



# APPLICATION INSTRUCTIONS FOR THE ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM

Apply September 2024/Program start August 2025/Complete May 2027

*Online applications accepted September 3, 2024 at 8:00 am through September 30, 2024 at 4:00 pm*

Admission criteria is subject to change from year to year. It is the applicant’s responsibility to meet current requirements and due dates.

The Cuesta College RN program is approved by the California Board of Registered Nurses (BRN). The program prepares students to graduate with an associate degree in nursing (ADN). Graduates are eligible to take the National Council Examination for Registered Nurses (NCLEX-RN), leading to licensure as a Registered Nurse (RN).

**Class selection** follows the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor’s Office.

- Points are awarded in the areas of academic performance; work or volunteer experience; proficiency in a language other than English; life experiences or special circumstances; and a diagnostic assessment test. The points awarded in each of these categories are explained in the point allocation section of these application instructions.
- Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie.
- There is no wait list for the RN program. Applicants not admitted to the program must reapply in a future application cycle.
- Cuesta College RN program licensure exam pass rates are listed at: <https://www.rn.ca.gov/education/passrates.shtml>.
- Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. Meet with the Director of Nursing to discuss any concerns before applying to the program.
- A Cuesta College ADN to BSN collaborative pathway is available through CSU Monterey Bay with classes offered in San Luis Obispo.

### IMPORTANT DATES

August 31, 2024:	Deadline to complete prerequisite courses
September 3 - 30, 2024	Online applications accepted for Fall 2024 admission
September 30, 2024	Deadline to submit current official transcripts from all colleges attended
October 31, 2024	Deadline to take ATI TEAS assessment test
October 31, 2024	Deadline to submit ATI TEAS assessment score
February 7, 2025	Notification of eligibility status and point allocation emailed to all applicants
February 14, 2025	Deadline to appeal eligibility status and dispute point allocation
March 7, 2025	Notification of admission status
July 31, 2025	Deadline for additional BRN & Associate Degree required coursework
August 11, 2025	Class of 2027 RN Program begins

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# PROGRAM ELIGIBILITY REQUIREMENTS

Refer to the Application Instructions on the next page for more information

**1. Prerequisite coursework completed by August 31, 2024, with a grade of ‘C’ or better**

“In Progress” prerequisite courses are not accepted. Courses may be taken Pass/No Pass. A Pass will be calculated as a “C”. A No Pass will be calculated as a repeat.

Prerequisite courses and title	Cuesta equivalent:
BIO 204 – Microbiology with lab (Or equivalent, minimum of 4.0 credits)	BIO 204 (5 credits)
BIO 205 - Human Anatomy with lab (Or equivalent, minimum of 4.0 credits)	BIO 205 (4 credits)
BIO 206 Human Physiology with lab (Or equivalent, minimum of 4.0 credits)	BIO 206 (5 credits)
English Composition (Or equivalent, minimum of 3.0 credits)	ENG 201A (4 credits)

- All non-Cuesta prerequisite courses are reviewed for equivalency to Cuesta College prerequisite courses. **See Application Instructions, step 3 of this packet for prerequisite equivalency evaluation information.**
- To convert quarter credits to semester credits (Quarter credits X .667 = Semester credits).
- Online science labs are not accepted, unless completed during semesters affected by COVID-19 (Spring 2020-Spring 2022).
- **A combined GPA of 2.50 or higher is required for the 3 science courses, with no rounding.**
- Grades of ‘C minus’ and below are not accepted in any course.  
**Please note:** 5-point deduction is taken for each repeat in a prerequisite course earning a substandard grade of C-, D, F, I, NP, W and FW. **Three (3) or more repeats in prerequisite coursework due to substandard grades results in program ineligibility** (see Appeal Situations page 6).

**2. Completion of ATI TEAS Version 7 taken between November 1, 2023 and October 31, 2024. Official score must be submitted no later than October 31, 2024.**

- *Only the first test score in the timeframe can be accepted.*
- Minimum accepted score is 62%.

**3. Official completed transcripts from ALL Colleges/Universities and AP College Board.**

- Must be from regionally accredited US colleges or universities
- Transcripts submitted previously showing in-progress coursework must be resubmitted when the course is completed to be considered eligible
- International transcripts must be formally evaluated

**4. Additional Required Coursework completed by July 31, 2025**

The following courses may be taken after your application is submitted, but must be completed before program entry.

- **Cuesta College Associate Degree General Education Required Courses\***
  1. History/Political Science (American Institutions)
  2. Arts/Humanities
  3. Intermediate Algebra (or higher)

\*Applicants with a bachelor’s degree from a regionally accredited institution *may* be able to waive the General Education courses above. See a counselor to determine if this applies to your situation.

- **Board of Registered Nursing (BRN) Required Courses for licensure\***
  4. Introduction to Sociology or Cultural Anthropology
  5. Speech/Communication
  6. General Psychology

\*BRN Licensure courses may not be waived for any reason.

# APPLICATION INSTRUCTIONS

## 1. [Apply for admission to Cuesta College.](#)

- You will receive a Cuesta College student ID number and Cuesta email address when you apply to Cuesta.
- Assure your my.cuesta.edu email address is current and active throughout the application cycle. All communication regarding your nursing application and admission status will use your Cuesta email. No personal emails can be used.

## 2. Submit ALL official transcripts to Cuesta College Records Department

- Submit official transcripts from All Colleges/Universities and AP College Board.
- Transcripts must be received by Cuesta College by the nursing application deadline. No exceptions, so submit early.
- [Submitting Transcripts to Cuesta College, including international](#)
- [International Applicant Transcript FAQ](#)

## 3. Prerequisite coursework equivalency evaluation.

- Students are strongly encouraged to have their non-Cuesta RN prerequisite coursework evaluated for equivalency to Cuesta College prerequisite courses prior to submitting their application. To do this, first submit all transcripts then schedule an appointment with a [counselor](#). You must have a Cuesta College student ID number to schedule a counseling appointment.
- Students can also request evaluation of non-Cuesta RN prerequisite coursework transcripts by clicking the following link. [Evaluation of Non-Cuesta Transcript Request](#)
- If you're unable to have your non-Cuesta RN prerequisite coursework evaluated by a counselor before the application cycle, you are still able to apply. Your non-Cuesta coursework will be evaluated during the selection process as long as your most current, official transcripts are on file by the application deadline.
- Prerequisite coursework taken at other colleges must be approved as equivalent to Cuesta College prerequisite courses. Do not assume a class is equivalent because it has been accepted by another nursing program.
- To convert quarter credits to semester credits (Quarter credits X .667 = Semester credits).

## 4. Complete and submit the online RN application, including all supporting documentation (pdf only), by the application deadline:

- The online application is accessible on the RN program website during the month of September.
- No printed applications will be accepted.
- **All uploaded documents must be in pdf.** Before uploading documents to the application, make sure to save them in pdf.
- Upon successful submission, a confirmation email will be sent to your my.cuesta.edu email account. This email confirms receipt of your application only and does not reflect program eligibility or acceptance into the program.
- Be sure to review the application summary to verify application is complete and all attachments are uploaded and open successfully.
- If you do not receive a confirmation email within 24 hours after submitting your application, or your supporting document attachments do not open, it is your responsibility to inquire about the status of your application by emailing: [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu). We will respond back to you within 48 hours.
- Inquiries after the application deadline cannot be considered, and you will need to reapply in a future application cycle.
- Print and save a copy of your application and confirmation number for your record.

5. **Take the ATI TEAS assessment test between November 1, 2023, and October 31, 2024.**
  - ATI TEAS Version 7
  - **Register for a TEAS test through ATI at [atitesting.com](http://atitesting.com).** Cuesta accepts remotely proctored exams.
  - **Submit TEAS results.** We will only accept official TEAS results from ATI. Contact [atitesting.com](http://atitesting.com) and have your results submitted to “Cuesta College ADN”. **Deadline to submit score is October 31, 2024**
  - **Applicants must test with each application cycle.** Only the first test score within the timeframe above will be accepted. TEAS assessment scores outside of the timeframe cannot be accepted.
  - **A total score of 62% or higher is required for program eligibility.** A completed remediation is required for any TEAS score lower than 62%, now or previously, in order to be an eligible applicant. If this applies to you, email [NursingSuccess@cuesta.edu](mailto:NursingSuccess@cuesta.edu) to request remediation information or provide evidence of a successful remediation.
  
6. **Check your *my.cuesta.edu* email for the Important Dates listed on Page 1.**

Missed deadlines due to non-receipt of emails cannot be accommodated. If email notifications *have not* arrived in your *my.cuesta.edu* mailbox by the dates provided, you must email: [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu) within 2 days.
  
7. **Complete courses to meet Cuesta College’s Associate Degree General Education requirements and BRN required coursework (page 2 #4):** If not completed prior to applying, these must be completed by July 31, 2025, prior to program entry. If not completed by this date, your space in the program will be forfeited and you will need to reapply in a future application cycle.
  
8. **Updating your contact information**

If there have been any changes to your name, address, email, or phone number after submitting your application, you must update this information immediately by emailing to: [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu) . Updating your information in myCuesta Portal will not update your RN Program application.
  
9. **Financial Aid and Scholarship Information**

Financial aid and scholarships are available for nursing students. In order to meet college deadlines, applicants should apply for financial aid and/or scholarships prior to hearing if they have been admitted.

  - Contact the Financial Aid Office at 805-546-3143, or go to the [Financial Aid webpage](#).
  - Complete the Free Application for Federal Student Aid (FAFSA) from Cuesta’s financial aid website.
  - Complete a Cuesta College Scholarship application on Cuesta’s financial aid website.
  - [RN Nursing Program Estimated Costs](#)

## INELIGIBLE APPLICANT SITUATIONS

### Applicants are INELIGIBLE for admission in the following situations:

1. A combined GPA of less than 2.50, with no rounding, in the science prerequisite courses, or a grade less than 'C' in any prerequisite.
2. Prerequisite courses not meeting equivalency to Cuesta College prerequisite courses.
3. Three or more repeats in the prerequisite courses earning grades of C-, D, F, I, NP, W and FW.
4. Failure to submit **all** official, sealed transcripts for completed coursework by the due date.
5. Prerequisite coursework not taken at a regionally accredited U.S. college or university, or international courses not formally evaluated by ACEI or NACES member.
6. Coursework or degree not posted by the deadlines in this application.
7. Failure to meet the ATI TEAS requirements.
8. Incomplete or in-progress applications.
9. Failure to meet deadlines and/or respond to time-sensitive emails.
10. Any hold on your Cuesta student account.

### Appeal Situations:

1. Ineligibility due to 3 or more prerequisite courses with substandard grades and/or
2. Point deduction(s) due to prerequisite coursework with substandard grades. A separate appeal is to be submitted for each course.
  - To receive credit for appeals from the September 2022 or 2023 application cycle, your approved appeal decision letter must be uploaded with this application to be considered. Appeals prior to September 2022 not valid.
  - The Appeal Request Form can be found in this packet or on the nursing program website.
  - Supporting documentation, as appropriate, is required to validate your appeal.
  - Appeal Decision letters will need to be saved by the applicant. It highly recommended to save a hard copy and a digital copy of your Appeal Decision letter for the future use. The nursing department cannot save these for you.
  - Not all appeals are granted.

**Cuesta College Associate Degree Nursing (RN) Program  
Multi-Criteria Point Allocation**

**Effective for Fall 2024 Program Entry ONLY – Subject to Change in Future Applications**

1. Academic degree, license or relevant certificate held by applicant. *Points are awarded in ONE of the following categories only. Maximum points = 10*

Degree, License or Certificate	Points	Required Documentation
<b>1a. Associate’s degree or higher</b>	10	<ul style="list-style-type: none"> <li>Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. Cuesta transcripts do not need to be submitted.</li> <li>Transcripts must show degree awarded if points are to be applied in this category.</li> </ul>
<b>1b. Licensed Health Care Worker:</b> (LVN, Psych Tech, Paramedic)	8	<ul style="list-style-type: none"> <li>Copy of current California license with license number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.</li> </ul>
<b>1c. Certified Nurse Assistant Certification plus CNA work experience</b> (500 hours in past 2 years)	8	<ul style="list-style-type: none"> <li>Copy of 1) current California CNA certificate with certificate number, date issued, and expiration date, 2) “Work Experience in Healthcare Verification” form and 3) Employer Letter.</li> </ul>
<b>1d. Certificated Health Care Worker:</b> (Nurse Assistant, Medical Assistant, Phlebotomist, EMT)	6	<ul style="list-style-type: none"> <li>Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.</li> </ul>

2. Grade point average in relevant coursework. GPA cannot be rounded. *Maximum points 2a and 2b =50*

Coursework	Points	Required Documentation
<p><b>2a. Combined Prerequisite Science GPA:</b> (Anatomy, Physiology, Microbiology)</p> <ul style="list-style-type: none"> <li>➤ Minimum 2.50 <i>combined</i> GPA required and no less than a "C" in any course (GPA cannot be rounded) Courses may be taken Pass/No Pass. A Pass will be calculated as a “C”.</li> <li>➤ Points are calculated by multiplying the combined GPA by 10: i.e. a combined GPA of 3.64 x 10 = 36.4 pts.</li> <li>➤ Spring 2020-Spring 2022 only, due to the COVID-19 outbreak, online sciences will be accepted</li> <li>➤ Spring 2020 only, due to the COVID-19 outbreak, grades of “Pass/ No Pass” will be excluded from this formula.</li> </ul>	<p>Combined Science GPA of 2.50 or higher x 10</p> <p>2a. Maximum 40 points</p>	<ul style="list-style-type: none"> <li>Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.</li> </ul> <p>GPA calculator: <a href="http://www.cuesta.edu/student/counseling/tools.html">http://www.cuesta.edu/student/counseling/tools.html</a></p>

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<p><b>2b. Combined English <u>AND</u> Math GPA:</b> (English Composition and Associate Degree Math requirement*)</p> <ul style="list-style-type: none"> <li>➤ No less than a "C" in either course. Courses may be taken Pass/No Pass. A Pass will be calculated as a "C".</li> <li>➤ Points are calculated by multiplying the <i>combined</i> GPA by 2.5. i.e. a combined GPA of 3.64 x 2.5 = 9.1 pts.</li> <li>➤ Because this category requires a <i>combined</i> English and Math GPA, applicants who have successfully completed English, but have not met the math requirement will not earn points in this category.</li> </ul> <p>*The current Associate's Degree math requirement may vary depending on catalog year. A higher level of math is also accepted.</p> <p>Applicants waiving the associate degree math requirement based on having a bachelor's degree <b>and</b> no equivalent math course, or applicants with P/NP grades taken during the Spring 2020 semester only, due to the COVID-19 outbreak, will use the following conversion:</p> <p>TEAS ≥95% = 4.0 GPA    TEAS ≥85% = 3.5 GPA TEAS ≥75% = 3.0 GPA    TEAS ≥62% = 2.5 GPA</p>	<p>Combined GPA of 2.00 or higher x 2.5</p> <p>2b. Maximum 10 points</p>	<ul style="list-style-type: none"> <li>• Official, sealed transcripts from regionally accredited U.S. colleges or universities showing course completion by the due date.</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>• Official, AP Scores for accepted courses Advanced Placement (AP) test scores of 3, 4 or 5 for the following courses will be accepted in lieu of coursework: <ul style="list-style-type: none"> <li>- AP English Language &amp; Composition</li> <li>- AP Calculus AB</li> <li>- AP Calculus BC</li> <li>- AP Statistics</li> </ul> </li> </ul> <p>AP Score 5 = 4.0 GPA AP Score 4 = 3.0 GPA AP Score 3 = 2.0 GPA</p> <ul style="list-style-type: none"> <li>• GPA calculator: <a href="http://www.cuesta.edu/student/counseling/tools.html">http://www.cuesta.edu/student/counseling/tools.html</a></li> </ul>
<b>Prerequisite Repeats</b>	<b>Points</b>	<b>Required Documentation</b>
<p>2c. Point deduction for repeats in science or English prerequisite courses earning substandard grades of C-, D, F, I, NP, W &amp; FW in prerequisite courses:</p> <p style="text-align: right;">1 repeat 2 repeats 3 repeats</p>	<p style="text-align: center;">-5 -10 Ineligible</p>	<ul style="list-style-type: none"> <li>• Ineligibility Due to Excessive Repeats and/or Point Deduction Appeal Form</li> <li>• In ineligibility situations, both Ineligibility and Point Deduction Appeal Forms should be submitted</li> <li>• Your approved appeal decision letter from the September 2022 or 2023 application cycle must be uploaded with this application to be considered. Appeals prior to September 2022 are no longer valid.</li> <li>• Refer to Appeal Situations on Page 5 of this instruction packet.</li> <li>• Appeal decision letters are to be saved by the applicant to be considered in future application cycles. The nursing department cannot save these for you.</li> </ul>

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3. Work or volunteer experience. *Maximum points = 5*

Work or Volunteer Experience	Points	Required Documentation
3a. 200 hours or more working in healthcare, within the last 2 years	5.0	<ul style="list-style-type: none"> <li>• Work Experience in Healthcare Verification Form</li> <li>• All work experience must be submitted on the current form with this application to be considered.</li> </ul>
3b. 200 hours or more volunteering in healthcare or a nonprofit organization, within the last 2 years	2.5	<ul style="list-style-type: none"> <li>• Volunteer Experience in Health Care or a Nonprofit Organization Verification Form</li> <li>• All volunteer experience must be submitted on the current form to be considered.</li> <li>• Hours volunteered and signed on the September 2023 volunteer form will be accepted as long as they were completed during the required timeframe.</li> </ul>

4. Life experiences or special circumstances. *While more than one of the following criteria may apply, only 2.5 points can be awarded in this category. Maximum points = 2.5*

Life Experience or Circumstance	Points	Required Documentation
4a. Disability	2.5	<ul style="list-style-type: none"> <li>• Proof of eligibility for Disabled Student Programs and Services (DSPS). Your name must be on document.</li> </ul>
4b. Family income	2.5	<ul style="list-style-type: none"> <li>• Proof of eligibility or receipt of financial aid under a program that may include but is not limited to: a fee waiver from the Board of Governors, Cal Grant Program, Federal Pell Grant program; or Cal Works. Your name must be on document.</li> </ul>
4c. First generation to attend college	2.5	<ul style="list-style-type: none"> <li>• Personal written statement explaining how you meet this category with your name, student id number, and signature.</li> </ul>
4d. Need to work - student worked at least part-time while completing RN prerequisite course(s).	2.5	<ul style="list-style-type: none"> <li>• One paycheck stub from the semester you worked while enrolled in RN prerequisite course(s), or a letter from your employer verifying employment on official letterhead. Your name must be on document.</li> </ul>
4e. Disadvantaged social or educational environment	2.5	<ul style="list-style-type: none"> <li>• Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS). Your name must be on document.</li> </ul>
4f. Difficult personal or family situation or circumstances	2.5	<ul style="list-style-type: none"> <li>• Personal written statement describing your difficult situation that has occurred within the past 5 years including your name, student id number, and signature. Supporting documentation may be requested to verify what has happened.</li> </ul>
4g. Veteran status	2.5	<ul style="list-style-type: none"> <li>• Copy of form DD214. Your name must be on document.</li> </ul>
4h. Refugee status	2.5	<ul style="list-style-type: none"> <li>• Documentation or letter from USCIS. Your name must be on document.</li> </ul>

5. Proficiency in languages other than English. Applicant may be proficient in more than one additional language but only 2.5 points can be awarded in this category. *Maximum points = 2.5*

Proficiency in languages other than English*	Points	Required Documentation
<p><i>Credit awarded for languages as identified by the Chancellor's Office, not limited to:</i></p> <ul style="list-style-type: none"> <li>➤ American Sign Language</li> <li>➤ Arabic</li> <li>➤ Chinese</li> <li>➤ Farsi</li> <li>➤ Russian</li> <li>➤ Spanish</li> <li>➤ Tagalog</li> <li>➤ Languages of Indian Subcontinent &amp; Southeast Asia</li> </ul>	2.5	<ul style="list-style-type: none"> <li>• <b>Verification of Proficiency in a Language Other than English Form</b></li> <li>• Previous language points are no longer valid. The verification form must be submitted on the current form with this application to be considered.</li> </ul> <p><b>* Coursework does not equate to proficiency.</b> Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate in the healthcare setting. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.</p>

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6. Diagnostic assessment tool (ATI TEAS). *Minimum points = 3, Maximum points = 30*

Test of Essential Academic Skills (ATI TEAS)	Points	Required Documentation
<p><b>ATI TEAS Assessment Point Allocation:</b></p> <ul style="list-style-type: none"> <li>62% is the minimum accepted score.</li> <li>Applicants with a Total Score below 62% will become ineligible and must meet with the Cuesta College RN Success Specialist to complete a remediation plan to become eligible to apply in a future application cycle.</li> <li>Applicants with an Overall Score between 62% and 65% will receive the minimum score of 3 points in this category.</li> <li>Applicants with an Overall Score between 92% and 100% will receive the maximum score of 30 points in this category.</li> <li>All other applicants will subtract 62 from their Overall Score to calculate their points, i.e. an Overall Score of 90% = 28 points awarded (90-62=28).</li> </ul>	<p>Overall Score - 62 = Points Awarded</p> <p>Minimum of 3 points; Maximum of 30 points</p>	<ul style="list-style-type: none"> <li>ATI TEAS assessment test transcript (score)</li> <li>See page 4 for instructions on submitting your TEAS transcript. Note: The ATI TEAS (Version 7) is the required version for this application cycle.</li> </ul>

7. Additional points for previous applicants not selected for admission: *Maximum points = 8*

Previous Eligible Applicant Credit	Points	Required Documentation
<p>7a. An additional 8 points will be awarded to <i>eligible</i> applicants who have previously submitted 3 or more <i>eligible</i> RN program applications within the past 5 years <i>without being admitted</i>. The current application does not count toward these points as eligibility has not yet been determined.</p>	<p>8</p>	<ul style="list-style-type: none"> <li>3 RN alternate pool eligible status letters within the past 5 years.</li> <li>Eligible applications for these points include October 2019, October 2020, October 2021, September 2022, or September 2023.</li> <li>The current application does not count toward these points as eligibility has not yet been determined.</li> <li>Applicants must save their eligible alternate pool letters to resubmit in future applications to receive these points. We are unable to save these for you.</li> </ul>

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**Cuesta College RN Program**  
**Work Experience Verification Form (Page 1)**  
**For the September 2024 Application**

- Dates of employment must be between **9/1/2022 – 9/30/2024**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format

**Work Experience Criteria**

The intent of awarding points in the work experience category is to recognize relevant work experience that would allow students to be well-prepared for success in the RN program. Work duties that facilitate knowledge, understanding, and experience with the RN role, the RN-patient relationship, and the practice of skills in the human healthcare setting may be considered. The following work experiences are examples of work experience that would be considered for points.

- LVN, medical assistant, nurse assistant, paramedic, and psychiatric technician positions
- Multidisciplinary teamwork that includes collaboration with an RN
- Patient health & hygiene, vital signs, feeding, daily living, mobility/transfer techniques

Personal caregiving positions in private homes without a business license are not able to be considered.

Phlebotomy in a clinic alone does not qualify, but may be considered depending on the job description and duty list if in a healthcare setting where collaboration with RN's or LVN's is evident.

**Part A. *To be completed by applicant***

***Applicant Name:***

**Applicant Address:**

**Applicant Phone Number:**

**Place of employment:**

**Address:**

**Job title:**

**Start date of employment under this job title:**

**End date of employment under this job title:**

**List of duties in your own words that meet the intent of work experience points (applicant's words):**

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**Cuesta College RN Program Application**  
**WORK EXPERIENCE VERIFICATION FORM (Page 2)**

- Dates of employment must be between **9/1/2022 – 9/30/2024**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format

**Part B: *To be completed by your direct supervisor***

Name & Title of Supervisor:

Supervisor phone number:

Supervisor email:

Title of position held by applicant:

Start date of employment under this job description:

End date for this job description, or indicate if still employed:

**Criteria 3a: Work Experience.** Sign here to verify that the applicant has worked over 200 hours between Sept 1, 2022, and Sept 30, 2024, under the healthcare job description that meets RN application work experience criteria:

Direct supervisor signature \_\_\_\_\_

**Criteria 1c: CNA Work Experience Credit.** Sign here if the applicant has worked over 500 hours between Sept 1, 2022 and Sept 30, 2024 as a CNA to receive education credit for this work experience:

Direct supervisor signature \_\_\_\_\_

**IMPORTANT! Attach the official job description the applicant was hired for that meets the RN work experience point criteria AND write a description of duties performed that meet the criteria in this box or on official letterhead.**

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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## Cuesta College RN Program Application

### Volunteer in Healthcare or Non-profit Organization Verification Form

- For Volunteer Hours Between September 1, 2022 through September 30, 2024
- No form variations can be accepted, and forms must be submitted in pdf format
  - Exception – Hours volunteered and signed on the September 2023 volunteer form will be accepted as long as they were completed during the required timeframe
- A minimum of 200 volunteer hours is required to qualify for points

**Applicant name:**

**Email:**

**Volunteer Experience Criteria for Point Consideration:**

The intent of awarding points in the volunteer experience category of the RN application is to recognize relevant volunteer experience that benefits the volunteer and healthcare community. For the purpose of points, unpaid volunteer positions in a healthcare setting or a nonprofit organization that allow the applicant to gain knowledge, understanding, and experience while improving the health and well-being of our community may be considered.

The following are examples of volunteer experiences that would be considered for points:

- Hospital, long-term care, assisted living, memory care, clinic
- Hospice
- Health Fair
- Non-profit organizations (i.e. Special Olympics, Alzheimer’s Association, American Heart Association, Cancer Society, Food Bank)

**Volunteer positions are evaluated on a case-by-case basis, and points are not guaranteed.**

**Instructions to Applicant and Volunteer Coordinator/Supervisor:**

Take this form to each volunteer activity to have the volunteer coordinator date and sign  
*If hours were performed before this form was published, submit to the supervisor for proof of volunteer service or the form from the last application will be accepted if applicable.*

1. Each day & hours are to be listed. **Summarized hours cannot be accepted.**
2. Use the second page, or as many pages as necessary, to document hours.
3. Keep this form with all signatures to submit with your online application (200 hours minimum required for points).

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM**  
**Volunteer Experience Verification Form (additional page)**

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
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CUESTA COLLEGE RN PROGRAM

**APPEAL FORM: TO REVERSE INELIGIBILITY DUE TO 3 OR MORE REPEATS IN PREREQUISITE COURSES WITH SUBSTANDARD GRADES (C-, D, F, I, NP, W, or FW)**

- For Applications Submitted September 2024 for entry Fall 2025
- To be submitted by applicants who are ineligible due to 3 or more repeats in prerequisite coursework with substandard grades to request eligibility
- A separate form is required to appeal point deductions for repeated coursework earning substandard grades (also included in this instruction packet)
- Appeal decision letters from the September 2022 & 2023 application cycle must be uploaded with this application to be considered. **Appeals prior to September 2022 are no longer valid**
- Supporting documentation, as appropriate, is required.
- This form must be neatly handwritten or typed and submitted in pdf format.
- No form variations can be accepted, use additional paper as needed.
- Not all appeals are granted.

Name:

Email:

Cuesta Student ID Number:

**INSTRUCTIONS:** List each prerequisite course below that was repeated due to a substandard grade, including the name of the course, where taken, substandard grade/year, and repeated passing grade/year.

Course	School	Substandard grade / year	Repeated grade / year
Example: Microbiology	Santa Barbara City College	D/2010	B+/ 2020

1.

2.

3.

4.

5.

Explain your hardship or extenuating circumstance that necessitated you to drop or receive a substandard grade in the courses listed above. Include what you did differently to be successful when you repeated the course, why you believe that you should be deemed eligible to apply to the RN program, and how you will be successful with nursing coursework if admitted into the program. Attach documentation, as appropriate, to support and validate your appeal request. Information included should be concise, pertinent, and use good judgement (approx. 100 – 250 words)

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## ASSOCIATE DEGREE RN PROGRAM

### APPEAL FORM: TO WAIVE POINT DEDUCTIONS FROM REPEATS IN PREREQUISITE COURSEWORK WITH SUBSTANDARD GRADES

- For Applications Submitted September 2024 for entry Fall 2025.
- To be submitted by applicants who choose to appeal point deductions from repeats in prerequisite coursework with substandard grades.
- **A separate form is to be submitted for each course appeal request.**
- Appeal decision letters from the September 2022 & 2023 application cycle must be uploaded with this application to be considered, and **appeal decisions prior to September 2022 are no longer valid.**
- Supporting documentation, as appropriate, is required.
- This form must be neatly handwritten or typed and submitted in pdf format.
- No form variations can be accepted, use additional paper as needed.
- Not all appeal requests are granted.

Name:

Email:

Cuesta Student ID #:

Instructions: List the prerequisite course that earned a substandard grade including the name of the course, where taken, substandard grade/year, and repeated passing grade/year.

*Example: Microbiology Santa Barbara City College D/2010 B+/2020*

Course

School

Substandard grade / year

Repeated grade / year

Explain your hardship or extenuating circumstance that necessitated you to drop or receive a substandard grade in the course listed above. Include what you did differently to be successful when you repeated the course and how you will be successful with nursing coursework if admitted into the program. Attach documentation, as appropriate, to support and validate your appeal request. Information included should be concise, pertinent, and use good judgement (approx. 150 words).

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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM**  
**Verification of Proficiency in a Language Other than English**

For applications submitted September 2024 for entry Fall 2025

**Requirements:**

**Coursework does not equal proficiency.** Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.

**Instructions to Applicant:**

1. Print this form.
2. Ask a community member with whom you have had sufficient interaction and who can verify that you are proficient in a language other than English to complete the Community Member Language Proficiency Verification section. **This person must not be a relative or family member.**
3. Sign and date the Applicant's Acknowledgment section.
4. Submit this form in pdf format. No form variation can be accepted.

**Community Member Language Proficiency Verification:**

*Please print clearly:*

I verify that \_\_\_\_\_ is able to speak, read, and write in \_\_\_\_\_ at a level that  
(Name of Applicant) (Language)  
allows common everyday communication, **and** has the ability to translate in a medical emergency.

Signed:

Date:

Name:

Address:

Phone:

Email:

*Please describe your relationship to the applicant (you must not be a relative or family member):*

**Applicant's Acknowledgement:**

*I acknowledge, by my signature below, that the information on this form is true and correct.*

\_\_\_\_\_  
*Applicant's name*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*