NURSING PROGRAM
VERIFICATION OF WORK EXPERIENCE AS LPN

Bellingham Technical College requires applicants to the Associate Degree Nursing DTA/MRP Program to have healthcare experience. For students applying to the LPN-RN program option healthcare experience may *only* be demonstrated by proof of having worked as a Licensed Practical Nurse (LPN) for a minimum **500 hours in the last five years**. Additionally, applicants must provide proof of active, unencumbered WA State LPN license. The Nursing Program will review and either approve or deny an applicant's healthcare experience.

<div align="center">

This form <u>must be approved prior</u> to applying to the Nursing Program!
Students will be notified by email when Nursing Program evaluation is complete and should expect 10 days for processing.

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Instructions for filling out this form and submitting it electronically are on the reverse.
Email completed form and required attachment to nursing@btc.edu (preferred) OR mail to BTC Nursing Program, 3028 Lindbergh Ave #HC 206, Bellingham, WA 98225.

TO BE COMPLETED BY STUDENT:

Student Full Name (please print): _____

List any previous names: _____

SID: _____   Date of Birth: _____   Phone Number: _____

Email Address: _____

Active unencumbered WA State LPN license
Attach printout from the Washington State Dept. of Health (DOH) website

Student Signature: _____   Date: _____

TO BE COMPLETED BY THE EMPLOYER:

Company/Agency Name: _____

Company/Agency Phone: _____

Company/Agency Address: _____

_____

Dates of Employment: _____   Number of Hours Worked: _____

Supervisor or Human Resources Representative:

Signature: _____   Date: _____

Print Name: _____

For Official Use Only		
☐ No Enforcement Action Taken	☐ Approved by Nursing Program	☐ Denied by Nursing Program
_____	_____	_____
Nursing Program Representative	Signature	Date

Instructions for filling out and signing this form*

Using an app or software download

- Get an app or software download: **Adobe Reader** or **Adobe Fill and Sign** mobile app (free software downloads or app for phone or tablet)
    - o **Mobile app**: go to the Google Play or App Store and search for Adobe Reader or Adobe Fill and Sign. You only need the free versions, you will need to provide an email and agree to the terms.
    - o **For PC or Mac**: go to https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html or https://get2.adobe.com/reader/otherversions/
- Open the form using the app or software. Fill in and sign the form. Save a copy to your computer or phone then email to BTC to submit the completed form.
- Additional apps:
    - o iPhone/iPad: pdfFiller, SignNow, SignEasy
    - o Android: Fillr, WPS Fill & Sign, Fill and Sign PDF forms

Using a scanner app to email printed form

- Download a scanner app from Google Play or App Store
    - o iPhone/iPad apps: Adobe Scan, Document Scanner, CamScanner, Scanner for me, Microsoft Office Lens (there are lots of apps to choose from)
    - o Android apps: Simple Scan, Adobe Scan, Document Scanner, CamScanner, Microsoft Office Lens (there are lots of apps to choose from)
- Print form, fill in and sign.
- Scan the completed form using the app, convert it to a PDF (preferred over JPEG) and email it to BTC to submit the form.

Do:

- Do use an app or software to fill and sign your form electronically.
- Do save the form on your computer, phone or tablet so you have a copy for your records.
- If you prefer to print the form and fill it out, do use a scanner app to create a PDF that can be emailed as an attachment.

Don't:

- Do NOT take a picture of your printed and filled out form and email the picture. Pictures do not email well in a format that allows BTC staff to process them. You will be asked to resend your form.
- Do NOT fill in the form using your browser only. When you email the form, it will not come through filled in or signed.

*These instructions are provided for your information only and BTC does not endorse or receive monetary compensation from any software company or app listed here. This information is provided to assist students to complete the form electronically or to print, scan and email the form.