

# Riverside College of Health Careers

## *Application Submission Instructions – Nurse Aide Program*

1. Completed **Application for Admission** and **Official Academic Transcripts** must be submitted **no later than published deadlines**. Please note the following:
  - Applicant Processing Fee is due at application submission, and is non-refundable.
  - Official transcripts are required from each institution you've attended, including high school, regardless of how long ago you attended.

We highly recommend early application submission to ensure you have ample time to complete requirements by published deadlines. It is the applicant's responsibility to ensure that the College receives all required documentation.

2. Read the *Virginia Board of Nursing Guidance Document 90-55 Joint Statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia*. This document is available at: <https://www.dhp.virginia.gov>. Prior criminal offenses must be reported on your Application for Nurse Aide Certification and may negate eligibility for certification and employment in Virginia. **Accepted students must submit to a criminal history evaluation to fulfill admission requirements. The College retains the right to immediately dismiss students who have unsatisfactory criminal background check results and/or have falsified their application.**

For questions about admissions, please contact Student Services at 757-240-2200.