



College of Eastern Idaho Practical Nursing Professional Application Guide

Enrollment Application Guide for the Intermediate Technical Certificate Practical Nursing Program

This program admits new students on the following schedule:

- One cohort admitted every fall semester and one cohort admitted every spring semester
- Fall semester (August) start: Enrollment applications due March 1st by midnight MST
- Spring semester (January) start: Enrollment applications due October 1st by midnight MST

Introduction

Thank you for your interest in the CEI Practical Nursing Program. 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

Students who complete CEI's Practical Nursing program will receive an Intermediate Technical Certificate. The CEI LPN program combines nursing theory and clinical experience to prepare graduates to practice in today's dynamic healthcare environment. Upon completion of the program, graduates meet the state of Idaho Board of Nursing's educational requirements and are eligible to apply in Idaho to take the national examination (NCLEX-PN) for licensure as a Licensed Practical Nurse.

Application Process Overview

Begin your CEI application and PN enrollment process as early as possible so that you have ample time to complete all of the requirements. Please email NursingApplications@cei.edu for nursing specific program information or to make an appointment with a pre-nursing advisor. ***Nursing advisors and faculty do not meet one on one with students to review/complete your application.***

CEI Application

Select the **semester** and **year** you would like to **START** the program when completing your CEI application. **Meeting all CEI general admission requirements does not guarantee acceptance into the PN program.**

Enrollment for new and current CEI students:

Meet with an admissions counselor for guidance and application process.

Contact CEI Admissions at 208-524-3000 Ext. 4 or email Admissions@cei.edu

Complete a general CEI application and submit required admission documentation. *All prerequisite courses from outside institutions must be transferred to CEI by the above dates.*

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



Professional Application Instructions & Submission Steps

CEI offers limited entry into the (PN.ITC) Practical Nursing Program. Only completed applications with all required documents are considered. Enrollment applications are submitted electronically. Review of your enrollment application does not guarantee a spot in the program. Those not selected this enrollment period will need to submit a new application and enrollment form for the next enrollment period.

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. The only allowed exception: Applying to LPN to RN Bridge program while still in the LPN program.

Make sure to select the semester and year you would like to **START** the program

All required documentation must be uploaded in the supplemental section of the application by the above outlined deadlines.

If there are more applicants than seats available, acceptance will become competitive and will be determined by TEAS scores. Bonus points will be given for direct patient care experience, completion of CNA/NUR 101 with a minimum of C+, and completion of non-nursing courses (ENGL 101, MATH 153, BIOL 227 and Lab, BIOL 228 and Lab, and HCT 125/NUTR 239) with a minimum of a C+ grade prior to enrollment.

Applicants must meet the following:

- High School Diploma or GED: Applicants must have completed high school or earned an equivalent certification by the time they start the program.
- Age requirement: Must be 18 years old by the start of the second semester of the program.

Required Supplemental Documentation:

The following documentation must be uploaded in the “Supplemental Items & Documents” section of the CEI application. Failure to upload all required documentation will result in your enrollment application being deemed incomplete, and it will be withdrawn from consideration. **All required documentation must be uploaded by the above outlined deadlines.** We do not meet one-on-one with applicants to review applications.

TEAS Test Score

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

A TEAS score of 60% 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>

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 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)

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 practical nursing webpage under the Resources Tab. **You are strongly encouraged to start the background check no less than one month before the application deadline.**

Copy of CNA certification / EIRMC PCT Essentials certification - Highly recommended but not required

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 - Highly recommended but not required

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. 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.



Nursing Prerequisite Courses form - Highly recommended but not required

If there are more applicants than seats available, acceptance will be competitive. Bonus points will be given for non-nursing courses completed with a minimum of a C+ grade prior to enrollment.

Non-nursing Courses
ENGL 101
MATH 153
BIOL 227 & Lab
BIOL 228 & Lab
HCT 125 or NUTR 239

- DO NOT ATTACH transcripts.
- **Guidelines for accepting older classes:** Math and science courses must have been taken 5 years or less ago. Anything beyond these guidelines will necessitate a general petition.
- If you have credits at an outside institution that have NOT been evaluated for credit, check the “Yes” box on the application and contact the Registrar’s Office to set up an appointment.
 - You can reach them at 208-535-5673 or assistant.registrar@cei.edu
 - After your appointment, upload the completed and signed LPN Transfer Pre-Requisite form to your application in the designated spot.

(Optional) General Petition Approval

If applicable, complete petition(s) prior to applying to the Practical Nursing program. Petitions must be submitted to assistant.registrar@cei.edu Upload a copy of your approved petition email in the grades/course section of the application. Approved petitions are valid for the current application cycle only.

(Optional) Work Verification Form

Completion of up to 1000 hours of direct patient care within 3 years of application deadline will earn the applicant one point for every 200 hours worked, up to a maximum of five points. The PN Work Verification form can be found on the Practical Nursing webpage under the Resources tab.

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

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|--|--------------------------------|
| 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 | |



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. 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.

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 Practical 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 Practical 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