MEMORANDUM

Date	:	January 3, 2019

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

From	:	Jasinda Muhammad, Deputy Director, Human Resources

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

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 attain 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 obtain 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 that 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).

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

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

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All applications must be received, either electronically or by mail, no later than 5pm on January 31, 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, 2019**.

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 or (916) 558-2069.

Apprentice 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. However, please note acceptance into SCC's LVN to RN (Career Mobility) Nursing Program does not guarantee acceptance into the CCHCS LVN to RN Apprenticeship Program.

A final review of all qualified applicants will be conducted by the JAC. Selected employees will be notified by the JAC via email. Additional direction for registering in the LVN to RN Apprenticeship

Program will be provided at that time including enrollment in coursework. It is anticipated that the program will begin in Summer 2019.

For general questions regarding the LVN to RN Apprenticeship Program, please submit an email inquiry to CCHCSLVNtoRNApprenticeship@cdcr.ca.gov.

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      Joint Apprenticeship Committee for LVN to RN Apprenticeship Program at SCC