

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
EDUCATIONAL RESOURCE CENTER
POLICY & PROCEDURE MANUAL**

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| Subject: CLASS/PROGRAM APPLICATIONS, EXAMINATION – RECEIVING & FILING | | Original Issue Date: October 11, 2012 | Policy #: 410 |
| | | Supersedes: October 11, 2012 | Effective Date: May 12, 2016 |
| Individuals/Committees Consulted ERC Staff | Reviewed & Approved by: Administrative Committee College Planning | Approved by: Educational Resource Center Director (Signature on File) <hr/> Provost, College of Nursing & Allied Health (Signature on File) | |

PURPOSE:

To delineate the processing and filing of class/program applications (C/PAs) for examinations

POLICY:

Education Resource Center (ERC) staff receive C/PAs for examinations which are prerequisites for specific EDCOS classes/programs. C/PAs are received through the mail or in person.

C/PAs must be:

- Filled out using the correct C/PA
- Complete, including applicant and supervisor signatures
- Legible
- Typed or in ink.

Completed C/PAs are kept in their respective roster folder until the applicant completes the examination.

C/PAs, along with their completed examination answer sheets (Scantron form), are secured in a testing cabinet accessible to designated personnel.

PROCEDURE:

Receiving Class/Program Examination Applications

ERC staff:

- Ensure the correct form was used:
 - ✓ C/PA for LAC+USC Medical Center Employees used for:
 - Medical Center employees
 - Student Nurse Workers
 - ✓ C/PA for Non-LAC+USC Medical Center Employees used for:
 - All other categories including:
 - ⊖ Other County Healthcare Facilities
 - Contract workers (those with ID numbers beginning with c), even if working at the Medical Center

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- ✓ Verify that the correct C/PA was used by asking the applicant their work location and ID number, if applicable
- Verify the following information has been completed on the C/PA for LAC+USC Medical Center Employees and is legible and typed or in ink:
 - ✓ First and last name
 - ✓ Daytime telephone number
 - ✓ Classification (RN, LVN, NA, Other e.g. Clerk, OT/PT)
 - ✓ Employee number
 - ✓ License number if applicable
 - ✓ Work location
 - ✓ Class/program name, date examination taken, time and location
 - ✓ Applicant's signature and date
 - ✓ Supervisor's signature and date
 - ✓ Approved box checked
- Verify the following information has been completed on the C/PA for Non-LAC+USC Medical Center Employees and is legible and typed or in ink:
 - ✓ First and last name
 - ✓ Mailing address (certificate will be sent to this address)
 - ✓ Home and work telephone numbers
 - ✓ Classification (RN, LVN, NA, Other e.g. Clerk, OT/PT)
 - ✓ Employee number if applicable
 - ✓ License number if applicable
 - ✓ Employer
 - ✓ Class/program name, date examination taken, time and location
 - ✓ Supervisor's name and telephone number
 - ✓ Applicant's signature and date
 - ✓ Fee and amount paid if applicable

Filing Completed Class/Program Applications

ERC staff receiving C/PAs will place application in the folder containing the examination roster for which the application was submitted.

Upon completion of an examination, ERC staff grading the examination will complete the "For Administrative/Instructor use only" portion of the C/PAs as follows:

- Initial and date in the space provided for OES/Library Staff
- Write the number of contact hours if applicable
- Check the grade box indicating if the applicant passed or failed the examination
 - ✓ Exception – BLS: ERC staff do not check the grade box on the application for BLS. This is done by the BLS instructor upon completion of the return demonstration. Successful completion of the BLS examination is indicated on the BLS examination roster.
- If applicable, use the comment section to note any information given the applicant regarding the examination.
 - ✓ Examples:
 - Basic Arrhythmias: Failure of second examination will result in applicant being ineligible to attend Phase I Program. May retest in 6 months

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- BLS: Failure of second examination will result in applicant attending BLS at another facility
- Phase I Pretest: Failure of second examination will result in applicant being ineligible to attend Phase I Program. May retest in 6 months
- Phase II Pretest: Failure of second examination will result in applicant being ineligible to attend Phase II Program. May retest in 6 months.

ERC staff grading the examination will:

- Clip the completed C/PAs and the examination answer sheet (Scantron form) together
- Secure the C/PAs and examination answer sheet (Scantron form) in the testing cabinet folder that corresponds to the name of the examination.

ERC staff:

- Maintain the completed C/PAs in the testing cabinet folder until the end of the month noted on the examination roster
- Submit completed examination rosters and corresponding C/PAs to the Office of Educational Services within 7 working days of the end of the month noted on the examination roster.

PROCEDURE DOCUMENTATION:

Class/Program Application for LAC+USC Medical Center Employees
Class/Program Application for Non-LAC+USC Center Employees
Examination Rosters

REFERENCES:

Education Resource Center Policy #150: Collection, Disbursement & Security of Fees

Revision Dates:

October 11, 2012
May 12, 2016