



LPN Certificate Program Application

Applicant Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Why are you interested in becoming an LPN?:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required Documentation (Verification of Acceptance Letter and Acceptance Letter from LPN Program) is attached:  
Yes  No

Employee Signature: \_\_\_\_\_

To Be Completed by Human Resource Manager

Date Application Received: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employed Full-time: Yes  No

Meets Requirement of 2 years of Continuous Full-Time employment as DSW/Residential

Supervisor/Recreation Therapist: : Yes  No

Dates Employed as a DSW/Residential Supervisor/Recreation Therapist: \_\_\_\_\_

EPRS Ratings for last 2 years of Meets or Above: Yes  No

Has Employee had Formal Disciplinary Action in the last 2 years? Yes  No

Employee's Seniority Date: \_\_\_\_\_

Employee Meets DSW/LPN Program Eligibility Requirements: Yes  No   
If the Employee does not meet Eligibility Requirements, please explain:

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Human Resource Manager: \_\_\_\_\_  
Print Name

Human Resource Manager: \_\_\_\_\_  
Signature

Date Forwarded to Review Committee: \_\_\_\_\_

**To Be Completed by Review Committee**

The Review Committee will be composed of three DDS managers.

Employee Program Status: Recommended for Program  Not Recommended

Reasons for Not Recommended Status (if applicable):

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Manager: \_\_\_\_\_  
Print Name and Title

Manager: \_\_\_\_\_  
Signature

Manager: \_\_\_\_\_  
Print Name and Title

Manager: \_\_\_\_\_  
Signature

Manager: \_\_\_\_\_  
Print Name and Title

Manager: \_\_\_\_\_  
Signature

Date Forwarded to the Appointing Authority: \_\_\_\_\_

**To Be Completed by Appointing Authority or Designee**

Employee Program Status: Accepted  Not Accepted

Reasons for Not Accepted Status (if applicable):

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Appointing Authority/Designee: \_\_\_\_\_  
Print Name and Title

Appointing Authority/Designee: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Cc: Candidate  
Human Resource Manager  
DDS Central Office Operations