



VOCATIONAL NURSING PROGRAM APPLICATION PACKET

Revised 10/25 | Supersedes all previous versions

Applicants are responsible for carefully reading and following all instructions in this document before submitting an application.
Failure to follow these instructions may result in disqualification or delayed processing.

Submission Reminder

Applicants must submit a **complete LVN Program Application Packet**, which includes:

- LVN Program Application Form
- LVN Application Checklist
- **Receipt Page** (presented at submission for timestamping by Admissions & Records)

The **Receipt Page** must be included with your application packet when it is submitted to Admissions & Records.

A&R will **stamp and return the receipt to the applicant as proof of submission only**.
All application packets are reviewed by the Nursing Office for eligibility before placement on the program waitlist.

Applications submitted without all required components, or without a timestamp from A&R, will not be processed.

Program Contact Information

Madera Community College – Nursing Office AV2-125

30277 Avenue 12, Madera, CA 93638

 LVNNursing@maderacollege.edu

 <https://www.maderacollege.edu/academics/courses/nursing-lvn.html>

APPLICATION INSTRUCTIONS AND INFORMATION

Application Overview

This is the official application form for the Madera Community College (MCC) Vocational Nursing (LVN) Program. Only this version will be accepted. Applications submitted on older forms will not be processed. Starting November 1, 2025, all LVN applications must be submitted using this form.

How to Obtain an Application

- Download Online – Available on the MCC Vocational Nursing webpage.
- Print in the MCC Library – Applications may be printed for \$0.10 per page.
- Pick Up in Person – Paper copies are available in the MCC Dean's Office (AV2-125), Monday–Thursday, 9:00 a.m.–5:00 p.m.

⚠ Applications cannot be requested or submitted by email.

Complete & Eligible Applications

A complete and eligible application means:

- The official **Madera Community College Vocational Nursing Program application form** is fully completed, signed, and dated.
- All prerequisite coursework is completed within the required 5-year recency period with a grade of C or higher, and courses are correctly listed on the application form.
- All required transcripts or evaluations have been requested through the approved process (via Parchment or an approved foreign transcript evaluation service).
- The application packet includes the required checklist page confirming each step has been followed.
- The application is submitted to MCC Admissions & Records as instructed.

Transcript Instructions

Applicants must submit one (1) official transcript from each college or university attended outside the State Center Community College District (SCCCD).

SCCCD includes: Madera Community College, Fresno City College, Reedley College, Clovis Community College, Oakhurst Center, and West Fresno Center.

Transcripts from SCCCDCampuses are not required.

If you attended a **non-SCCCD institution**, request that your official transcript be sent directly to MCC Admissions & Records via Parchment (electronic transcripts preferred) or mailed in a sealed envelope from the issuing college.

Mailing address:

Madera Community College

Attn: Admissions & Records – Transcripts

30277 Avenue 12, Madera, CA 93638

If you choose to mail your transcript yourself, it must remain sealed in the original envelope. Once opened, it is no longer considered official.

Applicants who indicate prior nursing program attendance must request that **official transcripts** from that program be sent directly to MCC Admissions & Records. These transcripts will be reviewed for regulatory compliance and possible Credit for Prior Learning (CPL) consideration.

Applicants with prior nursing program attendance must meet with a counselor before submitting their application to ensure correct transcript routing and documentation.

Applicants should attach proof of transcript order (confirmation or receipt) to their application packet if transcripts were requested **within the past 30 days.**

Applicants with Prior Nursing Education

If you have previously attended or been enrolled in a **vocational (LVN)** or **registered nursing (RN)** program, you must complete the following before submitting your application:

1. Request **official transcripts** from your prior program be sent **directly to MCC Admissions & Records.**
Do **not** attach transcripts to your application.
2. If available, request a **letter of standing or exit documentation** from your previous program.
3. Schedule a **counselor appointment** before submitting your application to ensure proper transcript routing and documentation.

This information is required for regulatory compliance and may be reviewed for potential **Credit for Prior Learning (CPL)** or **advanced placement** consideration.

Providing prior program information does not guarantee credit or admission placement.

High School or GED Transcripts

Attach a copy of your high school diploma, transcript, or GED certificate to your application. Unofficial copies are acceptable.

If your records are from an institution outside the United States, you must submit a **U.S. equivalency evaluation** from an approved evaluation service.

If the documents are **not originally in English**, an **English translation by a certified translation agency** must also be included.

Foreign Transcripts

Applicants with college coursework completed outside the United States must submit a **U.S. equivalency evaluation** from an approved service. A list of accepted agencies is provided in the *Foreign Records Evaluation Services* document included with this packet.

The evaluation must include a **course-by-course report** showing U.S. credit and degree equivalency.

If your transcripts are **not in English**, you must also include a **certified English translation** from a recognized translation service.

The evaluation must be completed and received before submitting your application.

Prerequisite Coursework

All prerequisite coursework must be completed within five (5) years of admission with a grade of C or higher.

Required courses:

- Anatomy & Physiology – BIO 20 and BIO 22. Courses taken outside the State Center Community College District must include a **laboratory component** equivalent to the SCCCD courses.
- Nutrition – FN 35 or FN 40
- Medical Terminology – OT 10

To determine recency: If you submit your application during Fall 2025, coursework completed prior to Summer 2020 is older than five years and not eligible.

All prerequisite courses must be **completed prior to submitting the application**; *in-progress coursework will not be accepted.*

Printouts of grades or screenshots from student portals are not accepted. Official transcripts must be submitted for all prerequisite coursework.

Program Costs

Estimated program expenses are posted on the Madera Community College LVN Program webpage. Costs are updated annually and subject to change. Applicants should review this information before submitting their application.

Clinical Eligibility Requirements (Post-Admission)

Admission to the Madera Community College Vocational Nursing Program requires students to meet specific clinical placement requirements established by our healthcare partners.

After acceptance to the program, students must:

- Pass a **criminal background check** and **urine drug screen** through a college-approved vendor.
- Provide documentation of all required **immunizations, titers, TB screening, and physical examination.**
- Maintain current **CPR certification** (American Heart Association – Basic Life Support for Healthcare Providers).

Applicants with prior convictions should be aware that **clinical facilities** and the **Board of Vocational Nursing and Psychiatric Technicians (BVNPT)** may deny clinical placement or licensure based on certain offenses.

Questions about eligibility for licensure should be directed to the BVNPT before applying.

⚠ *Failure to meet clinical eligibility requirements after admission will result in loss of program placement.*

Applicants must initial acknowledgment of these requirements on the **LVN Program Application Checklist**.

Applicant Responsibility

Applicants are responsible for carefully reading and following all instructions. Counselors and staff **cannot** pre-screen applications for completeness.

The LVN application must be submitted as a **complete packet** that includes the application form, checklist, and receipt page.

Admissions & Records will not accept incomplete applications.

The receipt page must be included at the time of submission; applications submitted without it will NOT be accepted or stamped. Upon submission, the receipt page will be stamped and returned to the applicant as **proof of submission**. **Receipts will not be issued or stamped after the fact.**

Applicants should **check the MCC Vocational Nursing webpage regularly** for the most current information regarding upcoming cohort start dates, program updates, and deadlines.

Questions about upcoming start dates may be directed to **LVNNursing@maderacollege.edu**.

Waitlist Information

Applicants who submit a **complete and eligible application packet** are placed on the program waitlist **in the order received**.

Waitlist numbers are maintained **internally by the Nursing Office** to ensure a fair and consistent selection process.

Applicants will be notified of their **waitlist status** (for example, *Active* or *Ineligible*).

Admission offers are made **in waitlist order** as seats become available.

Because placement information is managed internally and may change as applicants defer or decline admission, **individual waitlist numbers and estimated start dates are not provided**. This ensures the same accurate, up-to-date process for all applicants.

Please refrain from calling or emailing to request waitlist position updates. All communication regarding status or admission offers will be sent by email only.

Veterans Preference – In accordance with state and district policy, applicants who submit a valid DD-214 form and meet eligibility requirements will receive **priority placement** on the waitlist.

In some cases, a limited number of **alternate applicants** may be identified to fill vacancies that occur before the program start date. Alternates are selected in waitlist order.

Waitlist Status Definitions

- Active – Your application is complete and eligible. You are on the waitlist and will be considered for placement in the program as seats become available.
- Ineligible – Your application does not meet program admission requirements (e.g., missing prerequisites, expired coursework, or incomplete materials).

Additional statuses related to admission offers (such as deferrals) are described separately in the **Deferral Policy** section below.

Communication Policy

All communication regarding **waitlist status, deferral decisions, and admission offers** will be sent **by email only**.

Applicants are responsible for ensuring that their contact information, including a valid email address, is current with both MCC Admissions & Records and the LVN Program Office.

Official status notifications and admission decisions are sent directly to the email address on file. To update contact information, email LVNNursing@maderacollege.edu.

Email Subject Line: LVN Application – Contact Information Update

In your message, include:

- Your full name (as listed on your application)
- Your MCC Student ID number
- The contact information being updated (email address, phone number, and/or mailing address)

Updates must also be submitted to **MCC Admissions & Records** to ensure your student record is current.

Failure to maintain current contact information may result in missed communication or loss of placement on the waitlist.

Deferral Policy

When an applicant is offered admission, they may either accept or request to defer admission to a future cohort.

Deferral requests must be submitted in writing by email and are subject to the following guidelines.

General Rules

- Applicants may request **one (1) deferral only**.
- Requests must be submitted within **ten (10) calendar days** of receiving the admission offer.
- Applicants who decline or defer more than once must **reapply** to the program in a future cycle.

- Veterans who qualify for preference will retain priority placement ahead of non-veteran applicants but will not return to their exact prior position on the waitlist.

Placement After Deferral

- **Pre-Acceptance Deferral:** If an applicant requests to defer before accepting admission, their position on the waitlist remains unchanged, and they stay eligible for future selection.
- **Post-Acceptance Deferral:** If an applicant accepts admission and later requests to defer before the program start date, their name will be re-added to the waitlist at the bottom. Veterans will be placed immediately after the last veteran currently on the list to maintain veteran priority.

Late Deferral Requests

Deferral requests made within **30 calendar days** of the program start date are **rarely approved** because of the impact on seat allocation, orientation, and clinical scheduling.

Late requests will be considered **only** for verified emergencies that are **unforeseeable, unpreventable, and beyond the applicant's control**, such as:

- A medical emergency affecting the student
- Death or critical illness of an immediate family member
- Military activation or relocation orders

Documentation must be submitted with the request. Situations such as changes in work, childcare, or transportation do not qualify as extenuating circumstances. The Director of Nursing must approve all late deferral requests.

If a Deferral Request Is Denied

If a deferral request is denied, the admission offer for that cohort remains valid. The applicant may still choose to begin the program as scheduled.

If the applicant chooses **not** to begin the program after a denied deferral, the application will be **removed from the waitlist**, and the applicant must **reapply** to be considered for future placement on the waitlist.

Upon reapplication, all current admission and **recency requirements** apply, including the five-year prerequisite rule. Approval of any deferral request is **not guaranteed**.

All admitted students are required to attend a **mandatory program orientation** prior to the start of classes. Details will be provided in the admission offer email.

Submission Instructions – Deferral Requests

Email all deferral requests to LVNNursing@maderacollege.edu.

Email subject line: LVN Program – Deferral Request – LastName, FirstName – Start Term (e.g., Fall 2026)

Include in the email body:

- Full name (as on application)
- MCC Student ID
- MCC email and phone number
- Program: **LVN**
- Cohort/start term from your offer email
- Brief reason for the request

Attach (PDF only):

- Supporting documentation (combine into a single PDF if possible; name it LastName_FirstName_Deferral.pdf)

Requests must be **received by the deadline stated in your offer email**. You'll receive a confirmation email—if you don't see one within 2 business days, please resend. Decisions will be sent to your MCC email.

Only complete requests with all required documentation will be considered for review.

Requests that are incomplete or lack documentation will not be reviewed.

LIST OF FOREIGN RECORDS EVALUATION SERVICES

All foreign educational records must be evaluated by one of the foreign educational document services listed below. The report must include United States educational equivalency for terms, degrees, course listings, and semester credit hours. Most agencies classify this as a "course by course report". Please request the service to provide an official sealed report to be submitted with the program packet when applying to the specific health science program. (Applications are available upon request of the appropriate office).

Madera Community College accepts foreign document evaluations from the following agencies:

The Foreign Educational Document Service

Gary Hoover, Director

P.O. Box 151739

San Diego, CA 92175

Phone: (619) 265-5810

Other agencies:

ERES – Educational Records Evaluation Service

601 University Avenue, Suite 127

Sacramento, CA 95825-6738

Phone: (916) 921-0790

Email: edu@eres.com

Fax: (916) 921-0793

Website: www.eres.com

WES – World Education Services, Inc.

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

Phone: (212) 966-6311

E-mail: info@wes.org

Fax: (212) 739-6100

Website: www.wes.org

Certified Translation Services

Northern California Translators Association (NCTA)

P.O. Box 14015

Berkeley, CA 94712-5015

Phone: (510) 845-8712

E-mail: ncta@ncta.org

Fax: (510) 883-1355

Website: <http://www.ncta.org>

We also recommend you review the internet for other certified translation services.

Madera Community College does not discriminate on the basis of race, sex, age, religion, or handicap.

How to Complete and Submit the LVN Application Packet

About This Packet

This packet includes **fillable PDF forms** for your convenience. You may complete the **LVN Program Application** and **Application Checklist** electronically or print and complete them by hand.

If Completing Electronically

1. **Download and save** the packet to your computer **before** entering information.
Do not complete the form in your web browser—changes may not save.
 2. Type directly into each fillable field.
 3. **Save your completed version** using this format:
LastName_FirstName_LVNApp.pdf
 4. Print the following pages after completion:
 - **LVN Program Application (all pages)**
 - **Application Checklist (signed and initialed)**
 - **Receipt Page** (blank; will be stamped by Admissions & Records)
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If Completing by Hand

1. Print the packet single-sided on white paper.
 2. Write legibly in blue or black ink.
 3. Sign and initial all required sections.
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Submitting Your Packet

- Bring your **complete packet** to **Madera Community College Admissions & Records** for timestamping.
 - The **Receipt Page** must be presented at the time of submission for stamping.
 - **Email submissions are not accepted.**
 - Incomplete packets or packets without a timestamp will not be processed.
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Need Help?

If you have questions about filling out or submitting your packet, email:

 LVNNursing@maderacollege.edu

Reminder

Before beginning, read the **Application Instructions (pages 1–9)** for complete details on eligibility, transcripts, counselor verification, and submission requirements.



VOCATIONAL NURSING PROGRAM

LVN Program Application

Revised 10/25 | Supersedes all previous versions

Applicant Information -- Please Print

Last Name:		First Name:		Middle Initial:	
Preferred Name (optional):			MCC Student ID:		
Mailing Address:			City:	State:	Zip:
Phone:		MCC Email:		Alternate Email:	
Emergency Contact Name:				Phone:	
High School Graduation or GED Completion Date (MM/YYYY):					

Demographic Information

(For BVNPT reporting and internal data purposes only. This information does not affect admission decisions.)

Race and ethnicity are self-identified for data reporting purposes only. Select all options that best represent how you identify.

Date of Birth (MM/DD/YYYY):		Gender:	Female	Non-Binary
			Male	Decline to State
Ethnicity:	Are you of Hispanic or Latino origin?			Yes No
Race (select one or more):				
	American Indian or Alaska Native		Asian	Black or African American
	Native Hawaiian or Other Pacific Islander		White	Decline to State

Prior Nursing Education

Have you previously attended or been enrolled in a vocational (LVN) or registered nursing (RN) program?				Yes	No
If yes, complete the information below and follow the required steps before submitting your application.					
School Name:					
Program Type:	LVN/LPN	RN	Other		
City:		State:		Year(s) Attended:	

If you answered "Yes," refer to **Application Instructions, page 3**, for required counselor meeting and transcript submission procedures.

Certified Nursing Assistant (CNA) Information (optional)

This information is collected for data purposes and to identify applicants who may qualify for **Credit for Prior Learning (CPL)** based on a **valid (active and unexpired) California CNA license**.

Do you currently hold a valid (active and unexpired) Certified Nursing Assistant (CNA) license issued by the California Department of Public Health ?				Yes	No
If yes, please provide the following:		Certification Number (6-7 digits):		Expiration Date (MM/DD/YYYY):	

Only valid California CNA licenses in good standing are considered for CPL or clinical placement purposes. Providing this information is optional and does not affect admission eligibility.

Transcript and High School Verification

College Transcripts:

Do **not** attach college transcripts to this application. Refer to **Application Instructions, pages 2-3**, for complete procedures.

High School or GED Verification:

Attach a **copy** of your high school diploma, transcript, or GED certificate to this application. Unofficial copies are acceptable. Refer to **Application Instructions, page 3**, for details.

Prerequisite Coursework

All prerequisite coursework must be completed within **five (5) years** of admission with a grade of **C or higher**.

SCCCD Course	Equivalent Course (if taken elsewhere)	Institution	Semester & Year Completed (i.e. Fall 2024)	Grade
Bio 20 Anatomy				
Bio 22 Physiology				
FN 35 or FN 40 Nutrition				
OT 10 Medical Terminology				

Note: The Madera Community College LVN Program does **not** require the ATI TEAS or any other standardized admission test for program eligibility. Admission is based on completion of prerequisites and placement on the program waitlist.

Counselor Verification (if applicable)

This section is **only required** if you:

- Have **previously attended a vocational (LVN) or registered nursing (RN) program, or**
- Are submitting coursework from another institution for **course equivalency, substitution, or evaluation of records from an institution outside the United States.**

If you are using **SCCCD coursework only** and have **no prior nursing program attendance**, this section may remain blank.

Counselor Name:		Counselor Signature:		Date:	
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Applicant Acknowledgment

I certify that I have read and followed all application instructions for the Madera Community College LVN Program.

I understand that incomplete or inaccurate applications will not be processed and that I am responsible for ensuring all materials are submitted as required.

Applicant Name (printed):			
Applicant Signature:		Date (MM/DD/YYYY):	

LVN Program Application Checklist

Important: This checklist must be included in your application packet. **Applications submitted without the checklist will be considered incomplete.**

Use this checklist to ensure your application packet is complete before submitting it to Madera Community College Admissions & Records or the Nursing Office. **Incomplete packets will not be processed.**

Applicant Information

Name:		MCC Student ID:	
Email Address:		Phone:	

Checklist

Applicants must **read and initial** each item on this checklist to confirm that the requirement has been completed. Your initials serve as acknowledgment that each task has been personally reviewed and verified before submission.

	Completed and signed official LVN Program Application Form				
	Copy of High School Diploma, Transcript, or GED Certificate (unofficial copy acceptable)				
	Veteran Applicants Only: If you are requesting veterans' preference, include a copy of your DD-214 form verifying honorable discharge.				
	Official college/university transcripts from all institutions attended outside SCCC, sent directly to MCC Admissions & Records via Parchment or mail				
	Proof of transcript order (e.g., confirmation email or receipt) attached to application if requested within the past 30 days				
	Foreign transcript evaluation (if applicable) completed by an approved evaluation service (e.g., IERF).				
	All prerequisite courses completed within 5 years of admission with a grade of C or higher:				
	Anatomy & Physiology – BIO 20 & BIO 22		Nutrition – FN 35 or FN 40		Medical Terminology – OT 10
	Application packet includes all required pages (application form, checklist, and receipt page)				
	Reviewed estimated program expenses on the MCC LVN Program webpage				
	Submitted complete packet in person to Admissions & Records and obtained timestamp on application, checklist, and receipt page				
	Verified that email contact information is current with both MCC Admissions & Records and the LVN Program Office (LVNNursing@maderacollege.edu).				
	I have read and understand the Clinical Eligibility and Background Requirements outlined in the LVN Program Application Instructions. I understand that failure to meet these requirements after admission will result in loss of program placement.				
	Read and understand the LVN Program Deferral Policy and Waitlist Procedures				

Applicant Acknowledgment

I certify that I have read and followed all application instructions for the Madera Community College LVN Program. I understand that incomplete or inaccurate applications will not be processed and that I am responsible for ensuring all materials are submitted as required.

Applicant Signature: _____ Date: _____

**ADMISSIONS & RECORDS
USE ONLY**



VOCATIONAL NURSING PROGRAM
APPLICATION RECEIPT PAGE
Revised 10/25 | Supersedes all previous versions

Applicant Information

Name:		MCC Student ID:	
Email Address:		Phone:	

Instructions for Submission

This **Receipt Page** must be **presented with your application packet** when submitting to **Admissions & Records (A&R)**.

A&R will **stamp and return this page to you** as **proof of submission** confirming that your packet was received for processing.

Keep your stamped receipt for your records.

Please note that **submission of an application packet does not guarantee eligibility or waitlist placement**.

All applications are reviewed by the Nursing Office for completeness and qualification before placement on the program waitlist.

⚠ Important:

Receipt pages will not be issued or stamped after submission.

Applications submitted without a receipt page will not be accepted or timestamped.

FOR ADMISSIONS & RECORDS USE ONLY
Complete Packet Received – Application & Checklist Present