

## UPDATED NOTICE

**Date:** February 14, 2020

**To:** Licensed Vocational Nurses at the following institutions:

- California Health Care Facility
- California Medical Facility
- CSP Sacramento
- CSP Solano
- Folsom State Prison
- Deuel Vocational Institution
- Mule Creek State Prison
- San Quentin State Prison
- Sierra Conservation Center

**Subject:** Reopening of Application Period for the Sacramento City College LVN to RN Apprenticeship

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This serves to notify LVN employees who work at one of the nine institutions listed above that the California Correctional Health Care Services (CCHCS) and SEIU Local 1000 are announcing *a brief reopening of the application period* for the CCHCS Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Apprenticeship Expansion Program at Sacramento City College (SCC). LVN employees working at any of the nine institutions listed above are invited to apply.

**Note the following application requirements and deadlines which differ from those in the attached Memorandum:**

- Applications for SCC's LVN to RN Career Mobility Program must be submitted no later than **Friday, February 28, 2020**. You may submit your application here: <https://www.scc.losrios.edu/nursing/>
- Also, in order to apply to SCC's LVN to RN Career Mobility Program, you must first apply as a student to Sacramento City College and can do so here: <https://www.scc.losrios.edu/apply/>
- A separate application must be completed for LVN-to-RN Apprenticeship, and this application packet is included in the Memorandum attached. This application must be submitted to CCHCS via email at [CCHCSLVNtoRNApprenticeship@cdcr.ca.gov](mailto:CCHCSLVNtoRNApprenticeship@cdcr.ca.gov) no later than **5:00 p.m. on Tuesday, March 3, 2020**.

Please review the Memorandum for all other relevant program information. Note that applications submitted after the deadlines above, or which are found to be incomplete, will not be considered.



## MEMORANDUM

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**Date** : November 1, 2019

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**To** : Licensed Vocational Nurses at California Medical Facility, Folsom State Prison, California State Prison - Sacramento, California State Prison - Solano, and San Quentin State Prison

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**From** : *Jasinda Muhammad*  
Jasinda Muhammad, Deputy Director  
Human Resources

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**Subject** : **CCHCS LVN to RN APPRENTICESHIP EXPANSION PROGRAM APPLICATION PROCESS**

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California Correctional Health Care Services (CCHCS) is pleased to announce a new application period for the CCHCS Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Apprenticeship Expansion Program at Sacramento City College (SCC). The LVN to RN Apprenticeship Program is designed to provide an opportunity for LVNs, who meet specific criteria, to obtain an Associate Degree in Nursing in preparation to take the state licensing examination to obtain licensure as an RN in the state of California.

Service Employees International Union 1000 (SEIU Local 1000), SCC, and CCHCS have worked collectively to secure a grant that provides this apprenticeship opportunity for LVNs working at California Medical Facility, Folsom State Prison, California State Prison - Sacramento, California State Prison - Solano, and San Quentin State Prison. These institutions were jointly selected to participate in this program due to their geographic proximity to SCC and their ability to facilitate the support required for success of an LVN to RN apprenticeship program. This partnership with SCC was a result of a focused effort by SEIU Local 1000 and CCHCS to expand the program to include the aforementioned California Department of Corrections and Rehabilitation adult institutions. Future efforts may expand the selection of approved institutions.

LVNs who are accepted into this program will continue to be compensated based on a 40-hour work week which will generally consist of 20 hours of classroom training and 20 hours of regular working hours but may vary based on academic or employment requirements agreed upon by the Joint Apprenticeship Committee (JAC). The program is designed to prepare LVNs for the potential of career advancement as an RN within CCHCS.

Interested employees must apply to both the apprenticeship program, and SCC's LVN to RN (Career Mobility) Nursing Program.

### **Step 1: Applying to the CCHCS LVN to RN Apprenticeship Expansion Program**

All prospective candidates must provide CCHCS with a completed application packet (attached) consisting of:

1. LVN to RN Apprenticeship Program Application
2. Authorization to Obtain Prior Employment Information and Review Personnel Folder
3. LVN to RN Prerequisite Courses and TEAS Checklist Form
4. Copy of Test of Essential Academic Skills (TEAS) score report, if TEAS has been completed
5. Copy of unofficial transcripts

## 6. Written Statement of Interest

The Joint Apprenticeship Committee (JAC) will conduct an initial review of each application packet to ensure applicants have completed their probationary period, a minimum of two years of experience as an LVN with the State, positive attendance, and no disciplinary or pending disciplinary actions within the last year. Applicants must also have completed all prerequisite coursework in order to be considered for acceptance.

**Please submit your application packet electronically to the LVN to RN Apprenticeship Program email box: [CCHCSLVNtoRNApprenticeship@cdcr.ca.gov](mailto:CCHCSLVNtoRNApprenticeship@cdcr.ca.gov)**

**If you are unable to submit your application packet electronically, please mail it to the address below:**

LVN to RN Apprenticeship Program  
Attn: Julie Amaro  
1320 E. Shaw Avenue, Building #150  
Fresno, CA 93710

**All applications must be received, either electronically or by mail, no later than 5 p.m. on December 2, 2019. Application packages submitted after the deadline, or which are found to be incomplete will not be considered.**

### **Step 2: Applying to SCC's LVN to RN (Career Mobility) Nursing Program**

Those applying to the apprenticeship program must also apply to SCC's LVN to RN (Career Mobility) Nursing Program and meet the program criteria outlined by SCC. SCC's nursing program application period is from **February 1 through February 28, 2020.**

Applicants should research SCC's LVN to RN (Career Mobility) Nursing Program requirements and application process well in advance:

- [SCC LVN to RN \(Career Mobility\) Nursing Program Information](#)
- [Applying to SCC](#)
- [Applying to SCC's LVN to RN \(Career Mobility\) Nursing Program](#)

For specific questions regarding the SCC's LVN to RN (Career Mobility) Nursing Program, please contact Leila Stone, Counselor, Sacramento City College at [StoneL@scc.losrios.edu](mailto:StoneL@scc.losrios.edu) or (916) 558-2069.

### **Apprentice Selection**

A final review of all qualified applicants will be conducted by the JAC, and panel interviews may be held to assist in apprenticeship selection. Those applicants who meet the requirements for the LVN to RN Apprenticeship Program, including those outlined by the JAC and the admission criteria set forth by SCC, will be considered for apprenticeship selection.

Please note that acceptance into SCC's LVN to RN (Career Mobility) Nursing Program does not guarantee acceptance into the CCHCS LVN to RN Apprenticeship Program.

# MEMORANDUM

All applicants will be notified by the JAC via email regarding the outcome of their application. Those selected as apprentices will receive additional direction for registering in the LVN to RN Apprenticeship Program including enrollment in coursework. It is anticipated that coursework will begin in Summer 2020.

For general questions regarding the LVN to RN Apprenticeship Program, please submit an email inquiry to [CCHCSLVNtoRNApprenticeship@cdcr.ca.gov](mailto:CCHCSLVNtoRNApprenticeship@cdcr.ca.gov).

cc: Yulanda Mynhier, Director, Health Care Policy and Administration, CCHCS  
Jane Robinson, Deputy Director, Statewide Chief Nurse Executive, Nursing Services, CCHCS  
Barbara Barney-Knox, Chief Nurse Executive, Nursing Services, CCHCS  
Andrea Carter, Assistant Deputy Director, Human Resources (HR), CCHCS  
Laura Harvick, Assistant Deputy Director, Field Operations and Activation Support, HR, CCHCS  
Shawn Ramirez, Regional Personnel Administrator – Northern, HR, CCHCS  
Amanda Chacon, Health Program Specialist I, Nursing Services Branch, CCHCS  
Joint Apprenticeship Committee for LVN to RN Apprenticeship Program at SCC



CCHCS LVN TO RN APPRENTICESHIP PROGRAM APPLICATION

Guidelines

To apply for the CCHCS LVN to RN Apprenticeship Program, please complete the application and attach the following documents:

- 1. Authorization to Obtain Prior Employment Information & Review Personnel folder
2. LVN to RN Prerequisite Courses and Test of Essential Academic Skills (TEAS) Checklist Form
3. Copy of TEAS score report, if TEAS has been completed.
4. Copy of unofficial transcripts
5. Written Statement of Interest

Employee Information

Form with fields: NAME (FIRST MI LAST NAME), LAST FOUR OF SSN, MAILING ADDRESS, CITY, STATE, ZIP CODE, EMAIL, HOME/CELL NUMBER, INSTITUTION, WORK PHONE NUMBER, EXTENSION

Employment History

Form with fields: FROM DATE, TO DATE, TITLE AND/OR JOB CLASSIFICATION, # OF HOURS PER WEEK, ORGANIZATION AND/OR INSTITUTION NAME, SUPERVISOR INFORMATION (NAME, PHONE NUMBER, EXTENSION), EMAIL ADDRESS



**Employment History (Cont.)**

| FROM DATE              | TO DATE      | TITLE AND/OR JOB CLASSIFICATION      |
|------------------------|--------------|--------------------------------------|
|                        |              |                                      |
| # OF HOURS PER WEEK    |              | ORGANIZATION AND/OR INSTITUTION NAME |
|                        |              |                                      |
| SUPERVISOR INFORMATION |              |                                      |
| NAME                   | PHONE NUMBER | EXTENSION                            |
|                        |              |                                      |
| EMAIL ADDRESS          |              |                                      |
|                        |              |                                      |

| FROM DATE              | TO DATE      | TITLE AND/OR JOB CLASSIFICATION      |
|------------------------|--------------|--------------------------------------|
|                        |              |                                      |
| # OF HOURS PER WEEK    |              | ORGANIZATION AND/OR INSTITUTION NAME |
|                        |              |                                      |
| SUPERVISOR INFORMATION |              |                                      |
| NAME                   | PHONE NUMBER | EXTENSION                            |
|                        |              |                                      |
| EMAIL ADDRESS          |              |                                      |
|                        |              |                                      |

| FROM DATE              | TO DATE      | TITLE AND/OR JOB CLASSIFICATION      |
|------------------------|--------------|--------------------------------------|
|                        |              |                                      |
| # OF HOURS PER WEEK    |              | ORGANIZATION AND/OR INSTITUTION NAME |
|                        |              |                                      |
| SUPERVISOR INFORMATION |              |                                      |
| NAME                   | PHONE NUMBER | EXTENSION                            |
|                        |              |                                      |
| EMAIL ADDRESS          |              |                                      |
|                        |              |                                      |

**Human Resources Use Only**

| DATE RECEIVED | REVIEWED BY |
|---------------|-------------|
|               |             |



**Authorization to Obtain Prior Employment Information  
And Review Personnel File**

I, \_\_\_\_\_, (print name) authorize the release of information to a representative of the California Correctional Health Care Services (CCHCS).

I understand this authorization for release of information includes the review of my official personnel records and input from current/former supervisors regarding my employment history, performance evaluations, probationary reports, attendance, commendations, and disciplinary actions.

Any restrictions regarding the release of information are indicated below.

This information is considered confidential and shall be treated accordingly by CCHCS.

This authorization is valid for one hundred and twenty (120) days.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**RESTRICTION**



CCHCS LVN to RN Apprenticeship Expansion Program Prerequisite Courses and TEAS Form

Please thoroughly complete this form identifying all RN prerequisite coursework you are currently taking or have previously completed.

Please note that all applicants must also submit unofficial copies of their college transcripts with their application (a computer printout of your records will also suffice). These transcript copies should validate completion of any prerequisites. Coursework that is "in progress" should also be identified. If the coursework was not completed at Sacramento City College (SCC), it must have been successfully completed at an accredited college, transferrable to SCC, and equivalent to the coursework below. (You may consult the SCC catalog to review course descriptions: https://www.scc.losrios.edu/catalog/.)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Table with 5 columns: SCC Prerequisite, Equivalent Course Title, College, Grade, Completion Date (Month/Year). Rows include BIOL 430, BIOL 431, BIOL 440, and two 'One of:' rows listing composition and public speaking courses.





Prerequisite Courses and TEAS Form (cont.)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

| SCC Prerequisite   | Equivalent Course Title | College | Grade | Completion Date (Month/Year) |
|--|-------------------------|---------|-------|------------------------------|
| <u>One of:</u><br><b>1. PSYCH 300</b><br>General Principles<br><b>2. PSYCH 480</b><br>Honors General Principles  |                         |         |       |                              |
| <u>One of:</u><br><b>1. ANTH 310</b><br>Cultural Anthropology<br><b>2. ANTH 481</b><br>Honors Cultural Anthropology<br><b>3. SOC 321</b><br>Race, Ethnicity, and Inequality in the US<br><b>4. SOC 482</b><br>Sociology of Race, Ethnicity, and Inequality in the US, Honors |                         |         |       |                              |

TEAS Exam

If you have taken the TEAS exam, please list your TEAS Exam results below. Please identify the version of the TEAS exam you took, the date of the exam, and your score.

| TEAS Version (ATI TEAS, TEAS V, etc) | Date (Month/Year) | Score |
|--------------------------------------|-------------------|-------|
|                                      |                   |       |
|                                      |                   |       |
|                                      |                   |       |



CALIFORNIA CORRECTIONAL  
HEALTH CARE SERVICES



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## CCHCS LVN to RN Apprenticeship Expansion Program Written Statement of Interest

### Instructions:

You must submit a written statement of interest when applying to the LVN to RN apprenticeship program. This statement demonstrates your ability to write clearly and concisely, and allows you to share with readers your interest in becoming a Registered Nurse. Please respond to the following questions in 500 words or less:

*Why you want to be a Registered Nurse for CDCR under the complete care model? How do you believe your role as an RN will differ from your role as an LVN?*



## Final Application Reminder:

1. Please double check your application to ensure you have included the following required documents:
  - Authorization to Obtain Prior Employment Information and Review Personnel Folder
  - LVN to RN Prerequisite Courses and TEAS Checklist Form
  - Copy of Test of Essential Academic Skills (TEAS) score report, if TEAS has been completed
  - Copy of unofficial transcripts
  - Written Statement of Interest
2. Please submit your application packet electronically to the LVN to RN Apprenticeship Program email box [CCHCSLVNtoRNApprenticeship@cdcr.ca.gov](mailto:CCHCSLVNtoRNApprenticeship@cdcr.ca.gov)
3. If you are unable to submit your application packet electronically, please mail it to the address below:

LVN to RN Apprenticeship Program  
Attn: Julie Amaro  
1320 E. Shaw Avenue, Building #150  
Fresno, CA 93710

**Submission of your Apprenticeship Application is only STEP 1 of a two-step process. STEP 2 requires that you apply to SCC's LVN to RN (Career Mobility) Nursing Program during their open application period from February 1 through February 28, 2020. Please refer to the LVN to RN Application Memo for details.**