



Frank Phillips College  
Vocational Nursing Department  
1301 W. Roosevelt  
P.O. Box 5118  
Borger, TX 79008  
806-457-4200 ext. 746  
[www.fpctx.edu](http://www.fpctx.edu)



**KEEP THIS INFORMATION TO REMIND YOU OF NEEDED REQUIREMENTS.  
THE FOLLOWING ENTRANCE REQUIREMENTS HAVE BEEN LISTED FOR  
YOU AS A GUIDELINE FOR APPLICATION TO THE VOCATIONAL NURSING  
PROGRAM.**

1. Applicants to the Vocational Nursing Program must meet the general admission requirements including taking the college entrance test, as written in the FPC college catalog. Complete the Frank Phillips College, Application for Admission and return to the appropriate address. The application is located on the college website: [www.fpctx.edu](http://www.fpctx.edu) . Applicants will need to call Student Central at 806 457-4200, ext. 844 to schedule the TSI college entrance test.
2. The applicant must complete a Vocational Nursing application for entry into the program. Fill in each blank on the student application forms. Return both pages of the Vocational Nursing application (pages 3 & 4) and the Texas Board of Nursing Eligibility Questions to the Nursing Department. Please submit your application as soon as possible so we may start your file.
3. **IMPORTANT CHANGE:** The Texas Board of Nursing now requires students to be Board approved before entering a Nursing program. Therefore, FPC nursing program will require all students to undergo their DPS/FBI criminal fingerprint background check during the Spring/Summer, so results can be obtained before **August 1, 2020.**
  - Students with a clear background will be mailed a **blue card**
  - Students who have a positive criminal history will be required to go through the declaratory order process. If the nature of the issue can be resolved within the delegated authority of the Operations Department, there will be no charge and the student will be sent an operations outcome letter stating that they will be allowed to take the NCLEX upon graduation. If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for review, the student will be billed a \$150 review fee. Only upon receipt of the fee will the file be transferred to the Enforcement Department for review. **This step could take up to 90 days.**
  - Students must provide blue card, operations outcome letter, or enforcement letter to the FPC nursing office by **August 1, 2020.** This change makes it very important to submit applications as soon as possible so your name can be added to the roster submitted to the Texas BON. Please see the Texas Board of Nursing website: [www.bne.state.tx.us](http://www.bne.state.tx.us) for more information.

4. A physical examination by your physician is necessary upon acceptance to the nursing program. The required form is attached (page 6) and the original form must be returned to the Nursing Department by **August 1, 2018**. **The physical examination cannot be dated prior to May 13, 2020.**
5. A record of immunizations, physical exam, and TB test results must be on file in the Nursing Department by **August 1, 2018**. The attached Immunization Form (pages 7 & 8) must be completed and returned to the Nursing Department. Proof of immunizations, i.e. Immunization record, must be submitted with the form or the physician/nurse/pharmacist who administered the immunization may sign the form for verification. **DO NOT WAIT TO START YOUR IMMUNIZATIONS!**  
**Accepted nursing students will not be allowed to start clinical classes in the fall semester unless all required immunizations are complete.**
6. A copy of your high school transcript, your GED test scores, and/ or Official transcripts from all colleges previously attended must be received in the Nursing Department by **August 1, 2020** Applicants will not be considered for acceptance to the nursing program without transcripts or GED test scores.
7. The HESI admission assessment exam is required. You must make an appointment with the Nursing Department to take this test on one of the scheduled dates. A testing schedule is available on the Vocational Nursing webpage, on the FPC website, or call the nursing department for dates & times. **It is important to test early!** A \$50.00 testing fee must be paid before taking the HESI. You may pay the fee on the day of your scheduled test. For returning students, test scores must be 2 years old or less. Scores older than 2 years require the applicant to retest. If you do not obtain the minimum scores on the HESI test on your first attempt you will be allowed to retake the test one time. You will be notified of acceptance into the program by letter from the DON within 2 weeks
8. Applicants will be required to meet with the FPC nursing faculty for an advising session prior to acceptance in the Vocational Nursing Program. This meeting will be a face to face interview.

If you have any questions or need help with your application, call the Nursing Department at the number above.

Revised 1/2020

Frank Phillips College is an equal opportunity education institution and employer. Its students and employees are selected and/or assigned without regard to age, race, color, creed, sex, national origin, or disability, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Act amended in 1972, and Section 504 of the Rehabilitation Act of 1973. The compliance coordinator for Title IX is Dr. Shannon Carroll ([scarroll@fctx.edu](mailto:scarroll@fctx.edu); 806-457-4200, ext. 732) and Section 504 is Becky Green ([bgreen@fctx.edu](mailto:bgreen@fctx.edu); 806-457-4200, ext. 777).

## STUDENT CHECK LIST

Use this form as a checklist of your application process. Once it is complete, you know your file is complete. Please do not wait to turn in your application till you have all these items. Turn in your application and then fill in items as they come in.

- \_\_\_\_\_ Apply to FPC
- \_\_\_\_\_ TSI complete
- \_\_\_\_\_ Student Application (return ASAP)
- \_\_\_\_\_ BNE questionnaire (return ASAP)
- \_\_\_\_\_ HESI Entrance Exam (schedule time)
- \_\_\_\_\_ College Transcripts (all colleges attended)
- \_\_\_\_\_ H.S. Transcripts (only if no college transcript)
- \_\_\_\_\_ Immunizations / shots needed
- \_\_\_\_\_ Physical (after May 13<sup>st</sup> and before Aug. 1st)
- \_\_\_\_\_ Background/ FBI fingerprint
- \_\_\_\_\_ D.O. (if app. Due to activity on background check)
- \_\_\_\_\_ Attend Orientation (TBA)
- \_\_\_\_\_ Blue Card
- \_\_\_\_\_ Letter of Eligibility (if filled out a D.O.)
- \_\_\_\_\_ Apply for scholarships (April)
- \_\_\_\_\_ Fill out FASFA (we encourage everyone to fill this out)