



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

- Applicants must be 18 years old by the start of the second semester of the program. Parents/Guardians may need to sign waiver form(s) before student turns 18.

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 ceiadvicing@cei.edu.



Please email NursingApplications@cei.edu for nursing specific program information or to make an appointment with a pre-nursing advisor. ***Advisors and faculty do not meet one on one with students to review/complete your application.***

Prerequisite Requirements

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

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.
 - Mid-term grades of in-progress courses will be used to determine eligibility and calculate core pre-requisite GPA.
 - Block B courses will NOT be accepted for the semester of application.
 - **Repeat Courses:** Applicant's most recent grade will be used to determine eligibility and calculate core pre-requisite GPA.
- Applicants completing prerequisites at another institution must submit an approved petition with their application.
 - Confirmed grades from instructors will be used to determine eligibility and calculate core pre-requisite GPA.
- Acceptance into the program is conditional upon completion of in-progress courses with a C+ or better in the application semester 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. 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. Approved petitions are valid for the current application cycle only.



Professional Application Instructions & Submission Steps

CEI's RN.AAS program offers limited admission. 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.

Only one application per applicant will be reviewed for each application cycle. You may not apply to more than one nursing program at a time. If you are currently enrolled in a nursing program at CEI, you may NOT apply to another nursing program.

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.

Email nursingapplications@cei.edu with questions about the application process.

Required Supplemental Documentation:

The following required documentation must be **uploaded in the supplemental section of the application. Hard copies will NOT be accepted.** Failure to upload all required documentation will result in your application being deemed incomplete and withdrawn from consideration.

- Copy of CNA certification/EIRMC PCT Essentials certification:** Upload a copy of your current CNA certification. CNA documentation can be a copy of certificate or copy of Idaho CNA registry (Prometric) verification. Current out-of-state CNA certifications are accepted. 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 from CEI showing completion of NUR 101 with a grade of C+ or better. Mid-term grades for an in-progress course will be used to determine eligibility. Acceptance is contingent upon successful completion of the course with a C+ or better. NUR 101 is a CEI specific course that includes clinical skills not reviewed in the nursing program.
PLEASE NOTE: BYU-I's Nursing 105 course will NOT be accepted in lieu of CEI's NUR 101 course.
- 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 Test Score

Applicants must submit a TEAS test score. We no longer accept ACT or SAT scores.

A TEAS score of 62% or higher is required for admission. **A passing score is valid for 2 years.**

The TEAS test must be taken **in person** at an approved testing center. It cannot be taken online. Beginning July 1, 2026, you must **wait 4 weeks** after the first attempt before you can retake. You must **wait 6 months** after the 2nd attempt before you can take it a third or additional time. Submit all scores. We will use your best score to determine eligibility.

There is a \$30 non-refundable 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 are available. <https://www.cei.edu/tutoring>
For a study guide and practice tests, go to <https://www.atitesting.com/teas>

Recommendation Letter

Submit one signed 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 cannot be from a family member.

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. **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. They can be emailed at NursingApplications@cei.edu

- Upload a copy of your IRIS report in supplemental section of the application showing all immunizations and/or titers.
 - 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.
 - *Flu and/or COVID-19 waivers will be provided upon request to students after ACCEPTANCE into the nursing program.

- **Obtaining Immunization Records:** You may need to provide your 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.

(If Applicable) Letter of Good Standing

Applicants who have attended, or are currently attending, another practical or registered nursing program must submit a letter of recommendation from the administrator of that program stating that the applicant is in good standing.

(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 up to 1000 hours of direct patient care 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. Only this form will be accepted as proof of direct patient care work experience.

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

CNA/ LPN

Military Medic or Corpsman

EMT or Paramedic

Mental Health technician or specialist

Surgical Technician

Physical Therapy Assistant

Occupational Therapy Assistant

Clinical Medical Assistant

Patient Care Technician

Health Unit Coordinator

Phlebotomist



Submit Registered Nursing Application

The Registered Nursing application is located on the CEI nursing webpage. Click on the “Enroll Now” button on the bottom right-hand side of the screen. Applications are submitted electronically. Upload all required documentation and optional documents, if desired. **Applications and all required documentation must be received by the deadline above. 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 **START** the registered 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 email NursingApplications@cei.edu if you are having issues with your application or login.



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.

Mandatory Meetings (if 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