



College of Eastern Idaho Registered Nursing Professional Application Guide

Application Guide for the AAS LPN to RN Bridge Program

Application & Supplemental Documentation Deadline: March 1st by midnight MST
Starting Semester: Summer

Select the summer semester and year you would like to **START** the program when completing your application. A cohort is admitted each year. Students not admitted must reapply in the next applicable application cycle.

Introduction

Thank you for your interest in the Associate of Applied Science in Registered Nursing (RN.AAS) program at the College of Eastern Idaho (CEI). Nursing is a rigorous and demanding discipline that requires a strong commitment. Before applying, carefully consider the mental, emotional, and physical demands of the program, as well as the responsibilities associated with becoming a nursing student.

Program Overview

The CEI Registered Nursing program is a competency-based program that integrates nursing theory, evidence-based practice, and clinical experience to prepare graduates for today's dynamic healthcare environment. Upon successful completion of the program, graduates meet the Idaho Board of Nursing educational requirements to be eligible to take the NCLEX-RN licensure exam.

General CEI Enrollment:

Applicants must be admitted to CEI as a certificate/degree-seeking student by **February 1st**. You must have all prerequisite courses completed and transferred from outside institutions by **February 1st** to apply for the CEI LPN to RN Bridge program. Meeting all CEI general admission requirements does not guarantee acceptance into the LPN to RN Bridge program.

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance. It is recommended that you contact your advisor after registering as a CEI student or if you have questions about your academic progress. Contact CEI's Advising Department at ceiadvising@cei.edu.

Contact NursingApplications@cei.edu for nursing specific program information or to make an appointment with a pre-nursing advisor.

Prerequisite Requirements:

- Cumulative GPA of all Core Prerequisite courses must be 3.0 or higher.
- All prerequisite courses must be completed with a grade of C+ or higher.



Core Prerequisite Courses	Additional Prerequisite Courses
ENGL 101	ENGL 102
MATH 153	COMM 101
BIOL 227 & Lab	BIOL 228 & Lab
MICRO 111 & Lab	ENG 175 or any GEM 5 Humanities course
PSYCH 101 or SOC 101	

- All prerequisite courses must be complete or in progress at CEI at the time of application.
 - In-progress courses must be completed with a C+ or higher by the end of spring semester.
- Applicants currently enrolled in CEI courses must have a C+ or higher at mid-term to remain eligible.
 - Mid-term grades will be used to calculate the core prerequisite GPA.
- Applicants completing prerequisites at another institution must submit an approved petition with their application.
 - Confirmed grades from instructors will be used to calculate the core prerequisite GPA.
- Acceptance in the program is conditional upon completion of in-progress courses with a C+ or higher and maintaining the required 3.0 core prerequisite GPA.
- DO NOT ATTACH transcripts.
- **Guidelines for accepting older classes:** Math and science prerequisite courses must have been taken 5 years or less ago. Anything beyond these guidelines will necessitate a general petition.

General Petition Approval (Optional)

If applicable, complete petition(s) prior to applying to the LPN to RN Bridge Nursing program. Petitions must be submitted to assistant.registrar@cei.edu. Upload a copy of your approved petition email in the Nursing Prerequisite Courses section of the application.

Professional Application Instructions & Submission Steps

CEI's RN.AAS program offers limited admissions. A selection committee will evaluate applications based on prerequisite GPA, test scores, letters of recommendation, and other criteria. **Meeting the minimum criteria does not guarantee admission into the nursing program.** Students not admitted must reapply in the following application cycle.

Begin the application process as early as possible to ensure ample time to complete all requirements. Advisors and faculty **do not** meet one on one with students to review/complete your application. If you have questions about the application process, email nursingapplications@cei.edu and put "application questions" in the subject line.

All required documentation must be uploaded in the supplemental section of the application.



Required Supplemental Documentation:

- Current unencumbered LPN license
 - LPN license verification can be obtained from NURSYS website.
 - **If you are a current LPN student**, upload the signed NCLEX Acknowledgement form certifying that you will provide documentation by June 1st showing that you passed the NCLEX licensing exam.
 - Form is located on registered nursing webpage under “Resources” tab
- ATI PN Comprehensive Indicator predictability score of 80% or higher
 - Applicants must submit a copy of the results. A minimum predictability score of 80% is required.
 - A passing score is valid for 1.5 years.
 - The test must be taken at an approved testing center. It cannot be taken online.
 - The test can be taken twice between Jan. 1 – June 30 and then twice again between July 1 – December 31. There is a \$30 nonrefundable proctoring fee that will be paid to the testing center. There is an additional \$71 ATI fee for the exam.
 - Contact the CEI Testing Center for details and to schedule the ATI PN Comprehensive Indicator exam at 208-535-5438. To schedule the exam online visit <https://www.registerblast.com/cei/Exam/List>
 - **If you are a current LPN student**, upload the signed ATI PN Comprehensive Indicator Exam Acknowledgement form certifying that you will submit your score immediately following the conclusion of your Exit Exam.
 - Form is located on registered nursing webpage under “Resources” tab
- Background check
 - Upload **all pages** of a completed Pre-Check background check
 - Completed background checks must be **dated on or after January 1st**.
 - Background checks must be completed by Pre-Check. No other background checks will be accepted.
 - Instructions to complete the background check are located on nursing webpage under “Resources” tab
 - You are strongly encouraged to start the background check **no less than one month** before the application deadline.
- One professional recommendation letter
 - Written by current or former Manager/Director
 - Must be on company/facility letterhead with a handwritten signature
 - The letter must contain the following information:
 - Review of job/clinical performance.
 - Strengths and weaknesses of applicant.
 - Why recommending applicant for program.
- Signed Nursing Physical form
 - **Upload all 3 pages of physical form.**
 - Completed physicals must be **dated on or after January 1st**.
 - Form is located on nursing webpage under “Resources” tab



- Immunization Record

Important Notice Regarding Immunization Requirements for Nursing Students

As a nursing student, you will be required to participate in clinical experiences at various healthcare facilities. These facilities establish their own immunization requirements to protect the health and safety of patients, staff, and students.

Please be aware that: **If you do not have all immunizations required by a clinical partner, it may result in delays in progressing through the nursing program.**

This may occur due to:

- Time needed to apply for and receive a decision on a vaccine exemption or waiver.
- Limited availability of clinical sites willing to accept students without specific immunizations.
- Potential inability to meet clinical objectives or complete required hours.

Because clinical experience is an essential component of nursing education, **failure to meet clinical placement requirements may prevent successful completion of the nursing program.**

While the school cannot mandate immunizations, we are obligated to align student placements with the policies of our clinical partners. We strongly encourage you to review and consider the immunization requirements early in the application or enrollment process.

If you have questions or concerns about immunizations or possible exemptions, please contact the nursing department for guidance. NursingApplications@cei.edu

- **Hep B Immunizations:** Completed 2 shot series or 3 shot series.
- **Hep B Titer:** Positive/Reactive titer (This blood test is **Required** in addition to Hep B immunization series.)
- **MMR Immunizations:** Completed 2 shot series **OR** positive/reactive titers for measles, mumps, and rubella.
- **Varicella Immunizations:** Completed 2 shot series **OR** positive/reactive titer.
- **Tdap Immunization:** This immunization is good for 10 years from date received.
- **Flu:** Current season. New flu shots are due October 1st of each year.
- **COVID-19:** We follow current CDC guidelines on immunization requirements. For questions on a COVID waiver, contact NursingApplications@cei.edu
- You will want to begin the immunization process as soon as possible. Immunizations may take up to eight months to complete.
- Titers are blood tests that show immunity. If your titer is positive or reactive, they are good forever. If your titer is negative or non-reactive, you are not immune. You will need a booster shot and then have your titer redrawn 4-6 weeks later.
- **Obtaining Immunization Records:** You may need to provide current records to Eastern Idaho Public Health Department (EIPH) to upload into their database. If you are not obtaining immunizations at EIPH, you will be charged a **\$10.00 fee** to complete your IRIS.
 - EIPH is located at 1250 Hollipark Drive in Idaho Falls. (208) 533-3235. Identify yourself as a CEI student.
 - **Do this in a timely manner, as it may take them some time to update your records.** Eastern Idaho Public Health is not obligated to provide you with this information at your convenience. Their current hours are Monday-Friday 8am-noon and 1-5pm.



- Verified LPN work hours
 - Submit LPN to RN Bridge Work Verification form showing current LPN work hours from the last 5 years.
 - Have HR or manager complete and sign the LPN to RN Bridge Work Verification Form
 - Completion of the required 1800 hours is strongly recommended before the start of the program.
 - For recent LPN graduates (less than 1 year), the 1800 required hours are to be completed prior to the end of the program.
 - Applicants will be required to submit documentation of hours worked at specific intervals throughout the program until the total 1800 hours is reached.
 - **If you are a current LPN student**, complete the student portion at the top of the form and check the box at the bottom.
 - All required hours **must be completed before the end of the program**. Students are expected to provide regular updates throughout the program to demonstrate their progress toward the required **1,800 hours**.
 - Form is located on registered nursing webpage under “Resources” tab
 - You may use more than one form from different employers to show your total hours.
- IV certification (if non-CEI LPN program graduate)
 - Upload a copy of your IV certification or an official letter from the educational institution outlining IV education.
 - Required for non-CEI LPN graduates.
- Unofficial LPN transcript (if non-CEI LPN program graduate)
 - Upload an unofficial transcript showing the courses completed in your LPN program.
 - Required for non-CEI LPN graduates.
- (Optional) Bachelor's degree Certificate
 - Submit a copy of your bachelor certificate or a copy of your transcript showing the degree awarded.
- Previous Nursing Program Attendance
 - Have you attended, or are you currently attending, any other Registered Nursing program?
 - Submit a letter of recommendation from the administrator of that program stating that the applicant is in good standing.



Applications and all required documentation must be received by the March 1st deadline. Applications with missing supplemental documentation will not be eligible for review.

Submit LPN to RN Bridge Application

The LPN to RN Bridge application is on the CEI nursing webpage. Click on the “Enroll Now” button on the right-hand side of the screen. Applications are submitted electronically. Upload all required documentation and optional documents, if desired. Incomplete applications will be withdrawn from consideration. We do not meet one-on-one with applicants to review applications.

The application is available all year for submission. Make sure to select the **summer semester** and **year** you would like to **START** the program on your application.

Review of your application does not guarantee a spot in the program. Applicants must reapply each application period if not accepted into the registered nursing bridge program.

Potential exceptions to the admission criteria will only be considered if there are unfilled seats after all students who met the minimum admission criteria have been admitted.

CEI does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Please direct inquiries to Associate Dean Julie McMurtrey, Building 3, Room 311F, (208) 535-5468, julie.mcmurtrey@cei.edu (Title IX coordinator) or Lea Hartman, Senior Coordinator for Student Accessibility Services, Building 3, Room 311, (208) 535-5462, lea.hartman@cei.edu (Section 504 coordinator).

Please reach out to NursingApplications@cei.edu if you are having issues with your application or login or to make a pre-nursing advising appointment.



Post Acceptance Paperwork

Please complete the following once you receive notice that you have been **accepted** into the LPN to RN Bridge Program.

Post acceptance paperwork will be due by May 1st.

BLS CPR Certification:

A current American Heart Association BLS for Healthcare Providers card is required. Your BLS/CPR certification must be from AHA. No other organizations are accepted. You are required to maintain current CPR certification throughout the entire program and it cannot expire during the semester.

TB Test: Must be one of the following:

- QuantiFERON-TB Gold Plus Test
- Chest x-ray (**ONLY for previous positive TB results.**)

Proof of Health Insurance:

Proof of health insurance coverage is required. You must remain insured while in the professional portion of the LPN to RN Bridge program. If your insurance coverage changes, you are required to update your information ASAP.

Mandatory Meetings (if accepted into the program)

- 2nd Monday in April, 9:00 AM – Noon: Nursing Program Orientation
- 3rd Tuesday in July, 9:00 AM – 5:00 PM: Skills Lab Review
- Wednesday before the fall semester starts, 9:00 AM – 5:00 PM: New Student Bootcamp