Application Information & Instructions

ASSOCIATE OF APPLIED SCIENCE - PRACTICAL NURSING PROGRAM

MINIMUM ADMISSION CRITERIA

Grade Point Average (GPA) Requirements

- **Cumulative GPA**: Minimum cumulative GPA of 2.5 (on a 4.0 scale). Cumulative GPA is based on completed coursework from all colleges and universities attended.
- **Support Course GPA**: Minimum grade of “C” (2.0) is required in each support course
- **General Education Coursework**: Overall GPA of 2.0 (on a 4.0 scale) is required in general education core coursework.

PN Prerequisite Courses

1. Minimum grade of “C” (2.0) is required in each prerequisite course. The final grade of “C” (2.0) is verified for each course in process at the time of application before final admission is approved.
2. No more than two attempts to attain a “C” grade in each course are permitted. When there is more than one attempt at a support course for any reason, the most recent grade is considered during the application process.

- BIOL 252 or equivalent Anatomy & Physiology I, including lab (minimum 4 semester credits)
- CHEM 105 or equivalent General Organic/Biochem, including lab
- ENGL 101 or equivalent College Writing
- PSYC 101 Introduction to Psychology
  or 3 credit s/s core course
- MATH Core Mathematics

**Entrance Test**

Completion of the Test of Essential Academic Skills (TEAS) is required prior to application deadline. A minimum composite score of 59% is required. (See entrance test information on NHS web site for details. Link at PN, Application, Entrance Test.) Test scores are automatically sent to the Division upon completion of the test and scoring; you do not need to provide a copy. The entrance test may be taken once each time the student applies. The most recent score is used. Test scores may be used toward application for up to two years before retesting is required.
MINIMUM SCREENING CRITERIA

Current C.N.A. Certification
State Nurse Aide Certification card or LCSC substitution validation (see website for qualifications)
- Unless students qualify for LCSC substitution validation, full certification as a CNA is required
- Submit a copy of the card with your application
- Certification must be valid and in good standing through the first day of the PN program.
- LCSC substitution validation is accepted for up to 12 months from the date of issuance.

C.N.A. Course: Information provided at this link: http://www.lcsc.edu/nurdiv/cna_info.asp. Students who have expired C.N.A. certification or who wish to petition for certification must contact the state certification board. (To locate a C.N.A. course, contact LCSC Workforce Training (www.lcsc.edu/workforce-training) or a provider in your area.)

Bureau of Facility Standards, CNA Registry
PO Box 83720, Boise, ID 83720-0036
idnap@dhw.idaho.gov

TOEFL Scores for Non-native English Speakers
Applicants for whom English is not the first and native language are required to take the iBT or the IELTS test prior to the date of application. See an International Programs advisor for specific education and citizenship requirements.

Minimum requirements for nursing:
Language testing scores need to have been received within two years of the date of application to nursing in order to be acceptable for the nursing program.

<table>
<thead>
<tr>
<th>IELTS Score</th>
<th>iBT Score</th>
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<tbody>
<tr>
<td>Overall band score &gt;= 6.5</td>
<td>Overall score &gt;= 84</td>
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<tr>
<td>All sub-scores &gt;= 6.0</td>
<td>Verbal score &gt;= 26</td>
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</table>

Course Descriptions and Course Substitutions
Transfer students must submit course descriptions (with the application) for all pre-requisite courses completed outside the state of Idaho to determine equivalency. Transfer students who currently attend LCSC and who have had transfer equivalencies reviewed with by a PN advisor are exempt from this requirement.

Background Check
Applicants who do not meet background check standards will not be admitted to any NHS program. Background check policy is detailed in the Pre-Program Handbook (www.lcsc.edu/nursing).

Performance Standards
Ability to meet Performance Standards for Division of Nursing & Health Sciences Students. (See Pre-Program Handbook for Performance Standards.)

See your academic advisor if you have questions about the admission process.

NHS Pre-Program Policies & Information can be found on the Division website in the right toolbar (called Pre-Program Handbook). The NHS Student Handbook details policies applicable upon acceptance into an NHS program.
## SELECTION CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>1. Language skills testing (iBT or IELTS)</td>
<td>English proficiency contributes to success in the PN Program. The National Council of State Boards of Nursing recommends minimum standards.</td>
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<td>2. Current certification as a C.N.A. (Certified Nurse Aide) -or-</td>
<td>Training in personal care and bedside health maintenance processes is required for entry into the PN program.</td>
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<tr>
<td>LCSC Substitution Form</td>
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<tr>
<td>3. Cumulative College GPA Minimum 2.5 (All courses, all colleges attended)</td>
<td>Higher academic achievement is associated with success in the PN Program.</td>
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<td>4. GPA of Pre-requisites (2.0 grade in each course)</td>
<td>Higher achievement entering the program is associated with success in the program.</td>
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<tr>
<td>• CHEM 105: Organic and Biochemistry plus lab</td>
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<tr>
<td>• BIOL 252: Anatomy &amp; Physiology I plus lab (4 semester credits)</td>
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<td>• ENGL 101: College Writing</td>
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<td>• Core Mathematics</td>
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<tr>
<td>• PSYC 101: Intro to Psychology or 3 credit s/s core course (Midterm or final grades)</td>
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<tr>
<td>5. Entrance Exam (TEAS)</td>
<td>Basic academic skills are essential for success in the PN Program.</td>
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<tr>
<td>Must achieve 59% composite score</td>
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<td>6. Resume: C.N.A. work experience</td>
<td>Prior healthcare experience and educational mobility are valued.</td>
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<tr>
<td>7. Number of pre-requisite, core and PN support courses completed with a C or above at time of application</td>
<td>Acknowledge applicants who have applied previously and those ready to start the program.</td>
<td>7</td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE POINTS 100**

### Selection Process

Admission to the PN Program is based upon a complex set of criteria and is competitive. Students who meet the minimum standards are considered as candidates for admission. Meeting the minimum criteria does not guarantee admission to the program, however.

* Failure to meet grade and program requirements will result in forfeiture of provisional admission status. **Provisionally admitted students with “in process” courses at the time of application must meet minimum grade requirements at the semester’s end. Students must meet **all final program requirements no later than 4 weeks prior to the start of the first semester of the PN program.

Those students who continue to be qualified for admission by meeting all admission criteria will then be **fully** admitted.

Alternates are **not** notified of their ranking.
NOTIFICATION OF ADMISSION STATUS

1. Applicants will be notified by official LCSC email system (LCMail) of their PN program admission status.

2. Applicants provisionally admitted to the Program must return a Reply Form indicating their intention to attend. If not received by the deadline noted on the Reply Form, the applicant’s name will be removed from the admission list. Admission is finalized once the Reply Form has been returned and all admission requirements are met (final semester grades will be evaluated to ensure applicant continues to meet admission criteria; health care requirements).

3. Provisionally admitted students are required to attend an orientation session at the Lewiston campus prior to entry. It is recommended that students on the Alternate List also attend the session.

IMMUNIZATION, CPR, & BACKGROUND CHECK REQUIREMENTS

1. All LCSC nursing and radiography students are required to provide official documentation regarding currency of immunizations, CPR, and background check requirements. NHS uses Certified Background.com to track these requirements. If accepted into the program you will be given an access code to create an account with Certifiedbackground.com. Begin well in advance fulfilling all your vaccine requirements. Your tracker must be completed by the deadline provided at the orientation. Details at the NHS website, www.lcsc.edu/nursing; click on Student Resources; click on Health Requirements. The background check plus immunization tracker costs are approximately $114.00 for the initial screening. NHS Pre-Program Policies & Information can be found on the Division web site in the left toolbar (called Pre-Program Handbook).

2. If requirements are not met by the deadline, the applicant’s name will be removed from the admitted student list, and the space will be given to a student from the Alternate List.

3. Annual updates are required. Students are responsible for maintaining currency and accuracy of health records, CPR and the background check throughout their time in the program. Renewal fees apply.

4. Appointments can be made with LCSC Student Health Services (208-792-2251), Health Department (208-799-3100), or personal care provider for immunizations or titre levels. CPR classes are offered through LCSC Workforce Training. www.lcsc.edu/workforce-training.

OTHER INFORMATION FOR APPLICANTS

1. Clinical experiences are sometimes conducted in outlying areas – Orofino, Pullman/Moscow, Coeur d’Alene, Spokane, Pomeroy, Grangeville, Clarkston, etc. Clinicals are held at variable times (day, evening and night shifts). All students should anticipate travel, variable shifts, and 8-12 hour clinical shifts. All clinical locations and schedules are subject to change. Students are required to provide their own transportation and bear the expenses for all travel and housing related to clinical experiences.

2. Financial Aid: if summer coursework is required for your program of study, meet with the Financial Aid office to arrange appropriate disbursement of funds.

3. Students in all NHS programs have significant costs for textbooks (up to $1000/semester), course fees (lab supplies, assessment testing, liability insurance), and uniforms/supplies.
Transfer Students (Applies to students not currently enrolled at LCSC)

☐ Apply to Lewis-Clark State College
  • Application is available at www.lcsc.edu/admissions.
  • Request one copy of official transcripts to be sent to LCSC Office of Admissions. Include transcripts from all colleges and universities attended (other than LCSC).
  • LCSC Application and all transcripts must be received the semester prior to program application.
  • All transcripts from all colleges must be available in the registrar’s office at the time of application

☐ Contact NHS Advising Center for pre-application advising (nhs@lcsc.edu)

☐ Retrieve copies of course descriptions for all courses that meet LCSC pre-program requirements (see the Program Curriculum Plan at www.lcsc.edu/nursing.

☐ Contact NHS division office (208-792-2250) prior to submitting application for review.

All Students

Prior to the semester in which you will apply, you must:

☐ Evaluate your total GPA from all colleges attended for qualification for program admission. Use the GPA calculator on the LCSC home page.
☐ Ensure that all pre-program courses are completed or will be in progress during the semester in which you apply (see Curriculum Plan).
☐ Assure you’ve met minimum grade requirements in all required areas.
☐ Complete TEAS testing. When taken at a location other than LCSC, arrange for results to be sent to the NHS Office.
☐ Complete CNA course/CNA state certification or equivalency. (Current certification is needed until the first day of nursing coursework).
☐ Contact your PN advisor to complete needed Course Substitutions or petitions.

Application Submission

☐ Contact your PN advisor to review your application well in advance of the application window.
☐ Pay $35 non-refundable application fee at Cashier’s Window. Attach a check or money order with the application if it is mailed
☐ Complete your application and gather required documents. Bring your completed packet to the appointment to obtain your PN advisor’s signature.

Completed applications are due in the NHS office no later than 3 pm on the last day of the application window: September 30th
Application Packet Contents

Check that all items are included in your application packet or not applicable to you:

- Completed Application. Applications containing blanks will not be processed.
- Copy of current Nurse Aide Certification card from any state in U.S. (C.N.A.) -or-
- LCSC Equivalency documents (available only through Workforce Training)
- Petitions (approved or those needing approval) for program related requirements.
- Course Substitution forms (for transfer courses).
- Course Descriptions for support courses (only transfer course descriptions are needed and only if not previously evaluated)
- If you are a military student, provide a copy of your original provisional acceptance letter.
- Copy of official TOEFL results (for non-native English speakers).
- Unofficial documentation of current course enrollment at any college other than LCSC. Course schedules should be accessible from online student records system.
- TEAS scores (if taken at a location other than LCSC)

The application is considered complete when the above items have been received by the Division of Nursing & Health Sciences.

Contact Information

LCSC College Application
Office of Admission
500 8th Avenue
Lewiston, ID 83501.
Phone: 208-792-LCSC.

NHS Advising Center
Phone: 208-792-2688
Email: nhs@lcsc.edu

PN Application
Division of Nursing & Health Sciences
500 8th Avenue
Lewiston, ID 83501.
Phone: 208-792-2250

Important Notes to Applicants

- Check your LCMail frequently during the admission process. Admission decisions and other important messages are communicated to you through this means.
- Incomplete applications or applications received outside the application windows will not be considered for admission.
- You will be notified by e-mail if your admission application is incomplete.
- Notification of admission status is typically made 4-5 weeks after the application deadline.
APPLICATION PROCESS

Applications will be accepted September 15 – September 30

1. **Apply to LCSC** at least one month before the program application deadline. This step is required for any applicant not currently enrolled at LCSC or whose current status is 99 Non-Degree-Seeking. Admittance must be as a 611 Pre-Practical Nursing track major. Application is available at www.lcsc.edu/admissions.

2. **Transcripts:** Request one copy of official transcripts from all colleges and universities (other than LCSC) attended. These must be received by LCSC before **September 30**. Send to: Office of Admissions, 500 8th Avenue, Lewiston, ID 83501. Phone: 208-792-LCSC.

3. **Apply to the Practical Nursing Program:** Complete application procedure using the following check list:
   - Pay $35 non-refundable application fee at Cashier’s Window. If you are mailing your application, send a $35 check or money order with your application.
   - Turn in the following application materials as a packet to your academic advisor for review and signature between September 15-30.

   - Application form (pg. 6)
   - Copy of current State Nurse Aide Certification card (C.N.A.) or equivalent
   - Course Descriptions (transfer students)
   - Unofficial documentation of current course enrollment at any college other than LCSC. Course schedules should be accessible from your institution’s online student records system.
   - Non-native English speakers submit a copy of official iBT or IELTS scores.
   - Résumé: Submit a copy of your professional résumé along with your application. Emphasize C.N.A. work experience. Include specific dates for employment or volunteer experience.
   - **Entrance Test (TEAS).** Arrange for scores to be sent to the NHS office: Fax 208-792-2062 if taken off campus.

The application is considered complete when the above items have been received by the Division of Nursing & Health Sciences.
ASSOCIATE OF APPLIED SCIENCE: PRACTICAL NURSING APPLICATION

Previously admitted students who have left the program must follow the Re-Entry Policy. Please see your academic advisor and the NHS Student Handbook for assistance.

- Spring Semester Admission ______ (Year)  September 15 – 30 Application Window

Incomplete applications will be returned

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Prior Name</th>
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Permanent Address (Street, Apt #)  City, State, Zip
Local Mailing Address (if different from above)  City, State, Zip
Primary Phone  Secondary Phone  LCSC Student I.D. Number

E-mail address - @lcmail.lcs.edu

Person to contact in case of emergency  Telephone  Relationship

Current Certificate or License (circle all that apply)
- CNA
- EMT
- Paramedic

If applicable, provide copy of license or certificate.

**EDUCATIONAL RECORD**

Beginning with the most recent, list all colleges and universities attended, regardless of length of attendance. Include any educational institution you are currently attending.

<table>
<thead>
<tr>
<th>College or University</th>
<th>Location: City and State</th>
<th>Dates of Attendance</th>
<th>Degree or Certificate Earned</th>
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<tbody>
<tr>
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<td>FROM: Mo./Yr.</td>
<td>TO: Mo./Yr.</td>
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**PRE-REQUISITE COURSES COMPLETED OR IN PROGRESS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution</th>
<th>Prefix &amp; Course #</th>
<th>Credit Hours</th>
<th>Name of Course (attach course descriptions for courses taken outside of Idaho)</th>
<th>Semester/Year Taken</th>
<th>Grade (“IP” if currently in progress)</th>
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<td>BIOL 252</td>
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<td>Anat &amp; Phys 1</td>
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<td>MATH Core Mathematics</td>
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<td>Psychology 101 or 3 credit s/s core course</td>
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<td>BIOL 253</td>
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**CERTIFICATION: NURSING ASSISTANT**

| C.N.A. state certification complete (Unless meets qualification for LCSC validation) | YES | NO | NA | If “NO”: Class institution/ location: |
| Completion date: | Final Test date: |

Qualifies for LCSC C.N.A. validation | YES | NO | If “YES”, Completed? | YES | NO

**ENTRANCE TESTING (TEAS)**

| TEAS test completed at LCSC (scores sent automatically) | YES | NO | If “NO”, Scheduled testing date: |
| Arrangements made for test scores from distant location to be sent to NHS? | YES | NO | NA | Location of testing center: |

**NON-NATIVE ENGLISH LANGUAGE APPLICANTS**

| BS degree from U.S. regionally accredited college | YES | NO/NA |
| HS in U.S. or Canada; private schools in native country taught in English | YES | NO/NA |
| BS/BA in native country taught in English | YES | NO/NA |
| IIE with cum GPA at or > 3.3 | YES | NO/NA |
| U.S. permanent resident (resident alien) or U.S. citizenship | YES | NO/NA |
| English 101 and102 taken in U.S. with grade of “C” or better? | YES | NO/NA |

**Advisor:** Designate Language testing status (see Student Pre-admission Handbook for details; circle one) Required Not required

All non-native English language applicants are required to meet language skills testing requirements unless one of the special educational standards described above is met. See the Language Skills Testing section for the minimum required scores.

| TOEFL: iBT -or - IELTS score (circle one) | Overall score: | Verbal sub-score: |

| Applicant Signature | Date | LCSC NHS Advisor Name & Signature++ | Date |

++Advisor Checklist:

- Evaluate TRERs to ensure acceptable transfer of core, required science, and statistics courses.
- Note any required Course Substitutions
- Verify that all information is correct, completed and legible on the application form
- Ensure all needed documents are attached including course descriptions and an up-to-date Study Plan
- Discuss with advisee alternative academic plans in the event they are not admitted to the PN program. Additionally, provide advisee with appropriate referral information.