family member):</p> <ul style="list-style-type: none"> • Birth certificates • California Driver's License/Identification Card • Wage statement(s) (with current address) • Report card(s) (with current address) 	<p>The applicant must bring evidence of dislocated worker status.</p> <p>Acceptable examples include:</p> <ul style="list-style-type: none"> • Letter of termination or layoff, public announcement of layoffs. • EDD Unemployment Insurance records, demonstrating eligibility for UI benefits or exhaustion of benefits • Ineligible for unemployment insurance, but able to demonstrate attachment to workforce and is unlikely of returning to previous occupation or industry <ul style="list-style-type: none"> • If the applicant was a homemaker, a self statement. • If the applicant was self-employed, documentation verifying self-employment and economic conditions necessitating return to work.

Application Checklist

Required documents:

- Completed JVS application form
- Copy of CA LVN or LVN 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)
- Completion of “Part 5: Workforce Investment Act (WIA) Eligibility Questionnaire” answering eligibility criteria for WIA funded programs. (Verification documents **will be** required and collected upon acceptance in the course):
 - o Copy of proof of identity and U.S. work authorization,
 - o Evidence of San Francisco residency,
 - o For male applicants, verification of Selective Service Registration (Can be obtained at www.sss.gov)
 - o Evidence of age (must be 18 or older),
 - o Proof of income eligibility: To qualify must be either “Low Income” or a “Dislocated Worker”.

Recommended documents (Optional):

- 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:

- A completed physical examination and immunization record completed by a medical provider by the first day of class.
- American Heart Association BLS for Healthcare Providers (CPR) valid through December 14, 2010.

* 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
 - Click on “Placement Testing Schedules”

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