



**PROPOSED PROGRAM
LETTER OF INTENT PROCESS PRESENTATION
ONLINE TRAINING
Held via Webex**

DATE: Monday, March 17, 2025

TIME: 10:00 AM – Noon

WHERE: Join Link: <https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m943453db1b735d6e2d32c1d25b6716af>
Webinar Number: 2488 134 8371
Webinar Password: LOI123 (564123 from a phone or video system)
Join by Phone: 1-415-655-0001 US Toll
Access code: 2488 134 8371

Important Notices to the Public: The staff of the Board of Vocational Nursing and Psychiatric Technicians will hold a public stakeholder meeting via Webex regarding the approved letter of intent application process for Vocational Nursing and Psychiatric Technician programs. Information regarding accessing the meeting is provided above, and general instructions for using Webex are attached to the agenda.

The meeting is open to the public. Members of the public may but are not obligated to provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will need to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment; participants who choose not to provide their email address may utilize a fictitious email address like in the following sample format: XXXXX@abcde.com.

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting Education at (916) 263-7843, or by emailing BVNPTBoard@dca.ca.gov. Written requests may be sent to 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833- 2945, attention: Elaine Yamaguchi. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

The time and order of agenda items are subject to change at the discretion of the presiding facilitator. Using the Webex link will allow for participation and observation. The meeting may be paused or postponed if there are technical difficulties with Webex. If you wish to participate, please join the Webex webinar and the presiding facilitator will call on you during the public comment periods. Webcast is not available for this public meeting.

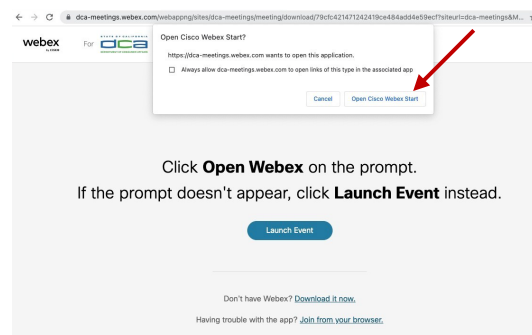
1. Welcome and Introductions.
2. [Overview of the Proposed Program Letter of Intent Process.](#)
3. [Vocational Nursing Practice Act with Rules and Regulations.](#)
 - 3.1. Letter of Intent – Business and Professions Code [Section 2881.2\(a\).](#)
 - 3.2. Letter of Intent – Title 16 California Code of Regulations [Section 2526\(a\).](#)
4. [Psychiatric Technicians Law with Rules and Regulations.](#)
 - 4.1. Letter of Intent – Business and Professions Code [Section 4531.1\(a\).](#)
 - 4.2. Letter of Intent – Title 16 California Code of Regulations [Section 2581\(a\).](#)
5. [Letter of Intent to Submit Application for Initial Approval of New School or Program – Vocational Nursing Form 55M-1 or Psychiatric Technician Form 56M-1.](#)
 - 5.1. Letter of Intent – Section 1: Philosophy.
 - 5.2. Letter of Intent – Section 2: Conceptual Framework.
 - 5.3. Letter of Intent – Section 3: Terminal Objectives.
 - 5.4. Letter of Intent – Section 4: Feasibility Narrative.
 - 5.5. Letter of Intent – Section 5: Title and General Description of each Course.
 - 5.6. Letter of Intent – Section 6: Clinical Facility Placement List – [Intent for Clinical Facility Placement Form 55M-3.](#)
 - 5.7. Letter of Intent – Section 7: Student Services List.
 - 5.8. Letter of Intent – Section 8: Geographic Narrative.
6. Electronic Submission of your Complete Letter of Intent Application.
7. Questions and Comments.
8. Closing Remarks.

If joining using the meeting link

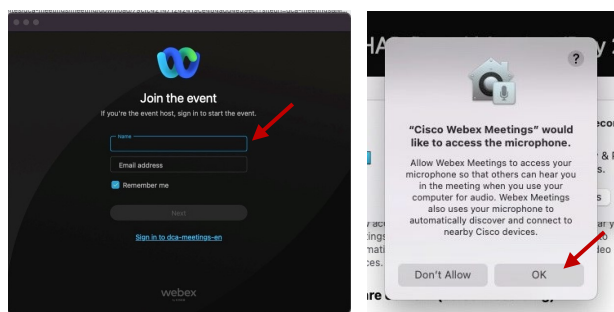
1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click “Open Cisco Webex Start” or “Open Webex”, whichever option is presented.

DO NOT click “Join from your browser”, as you will not be able to participate during the meeting.



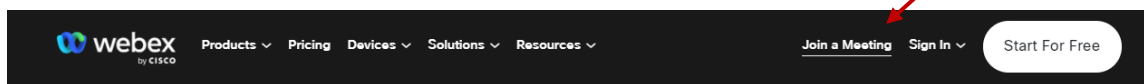
3 Enter your name and email address. Click “Join as a guest”. Accept any request for permission to use your microphone and/or camera.



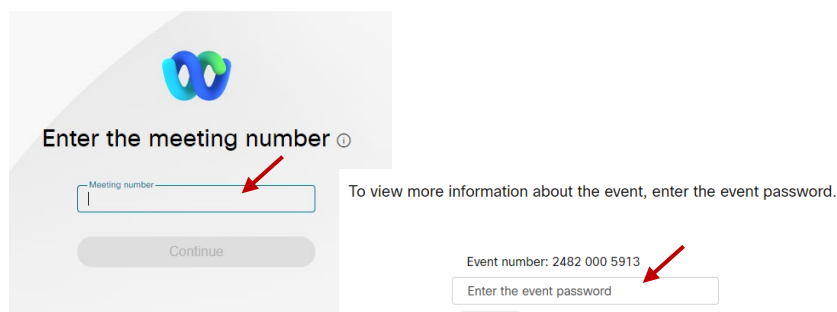
OR

If joining from [Webex.com](https://www.webex.com)

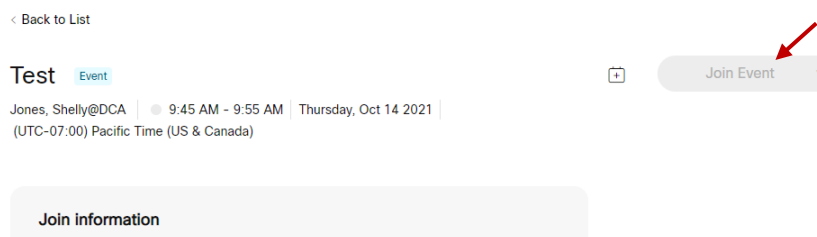
1 Click on “Join a Meeting” at the top of the Webex window.



2 Enter the meeting/event number and click “Continue”. Enter the event password and click “OK”. This can be found in the meeting notice you received.



3 The meeting information will be displayed. Click “Join Event”.



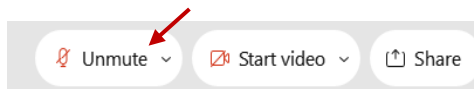
OR

Connect via telephone:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

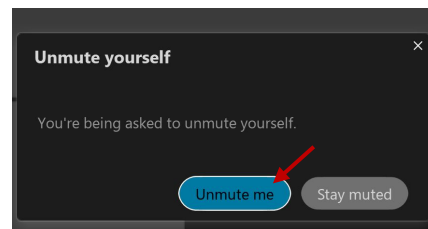


Green microphone = Unmuted: People in the meeting can hear you.



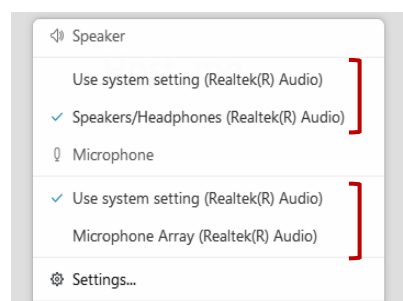
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on “Unmute Me”.



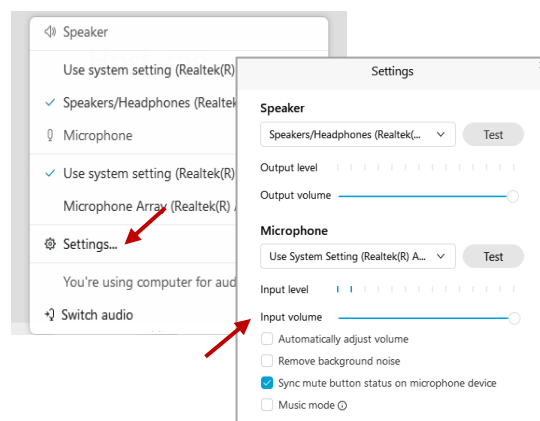
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

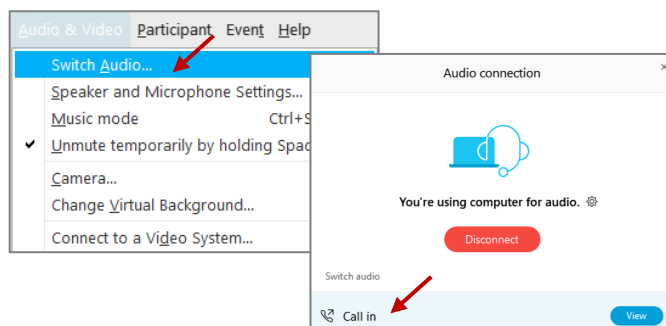
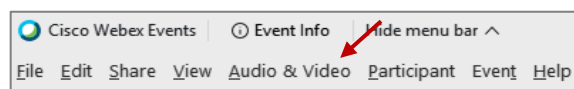
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on “Settings...”:
 - Drag the “Input Volume” located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through webex. Your phone will then become your audio source during the meeting.

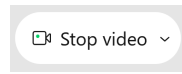
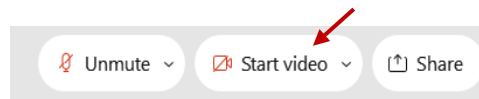
- 1 Click on “Audio & Video” from the menu bar.
- 2 Select “Switch Audio” from the drop-down menu.
- 3 Select the “Call In” option and following the directions.



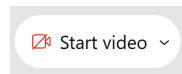
Web Camera

Only panelists (e.g. staff, board members, presenters) can access the web camera feature.

Camera control (Start Video/Stop Video button) is located on the command row.



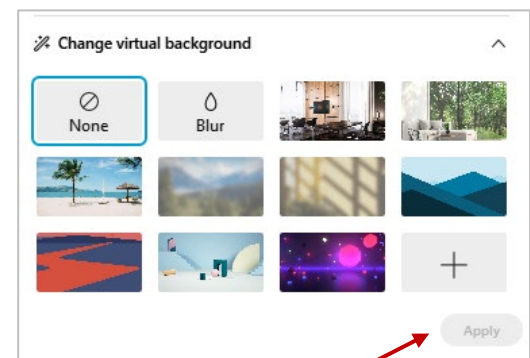
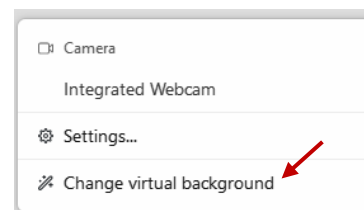
Green dot in camera = Camera is on: People in the meeting can see you.



Red dot in camera = Camera is off: No one in the meeting can see you.

Virtual Background

- 1 To access virtual backgrounds, click on the bottom facing arrow located on the video button.
- 2 Click on "Change Virtual Background".
- 3 From the pop-up window, click on any of the available images to display that image as your virtual background and click "Apply".



If you cannot be seen

- 1 Locate the command row – click on the bottom facing arrow located on the video button.
- 2 From the pop-up window, select a different camera from the list.

