

Step 8. If Applicable

If any of the items listed below apply to you please make sure to provide the necessary documents.

Letter of Standing

What is a letter of standing? If you attended an Allied Health Program that you failed or withdrew from or did not complete we require you submit a letter of standing. You are responsible for contacting that program.

How do I request a letter of standing? From the Allied Health Program that you failed or withdrew from. They will need to send it directly to our office. Covenant School of Nursing, Attn: Admissions Office, 1919 Frankford Ave, Lubbock, Texas 79407.

Proof of Permanent Residency

Unfortunately Covenant School of Nursing and Allied Health is not equipped to accept foreign students. Therefore all applicants must be U.S. Citizens or have established Permanent Residency. If you were born outside the United States you will be asked to provide proof of citizenship or permanent residency.

Do I need to submit an original document? A (clear readable) copy can be submitted. Example of identification accepted would be permanent residency card, certificate of naturalization, or a United States Passport.

Declaratory Order

Is it necessary to complete the form if I have been convicted of any crime OR have any pending charges? Please refer the Texas Board of Nursing website.

How long does the process take? Please refer to the Texas Board of Nursing website.

The following information listed below comes directly from the Texas Board of Nursing Declaratory Order. For specific details on how to complete a Declaratory Order please [Click here for the Petition for Declaratory Order \(TBON website link\)](#).

Please see the next page!!!

☐ No ☐ Yes Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Nursing program name: _____

Location of program: _____
City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ Date of Potential Graduation: _____

These questions MUST be answered truthfully EACH TIME a Declaratory Order is submitted, even if you have previously disclosed information and/or undergone a previous eligibility review. Check either "Yes" or "No" for each numbered question.

1) ☐ No ☐ Yes *For any criminal offense, including those pending appeal, have you:

- A. been arrested and have a pending criminal charge?
- B. been convicted of a misdemeanor?
- C. been convicted of a felony?
- D. pled nolo contendere, no contest, or guilty?
- E. received deferred adjudication?
- F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- G. been sentenced to serve jail time, prison time, or court-ordered confinement?
- H. been granted pre-trial diversion?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

**Please refer to Texas Board of Nursing
website for specific details!!!**

Petition for Declaratory Order

Applicant Name: _____

Social Security Number: _____ - _____ - _____

2) ☐ No ☐ Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?

3) ☐ No ☐ Yes Has any licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4) ☐ No ☐ Yes *In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work?

(You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have had no further hospitalization since disclosure.)

5) ☐ No ☐ Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, immoderate use of drugs or alcohol, or chemical dependency **and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466. If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer "NO" to questions #4 and #5.*

NOTE: IF YOU ANSWER "YES" TO ANY QUESTION #1 - #5, PLEASE REFER TO "INSTRUCTIONS FOR ELIGIBILITY QUESTIONS" FOR MORE INFORMATION.

**Please refer to Texas Board of Nursing
website for specific details!!!**