



**2012-14 A.A.S. NURSING
Certified Nursing Assistant (CNA)
OR License Practical Nurse (LPN)
Work Experience Form**

Blue Mountain Community College
2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
(541)278-5757 Registrar
(541)278-5871 Fax
www.bluecc.edu

Student Name: _____

Date: _____

Dear Human Resources Director:

The above individual is planning to apply to the BMCC Nursing program in 2012 (for fall entry), and **can earn points** in the selection process with proof of work experience as a CNA or an LPN. In order to receive those points each applicant must provide official documentation. We are therefore asking you to assist this applicant with the process.

Please do the following:

- Keep this form intact
- Fill in the requested information below
- Seal it in an envelope (preferably a company letterhead envelope)
- Employer/Supervisor- sign your name across the seal.
- The sealed envelope must be received no later than February 15, 2012 by 5 p.m. to earn points, no exceptions.

Human Resources must verify amount of hours worked.

Please Mail to:

Blue Mountain Community College, Office of Admissions/Nursing, P.O. Box 100, Pendleton, Oregon 97801

To obtain the work experience points, the applicant must hold a current OSBN issued CNA certificate or LPN License. If you have any questions, you may contact Theresa Bosworth, Registrar/Director of Admissions, Advising and Testing, at (541) 278-5757.

CNA or LPN experience must qualify the individual for renewal of CNA certification or LPN License for the Oregon State Board of Nursing (OSBN). In other words, the individual must have been performing authorized duties as defined by the OSBN and must have received ongoing or regular supervision by a licensed nurse, and must have been in a position that required CNA certification or an LPN license.

Please verify (by checking the appropriate box) the amount of hours this applicant has worked as a CNA or LPN using the scale provided:

- 0 hours of work experience
- 1,548 to 2,040 hours of work experience (equal to full-time employment for 9 months to a year)
- 2,236 or more hours of work experience (equal to full-time employment for 13 months and beyond)

Please note: Employment Beginning Date: ____/____/____ AND Employment End Date: ____/____/____

Name/Signature of Human Resources Director

Printed Name

Human Resources Director's phone number

Facility

Position/Title

Blue Mountain Community College is an equal opportunity educator and employer.