

**Los Angeles Job Corps Center
Advanced Training:
Licensed Vocational Nursing Program**



Application Packet

Course Schedule Timeline

Please make sure to submit your TEAS Exams including TABE Scores before the application by June 30th

Entrance Exams Scheduled: **June 30, 2025**

Application Due: **June 30 2025**

Exams Scores Distributed: **June 6, 2025**

Video Conference Interviews: **July 7, 2025**

Notification Sent to Centers: **July 31, 2025**

Student arrival to LAJC: **August 25, 2025**

Orientation: **September 2, 2025**

Class Start: **October 1, 2025**

Course End: **August 2026**

Pre-Requisites:

- Be 18 years of age or older by the start date of the program
- Positive Attendance Record
- Possess a diploma from an accredited HSD or HSE
- Must complete and Health Occupation Training
- Obtained a State Certification of Nursing Assistant prior to entry
- Minimum TABE Levels - EFL 5 test score in Math and Reading at the time of application
- Applicants must not have received any Level 1 or Level 2 infractions during enrollment. Recommendation from the Student Personnel Office is required with a complete copy of the student disciplinary record.
- Provide a copy of birth certificate, driver's license, social security card
- Pass a TEAS Exams with qualifying scores – 60% or above
- Provide documentation of satisfactory physical and mental health as evidenced by a complete physical examination, which includes documentation by a certified healthcare provider, that the candidate is physically and mentally able to meet the objectives of the Licensed Vocational Nursing Program.

Application Checklist

Student Name: _____

Student ID#: _____

Please collect the following documents from the respective departments:

- ☐ Pre-Requisites
 - Program Overview
 - Course Content
 - Clinical Training
 - Grading Policy
 - Evaluation
 - Conferences
 - Terminations
- ☐ Clinical Dress Code
- ☐ Health Occupation Training – Code of Conduct
- ☐ Student Commitment Contract
- ☐ Completed Application
- ☐ Updated Resume
- ☐ Copies of CPR & First Aid Certifications
- ☐ Copies of Licenses and Certifications
- ☐ TEAS Exams Information
- ☐ 750 Word Essay (Instructions are attached)
- ☐ Letters of Recommendations:
 - Academic Manager
 - Career Technical Training Manager
 - Counselor
 - Residential Manager
 - Student Personnel Officer
- ☐ Health & Wellness (Sealed)
 - General
 - Medical
- ☐ Important Contacts

Commitment of Excellence Contract

I, acknowledge that upon my acceptance into the Los Angeles Job Corps: Advanced Licensed Vocational Nursing Program, I commit to fourteen to sixteen months and to completing the Advanced Licensed Vocational Nursing Program.

I understand my decision to accept the invitation to Advanced Licensed Vocational Program is voluntary and I will adhere to all the policies and procedures administered by the Los Angeles Job Corps and the AT LVN program.

I understand that I must maintain a grade of at least 75% or higher on all unit exams and the comprehensive class total. I agree to attend remediation if I fall below 75% at any times during the program. I understand that if I do not maintain at least a grade of 75% or higher after remediation that I will be dismissed from the Advanced Training LVN Program.

I also agree that I read the dress code expectations while doing clinical rotations.

I understand that holiday breaks may be scheduled at times different than other Job Corps Center.

I understand that I may not transfer to any other Job Corps Center after entering the LVN Program. I am expected to become gainfully employed in a full-time training related job or post-Secondary education immediately upon leaving Los Angeles Job Corps and the LVN Program I also understand that there may be state reciprocity requirements to be an LPN/LVN in my home state.

Student Applicant Signature

Date

Witness Signature

Date



Los Angeles Job Corps Center

Advanced Licensed Vocational Nursing Program

Please print neatly all the following information

| | | | | | |
|---|----------------|--|--|--|--|
| Last Name: | | First Name: | | Middle Name: | |
| Address | | City | | State | |
| | | | | Zip Code | |
| Telephone Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell | | E-mail Address: | | | |
| Age: | Date of Birth: | Choose one: <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident | High School Diploma HSE: <input type="checkbox"/> YES <input type="checkbox"/> NO | U.S Citizen: <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Legal Resident: <input type="checkbox"/> YES <input type="checkbox"/> NO | | If not US citizen, provide Alien Registration number and Expiration Date: | | | |
| Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| Are you willing to apply for and obtain a California State ID: (For nursing licensing purposes) <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| Does the name on your Social Security Card match exactly to the name on your state issued ID or CDL? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| Name of the Sending Center: | | Address: | | | |
| City | | State | | Zip Code | |
| Sending Staff Contact: | | Telephone: | | Email: | |
| Date of Enrollment | | Date of Completion | | CTT: | |
| Certifications Earned | | Highest Math TABE | | Highest Reading TABE | |
| Emergency Contact Information: | | | | | |
| Emergency Contact: | | Relationship: | | Telephone: | |

Have you ever been charged and/or convicted of criminal offense?

☐ YES ☐ NO

Have you ever been charged and/or convicted of a felony or misdemeanor?

☐ YES ☐ NO

Are there any pending legal charges pending against you?

☐ YES ☐ NO

If yes to any question above, please provide details including nature of crime, dates, and location:

Criminal record checks will be required at the time of application for testing and licensing.

APPLICANT'S STATEMENT:

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize Los Angeles Job Corps to verify all statements contained in this application in preparation for entry into the Licensed Vocational Nursing (LVN) Program and to contact those persons listed to verify such information. I Authorize all such sources to disclose such information to Los Angeles Job Corps Center.

I understand that false or misleading information given on my application given on my application or interview(s) may result in disqualification and denial of acceptance in to the Licensed Vocational Nursing Program.

I understand, that if accepted into the program, I am required to adhere to all rules and regulations of Los Angeles Job Corps Center and of the Advanced Training Licensed Vocational Nursing Program.

Applicant's Signature:_____

Date:_____

Name: _____

Student ID#: _____

CTT Instructor

Please rate the student's performance in the areas listed, using the rating scale below.

1 -Exceeds Expectations 2- Meets Expectations NI- Needs Improvement N/A- Not Applicable

| | |
|--|--|
| CRITICAL THINKING/PROBLEM SOLVING: Exercises sound reasoning to analyze issues, makes decisions and overcomes problems. Able to obtain, interpret and use knowledge, facts and data. | |
| ORAL/WRITTEN COMMUNICATIONS: Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents. | |
| TEAMWORK/COLLABORATION: Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict. | |
| INFORMATION TECHNOLOGY APPLICATION: Uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems. | |
| LEADERSHIP: Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage own emotions and those of others. Uses empathy to guide and motivate, organize, prioritize and delegate work. | |
| PROFESSIONALISM/WORK ETHIC: Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, workload management. Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind. Able to learn from his/her mistakes. | |
| CAREER MANAGEMENT: Identifies and articulates skills, strengths, knowledge and experiences relevant to position. Understands how to appropriately self-advocate in the workplace. | |
| QUALITY AND QUANTITY OF WORK: Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness. | |
| KNOWLEDGE AND SKILLS: Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs. | |

Cont.

Describe overall performance and behavior in class, or any other pertinent information

I recommend the above student for Advanced Training for Licensed Vocational Nursing program at Los Angeles Job Corp Center.

Instructor (Printed name and signature)

Date

ATTACH THE FOLLOWING:

- ☐ Basic CNA ETAR Report
- ☐ State Certification for Nurse Assistant

Name: _____

Student ID#: _____

COUNSELOR RECOMMENDATION

Is the student responsible with appointments/time management? (ESPs, TABE, etc. | Circle One)

Excellent Very Good Average Poor

Attendance Record (In regards UAs, PTOs, Restrictions | Circle One)

Excellent Very Good Average Poor

How promptly does the student respond to Counselor's Contact? (Circle One)

Very Prompt Average No Response

Please describe your student with the Career Success Standards:

I certify that the attached documents are current and correct, that the applicant received all clothing allotment due, that the official Job Corps file will arrive within 24 hours of the trainee's arrival, and that the transfer will occur in CIS prior to the applicant's arrival.

I recommend the following student above for Advanced Licensed Vocational Nurse training at Los Angeles Job Corps Center.

Counselor (Printed Name & Signature)

Date

ATTACH THE FOLLOWING:

- ☐ Last three performance evaluations
- ☐ Copy of Social Security Card
- ☐ Copy of High School Diploma
- ☐ CIS Student Profile | ETA 640

Name: _____

Student ID#: _____

Residential Supervisor | Manager Recommendation

Does the student follow directive well?

Goes Above and Beyond

Does what is necessary

Struggles in following instructions

Does this student work well with others?

Excellent

Very Good

Average

Poor

Does this student maintain a well-kept room?

YES

NO

Please describe student's overall performance in the dorms.

I recommend the above student for Advanced Licensed Vocational Nursing training at Los Angeles Job Corps Center.

RA Supervisor | Manager (Printed Name & Signature)

Date

Name: _____

Student ID#: _____

STUDENT PERSONNEL MANAGER

What phase is the program is the student currently on?

___ Intern ___ Apprentice ___ Supervisor ___ Manager ___ Director ___ Senior Director

Does this student have major behavioral problems (Ex. Attendance Contracts, No Contact Contracts)?

Please note any important information about the student's performance

I recommend the above student for Advanced Licensed Vocational Nursing training at Los Angeles Job Corps Center.

SPO Manager (Printed Name & Signature)

Date

ATTACH THE FOLLOWING:

- ☐ Student Conduct Profile
- ☐ Full Case Notes from enrollment date
- ☐ Class Absence Report (previous 6 months)
- ☐ Student 652 Report

Name: _____

Student ID#: _____

LVN Essay Instructions

Compose a 750-word essay, 2-3 pages typed. Discuss how pursuing your Job Corps experience as a well as pursuing Advanced Licensed Vocational Nursing will contribute in reaching your career goals. Your essay will be reviewed based on content, writing skill, sentence structure, spelling, and grammar. (*Make sure to proofread before submitting*)

Essay Format:

- Cover Page (Include topic, name & date)
- Size 12 font, Times New Roman style
- Single Spaced
- 1 inch margin

Suggested Essay Outline:

- I. Introduction – Describe yourself as it pertains to the topic you selected
- II. Body – Elaborate on your topic
- III. Conclusion – Why should you be selected for the LVN Program?

IMPORTANT CONTACTS

Director of Nursing

Dr. Terri Hannah (213) 741-5316

Hannah.Terri@jobcorps.org

Advanced Training Coordinator

Jeanette Bernabe (213) 741-5832

Bernabe.Jeanette@jobcorps.org

Student Records Manager

Constanza Rincon (213) 741-5320

Rincon.Constanza@jobcorps.org

Health and Wellness Director

Charnelle Asante (213) 741-5480

LosAngelesWellness@jobcorps.org

Mailing Address for Transfer Files:

| | |
|--|--|
| ATTN: Constanza Rincon Los Angeles Job Corps 1031 South Hill Street Los Angeles, CA 90015 | ATTN: Charnelle Asante Los Angeles Job Corps 1020 South Hill Street Los Angeles, CA 90015 |
|--|--|

All applications must be submitted to the Advanced Training
Coordinator and/or Director of Nursing

Subject: Application for 2025 LVN Program – (Student Name)

If Subject is not included the Application will not be reviewed.