College of Eastern Idaho Registered Nursing Professional Application Guide

Application Guide for the AAS RN Full Time and Alternative Schedule Programs

Application & Supplemental Documentation Deadline: March 1st and October 1st by midnight MST
Starting Semester:
- Full Time: Fall and Spring
- Alternative Schedule: Spring Only

This program admits new students on the following schedule:
- **Full-time Program Option:**
    - Fall semester start: Applications due March 1st
    - Spring semester start: Applications due October 1st
- **Alternative Schedule Program Option:**
    - Spring semester start: Applications due October 1st

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 Idaho Board of Nursing educational requirements to be eligible to take the NCLEX-RN licensure exam.

Application Process Overview

Applicants must be admitted to CEI as a certificate/degree-seeking student one month before the application deadline. All prerequisite courses from outside institutions must be transferred to CEI by the above dates. Meeting all CEI general admission requirements does not guarantee acceptance into the RN 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.

College of Eastern Idaho

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*
	*Required for Alternative Schedule Program
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 the application 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 Registered Nursing program. They must be submitted to assistant.registrar@cei.edu. Upload a copy of your approved petition email in the grades/course 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:

The following documentation must be uploaded with your application. Failure to upload all required documentation will result in your application being deemed incomplete and withdrawn from consideration.

☐ **Copy of CNA certification/ LPN license verification/EIRMC PCT Essentials certification:** Upload a copy of current CNA certification or copy of unencumbered LPN license in the supplemental section of application. CNA documentation can be a copy of certificate or copy of Idaho CNA registry (Prometric) verification. Current out-of-state CNA certifications are accepted. LPN license verification can be obtained from NURSYS website. We accept the EIRMC PCT Essentials certification in lieu of the CNA certification. If applicable, upload that documentation.

OR

☐ **Completion of NUR 101:** Upload a copy of an unofficial transcript showing completion of the course with a C+ or better or a letter from the instructor stating that you are enrolled and in good standing. Mid-term grades for in-progress courses will be used to determine eligibility. Acceptance is contingent upon successful completion of the course with a C+ or better.

☐ **Background Check** Upload all pages of a completed Pre-Check background check in the supplemental section of the application. Completed background checks must be **dated on or after** the following dates for each application period:
- **January 1st** – Spring application period for fall start (due March 1st)
- **July 1st** – Fall application period for spring start (due October 1st)

Background checks must be completed by Pre-Check. No other background checks will be accepted. Directions to complete the background check are on the CEI nursing webpage under the Resources tab. **You are strongly encouraged to start the background check no less than one month before the application deadline.**

☐ **TEAS/ACT/SAT Scores**

Applicants must submit a TEAS score, an ACT score, or an SAT score.

A TEAS score of 62% or higher is required for admission. 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 $70 ATI fee for the exam. Contact the CEI testing center for details and to schedule the TEAS exam at 208-535-5438. To schedule the exam online visit https://www.registerblast.com/cei/Exam/List

For free TEAS Prep, visit CEI's Tutoring Center in Building 5 (208-535-5490). In-person and Zoom appointments available. https://www.cei.edu/tutoring

For a study guide and practice tests, go to https://www.atitesting.com/teas

Achieve an ACT composite score of 22 or higher or an SAT score of 1100 or higher.

Upload TEAS/ACT/SAT score in the supplemental section of the application. A passing score is valid for 3 years.

☐ **Recommendation Letter**

In the supplemental section of application, submit one <u>signed</u> letter of recommendation completed by the manager/director from a current or previous employer or any college instructor. The letter must include a handwritten signature and be on company/school letterhead.

The letter must contain the following information:
- Review of job/clinical/school performance.
- Strengths and weaknesses of applicant.
- Why recommending applicant for program.

☐ **Physical Form**

Upload a copy of the completed physical form. The form is on the CEI nursing webpage under the Resources tab. Physical forms are valid for one year. **Upload all 3 pages of the physical form.** Completed physicals must be **dated on or after** the following dates for each application period:
- **January 1st** – Spring application period for fall start (due March 1st)
- **July 1st** – Fall application period for spring start (due October 1st)

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

Upload a copy of your IRIS report in supplemental section of the application showing all immunizations and/or titers, HEP B titer, and current flu vaccine. 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, it is 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.

We require documentation on an IRIS of your immunization status of the following as required by our clinical partners:
- **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

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 and their phone number is (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.

☐ **(Optional) Bachelor's Degree Certificate**
Submit a copy of your bachelor certificate or a copy of your transcript showing the awarded degree for additional bonus points toward admission.

☐ **(Optional) Work Verification Form**
Completion of 1000 hours of <u>direct patient care</u> within 3 years of application deadline will earn the applicant additional points toward admission. The required form can be found on the CEI nursing webpage under the Resources tab.

Examples of employment that meet direct patient care criteria include but are not limited to:

CNA/ LPN	Occupational Therapy Assistant
Military Medic or Corpsman	Clinical Medical Assistant
EMT or Paramedic	Patient Care Technician
Mental Health technician or specialist	Health Unit Coordinator
Surgical Technician	Phlebotomist
Physical Therapy Assistant	

Applications and <u>all</u> required documentation must be received by the above outlined deadline. Applications with missing supplemental documentation will not be eligible for review.

Submit Registered Nursing Application

The Registered Nursing application is located 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 semester and year you would like to **<u>START</u>** the nursing program.
Review of your application does not guarantee a spot in the program. Applicants must reapply each application period if they are not accepted into the registered nursing 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 inquires 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 would like to make a pre-nursing advising appointment.

Post Acceptance Paperwork

Please complete the following once you receive notice that you are **accepted** into the Registered Nursing Program.

Post acceptance paperwork will be due on the following dates:
- **December 1st** for the Spring semester start of program
- **July 1st** for the Fall semester start of program

☐ **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. 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 Registered Nursing program. If your insurance coverage changes, you are required to update your information ASAP.

Please be aware of the following required meetings for those students accepted into the program:

Nursing Program Orientation
Fall start – 2nd Monday in April, 9am-noon
Spring start – 2nd Monday in November, 9am-noon

New Student Bootcamp
Fall & Spring start – Wednesday before start of semester, 9am-5pm