

Frank Phillips College Vocational Nursing Department

1301 W. Roosevelt | P.O. Box 5118

Borger, TX 79008

806-457-4205

Important Information for Vocational Nursing Program Applicants

KEEP THIS INFORMATION TO REMIND YOU OF NEEDED REQUIREMENTS.


1. General Admission Requirements

- Applicants must meet the general admission requirements of Frank Phillips College, including taking the college entrance test (TSI). For more information, view the [FPC Admissions page](#).
 - For help scheduling the TSI college entrance test, please visit Student Central on campus or call 806-457-4290.
 - Complete the Frank Phillips College Application for Admission. The application is available at www.applytexas.org.
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2. Vocational Nursing Application

- Complete the [Vocational Nursing Application](#) for entry into the program.
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3. Texas Board of Nursing (BON) Background Check

 **IMPORTANT CHANGE:** The Texas Board of Nursing now requires students to be board-approved **before** entering a nursing program.

- All students must undergo a DPS/FBI criminal fingerprint background check during the Spring/Summer to ensure **results are obtained before August 1**. Make sure to schedule this as soon as possible. (Watch for an email from Identigo after submitting your nursing application.)

Background Check Results:

- Clear background → Receive a **blue card** in the mail.
 - Positive criminal history → Must go through the **declaratory order process**:
 - If resolved within Operations: Receive an operations outcome letter (no charge).
 - If transferred to Enforcement: **\$150 review fee**, may take up to **90 days**.
 - **NOTE:** If you've been arrested previously, please contact Laura McIntire, Administrative Assistant of Nursing, at lmcintire@fpctx.edu.
 - Provide **blue card, operations outcome letter, or enforcement letter** to the FPC Nursing Office by **August 1**. Visit: www.bne.state.tx.us for more info.
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4. Physical Examination

- A physical exam by your physician is required upon acceptance.

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- The required form must be returned to the Nursing Department by **August 1**.
 - The physical exam cannot be dated prior to **May 1**.
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5. Immunizations & TB Test

- A record of immunizations, physical exam, and TB test results **must be on file by August 1**.
- Your physician needs to fill out the Physical Exam form linked on our website: www.fpctx.edu/rnec under 'Nursing Program Printable Forms'.
- You must provide proof of immunizations through an immunization record or the physician/nurse/pharmacist who administered the immunization may sign the Immunization/Test Form for verification.
- The Immunization/Test Form is linked on our website: www.fpctx.edu/rnec under 'Nursing Program Printable Forms'.

 **Do not wait to start your immunizations!** Accepted nursing students cannot start clinical classes unless all required immunizations are complete.

6. Transcripts & GED Scores

- Submit a copy of your high school transcript, GED test scores, and/or **official transcripts from all colleges previously attended** to the Nursing Department by **August 1**.

 Applicants without transcripts or GED test scores will not be considered for acceptance.

7. HESI Admission Assessment Exam

- Make an appointment with the Nursing Department to take this test on one of the scheduled dates. Find the current testing schedule [here](#) or contact the nursing department.
 - A **\$75 testing fee** must be paid before taking the HESI (paid on the day of your scheduled test).
 - Scores older than **18 months** require retesting.
 - You must score **75% or above** on each section for entrance into the program. You may retake the test once if you do not meet the minimum scores.
 - Notification of acceptance will be sent by letter from the Director of Nursing within two weeks.
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8. Advising Session

- Applicants are required to meet with FPC nursing faculty for an **advising session** prior to acceptance.

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- This meeting will be a face-to-face interview. Please schedule this advising session with Laura McIntire at lmcintire@fpctx.edu or by calling (806) 457-4205.

Need Help?Call the Nursing Department at **806-457-4205**

**Student Checklist****Use this checklist to track your application process.***Do NOT wait to turn in your application until you have all items!***Submit your application early and fill in items as they come in.**

Application Process	Date Completed
Apply to Frank Phillips College (www.applytexas.org)	
Complete TSI (college entrance test)	
Submit Vocational Nursing Application (www.fpctx.edu/rnec)	
Return BNE Questionnaire	
Schedule and take HESI Entrance Exam	
Submit college transcripts (all colleges attended)	
Submit high school transcripts (only if no college transcript)	
Provide immunization records	
Complete physical exam (after May 1)	
Complete background check/FBI fingerprint	
Declaratory Order (if applicable due to activity on background check)	
Attend Orientation (TBA)	
Provide Blue Card	
Provide Letter of Eligibility (if you filled out a Declaratory Order)	

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Apply for scholarships (April)	
Fill out FAFSA (strongly encouraged) www.studentaid.gov	