



North Idaho College PRACTICAL NURSING PROGRAM (LPN)

APPLICATION PACKET FOR ENTRY INTO PROGRAM IN
Fall 2023

Application Deadline: Thursday, January 19, 2023 by 5:00 PM

Application materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, January 19, 2023, unless otherwise indicated.

Please know cohort acceptance size, deadlines and conditions are subject to change based upon unforeseen developments surrounding COVID-19.

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

Application materials can also be mailed, faxed or delivered to:

North Idaho College
Cardinal Central Office (Lee-Kildow Hall)
1000 West Garden Avenue
Coeur d'Alene, ID 83814
Fax: 208-769-3399

In Person: Text 'Cardinal' to 208-268-6485 to get in line

It is the applicant's responsibility to ensure that all required information is submitted and received in Cardinal Central and that documentation of all requirements is included in the application. Applicants may verify documents received on their **MyNIC** account. Once you log into your **MyNIC** account, select **Self Service** under the Services area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (User Options) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

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Zoom Information Session

There will be a Zoom information session available prior to the posted application deadline. Information session attendance is not required; however, students are strongly encouraged to attend. During the information session the current application and specific application instructions will be reviewed. These are interactive meetings, attendees are encouraged to thoroughly review the application prior to the information session and have questions ready as each element of the application is addressed. Please see the scheduled Zoom time below.

[January 6, 2023 - 1:00 PM - 2:00 PM](#)

In the unlikely event the information session is unable to proceed as originally scheduled or if potential applicants are unable to attend the scheduled information session, please know, it is still the applicant's responsibility to read and understand the application thoroughly despite any unforeseen circumstances pertaining to the information session.

If there are questions not answered within the scheduled information session, please reach out to the Student Success Navigator for Nursing for clarification on specific questions.

Wendy R. McIntosh
Student Success Navigator for Nursing
Meyer Health and Sciences Building 166
(208) 769-3373
wendy.mcintosh@nic.edu
www.nic.edu

IMPORTANT INFORMATION FOR ACCEPTED AND ALTERNATE STUDENTS

Accepted & Alternate students will be required to attend a mandatory Orientation in order to maintain eligibility for the program. The mandatory Orientation will be scheduled for Thursday, July 6, 2023 from 9:00 am – 12:00 pm.

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North Idaho College Practical Nursing Program Application Checklist

STEP 1: Apply to North Idaho College Complete Incomplete

To be considered for the Fall 2023 Nursing program, you must either:

1. Be registered for classes at NIC for Spring 2023 as a degree-seeking student by the application deadline and submit the Fall 2023 Nursing application **OR**
 2. If not taking classes at NIC in Spring 2023, you must apply to NIC for Fall 2023 as a degree-seeking student by the application deadline and submit the Fall 2023 Nursing application.
- Students registered in Dual Credit for Spring 2023 through NIC must still submit a degree-seeking application to NIC for Fall 2023.
 - Waitlisted courses at application deadline will not be considered as enrolled courses. Applicants must be registered in one or more courses through NIC at application deadline or must complete a degree-seeking application to NIC for the **Fall 2023**.

STEP 2: Submit College Transcripts Complete Incomplete

Students are required to submit official military transcripts and official college transcripts from every college or university attended by the application deadline. If courses are still in progress at the time of the application deadline, in progress official transcripts are still required by the deadline AND final transcripts of courses enrolled in at the time of the application deadline must be submitted immediately after grades are posted. Please be aware that transcripts are not retained for a long period of time and you may need to reorder transcripts even if you've previously applied for NIC and/or the Practical Nursing Program. Only courses that appear on official transcripts at the application deadline will be used to determine points for admission. Applicants using AP, CLEP or other test scores for a course to meet a degree requirement must submit a paper copy of the scores if the test score is not listed on the transcript. COMPASS, RSAT or ACT Test scores are valid for four years from the test date.

STEP 3: Submit Page 5 of this Application Complete Incomplete

Page 5 of this application must be completed, signed and submitted to Cardinal Central prior to submitting items referenced on page 4 of this application including: Acknowledgement of Vaccination Requirement form, TEAS results, Prerequisite Course Information Sheet and supporting documentation. Failure to do so will result in an **Incomplete Application** status. Please complete and submit the page titled **North Idaho College Application for Admission to the Practical Nursing Program Fall 2023** as soon as possible in order to review your electronic checklist through Self-Service. Instructions for reviewing your electronic checklist can be found on the bottom of page 1. Your electronic checklist will be available approximately 2 – 5 business days after submission of completed application page.

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Acknowledgement of Vaccination Requirements Complete Incomplete

- ✓ Applicants must complete and submit the 'Acknowledgement of Vaccination Requirement' form located on page 6. Appropriate signature and date information is required! No electronic signature allowed!

Documentation of Medical Terminology course Complete Incomplete

- ✓ Documentation of successful completion (grade of C/2.0 or better) of an approved medical terminology course of at least 2 semester credits, e.g. CAOT 179 or its equivalent, no more than 7 years old at the time of entry into the nursing program. Medical terminology taken prior to fall semester 2016 does not meet the 7-year eligibility requirement. Documentation must appear on a transcript from an accredited college or documentation of enrollment in an approved course is required at the application deadline.

Documentation of Certified Nursing Assistant Status Complete Incomplete

- ✓ A copy of your current Certified Nursing Assistant state certification valid through the application deadline. Certification must be maintained through the first semester of the program. Applicants may have to renew their certification after the application deadline to continue their status through December 2023.

Nursing Entrance Exam Complete Incomplete

- ✓ For applicants who have applied previously, you may not need to submit the TEAS results again. It is your responsibility to ensure the Admissions Office has your results and that the scores have not expired. To find TEAS scores on file, log in to your MyNIC account, select Self Service under the Services area. Once you are in Self Service, select the grad hat icon (Academics) on the left side-panel, then select Test Summary. TEAS results will be listed under Admission Tests. If more than one valid TEAS score has been submitted, the most recent score will be used in the calculation process. Applicants may take the TEAS only once each application cycle through the NIC Testing Center. **TEAS scores are valid for two years, however, scores can be no older than 2 years at the time of the application deadline.**

Statement from previous nursing school Complete Incomplete

- ✓ Applicants who have attended any nursing program other than NIC, and not completed that program, must submit a statement regarding eligibility for readmission to each nursing program previously attended. The statement must be on school letterhead and must come from a dean or director of the program. **If a nursing school statement was submitted with a completed application to an NIC nursing program within the previous two years, a new statement must be submitted again with this application.**

Current Schedule Complete Incomplete

- ✓ Applicants who are enrolled in prerequisites in Spring 2023 in a school other than North Idaho College must submit a copy of their current schedule **and** complete the enclosed form titled ***Prerequisite Course Information Sheet***. Applicants must be enrolled in any remaining prerequisites at the application deadline. **See page 9 within this application for minimum prerequisites.**

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NORTH IDAHO COLLEGE

Application for Admission to the Practical Nursing Program

Fall 2023

North Idaho College Student Identification Number _____

Name _____
Last First Middle Preferred Name_

Other Names Appearing on Records _____

Current Mailing Address _____
Street Address City County State Zip

Home Phone _____ Cell Phone _____ E-Mail _____

Please list **all** colleges attended: The Admissions Office must receive official transcripts by the application deadline.

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

If I am interested in attending the Sandpoint LPN cohort. Please know cohort acceptance to the Sandpoint location is contingent upon unforeseen developments surrounding COVID-19. **Selecting the Sandpoint option is not a guarantee of Sandpoint program availability.**

Military: Active _____ Veteran _____ Other _____
 (DD 214 will be required after initial applicant screening)

Please read and indicate your acknowledgement of the following:

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.
- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.
- I understand that upon acceptance into the nursing program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the nursing program.
- I understand that a felony conviction may prevent me from obtaining a nursing license.
- By entering my name, date and checking the below box, I hereby authorize this electronic signature to serve as my legal signature in acknowledgement of the above information. No application will be considered without an electronic or handwritten signature.

Applicant Signature

Date

The nursing program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

This page must be submitted prior to additional items or accompanying documentation referenced on page 4 of this application including Acknowledgement of Vaccination Requirement form, TEAS results, Prerequisite Course Information Sheet and supporting documentation. Failure to do so may result in an incomplete application status.



North Idaho College

1000 West Garden Avenue, Coeur d'Alene, ID 83814
www.nic.edu

Health Professions and Nursing

Important Acknowledgement of Vaccination Requirements by Health Care Facilities/Clinical Sites

In order to meet course and program outcomes and receive the Associate of Science Degree in Nursing or the Intermediate Technical Certificate for Practical Nursing and to qualify to take the national licensure examination (NCLEX-RN®), all nursing students are required to participate in clinical activities.

The North Idaho College Nursing Program utilizes health care facilities throughout the region to achieve the clinical component of the Program. Some, if not all, of the Health Care Facilities providing clinical sites currently (or may in the future) require evidence of vaccinations including the COVID-19 vaccination in order to participate in clinical experiences at their facilities. Below is a list of all vaccinations currently required at various facilities.

Any student enrolling in a Nursing Program (RN or PN) is informed that the College has no duty and/or obligation to secure a Health Care Facility/Clinical Site that does not require COVID-19 or any other vaccinations as part of the clinical component of the Program. North Idaho College may inquire, on behalf of Students, potential exemptions that Health Care Facilities/Clinical Sites may accept for purposes of Student's election not to obtain a vaccine, including any religious or medical exemption that may be available. All admitted students must recognize and agree that acceptance of such exemption is left to the sole and absolute discretion of the Health Care Facility/Clinical Site and not the college.

Current Vaccination Requirements: (may be altered by healthcare facilities at any time)

- Measles, Mumps, Rubella (MMR)
- Varicella (Chicken pox)
- Hepatitis B
- Annual influenza
- Tetanus/Diphtheria/Pertussis
- COVID-19

If a student does not wish to become vaccinated then NIC may not be able to find placement in an internal or external clinical site.

Sign acknowledging receipt and understanding of the above information:

Student Signature

Date

Print Name

Acknowledgement of this document is required for admission to Nursing Programs at North Idaho College. Return this document as requested within the Program application process.

Prerequisite Information Sheet

Students currently enrolled in prerequisites at schools **OTHER** than North Idaho College must complete this information sheet. This sheet **and documentation of enrollment in the prerequisites listed below** must be submitted with the application in order to provide evidence of eligibility. **Applicants must be enrolled in any remaining prerequisites at the application deadline.** Failure to provide proof of registration in any remaining prerequisites at a school other than NIC will result in an Incomplete Application status. **See page 9 within this application for minimum prerequisites.**

Student Name _____

1. Prerequisite course/s I am currently taking _____

Name of college _____

Course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

2. Prerequisite course/s I am currently taking _____

Name of college _____

The course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

3. Prerequisite course/s I am currently taking _____

Name of college _____

The course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Official transcripts with final grades for all prerequisite courses not completed at NIC must be received in Cardinal Central by July 20, 2023

(Submit this page, if applicable)

PN Entrance Exam

A copy of TEAS standardized test scores must be submitted as part of the application process no later than the application deadline. Sessions for completing the TEAS test are generally offered at the NIC Testing Center during the two weeks prior to the application deadline but current scores from other testing locations are also acceptable. Students unable to attend testing sessions provided by NIC are responsible for completing this requirement elsewhere. Please contact the NIC Testing Center for possible alternatives.

To schedule Test of Essential Academic Skills (TEAS) through the NIC Testing Center:

1. If applying to the North Idaho College nursing program for the Fall 2023 cohort, **you must first complete and submit the page titled 'North Idaho College Application for Admission to the Practical Nursing Program Fall 2023'** to Cardinal Central. TEAS results submitted prior to the signed application page will result in an ineligible TEAS score.
2. Limited TEAS testing will be available via the NIC Testing Center. Click on the links below to view any currently available sessions.
3. Schedule the exam.
 - A. To schedule the exam at NIC in Coeur d'Alene: Log on to www.nic.edu/teas
 - B. To schedule the exam at an NIC Outreach Center: Log on to www.nic.edu/teas and follow the information for the Outreach Center of your choice.
4. Bring to the testing site on your scheduled day:
 - A. Your picture ID
 - B. A valid **credit/debit card** to pay for the exam (cash or checks are not accepted).
 - C. The cost through the NIC Testing Center is approximately \$65.

Applicants who appear for testing without a picture ID and valid credit/debit card will not be allowed to test.

Additional TEAS Information:

- In addition to the NIC testing fee, the applicant is also responsible for all fees assessed by an alternate test site.
- The exam may take up to 4 hours to complete. It may be taken only once each application period. TEAS scores may be used for two consecutive application years. If the TEAS is repeated, the most recent scores will be used for the application.

North Idaho College is committed to serving TEAS examinees with documented disabilities by providing reasonable accommodations appropriate to the examinee's diagnosis and needs. North Idaho College also provides some supports to English Learners, (English as a Second Language, 'ESL'). In order to be considered for TEAS accommodations, please contact the North Idaho College Disability Support Services (DSS) office at 208-665-4520. The DSS office is located in Seiter Hall, Room 100.

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North Idaho College Practical Nursing Program

Point System for Admission Selection for Entry into Fall 2023

- A. Applicants who have met the following admission requirements for the program and submit a complete application by the application deadline will be considered.
1. Prerequisite Courses – MCTE 102, PHAR 150, PSYC 101, ENGL 101 or 102, BIOL 175 or BIOL 227 & 228.
 2. Minimum cumulative GPA of 2.50 calculated on completed degree requirements.
 3. Minimum grade of C/2.0 GPA must be earned in each required course.
 4. A valid Certified Nursing Assistant certification by any U.S. state must be submitted by the application deadline and maintained through the first semester of the program
 5. Completion of an approved Medical Terminology course of at least 2 semester credits with a grade of C/2.0 or higher from an accredited college. Medical Terminology can be no more than 7 years old at the time of entry into the nursing program.
- B. Points will be awarded for grades earned in courses appearing on the official transcript at the application deadline and that meet the requirements for the Practical Nursing Certificate. No points are awarded for the valid CNA license, or Medical Terminology course.
- **MCTE 102, ENGL 101 or 102, PSYC 101: A=4, B=3, C/2.0=2, P=3**
 - **PHAR 150, BIOL 175 or BIOL 227 & 228: A=8, B=6, C/2.0=4, P=3**
 - Courses with grades of **P** (pass) or **S** (satisfactory) and courses that have not received a grade due to advance placement will be awarded **3 points**.
 - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
 - If students have completed BIOL 227 and 228 within the last 7 years with a grade of C/2.0 or better, those grades will have a point value of A=4, B=3, C/2.0=2 for each course as a substitute for BIOL 175. BIOL 227 and 228 completed prior to fall semester 2016 do not meet the 7-year eligibility requirement.
 - **Repeated courses:** the most recent course grade will be used.
 1. Courses which are greater than seven years old at the program start date can be repeated once for full point value.
 2. Courses which are less than seven years old at the program start date, if repeated, will be worth half the full-point value.
- C. **TEAS:** The total possible points for this exam will be 10 (Please refer to Page 8 of application).
- D. **Two points** will be awarded to residents of Idaho's five northern counties (Benewah, Bonner, Boundary, Kootenai and Shoshone). Residency status will be determined by the Admissions Office.
- E. A personal interview will be given for the highest-ranking 30 candidates. The total possible points for this interview will be 20. There will be five categories. If applicant does not meet criteria in one of the five categories, zero points will be awarded for interview component. The nursing department will send out letters to the highest-ranking 30 candidates with instructions on when and where the interviews will be held. Categories of interview will include:
- Professional presentation (business casual attire)
 - Knowledge of nursing
 - Ethics
 - Self-evaluation
 - Communication

(Do not submit this page, retain for your own records)

Practical Nursing Program Point Calculation Worksheet

To be kept by applicant for personal use.

A. Grades

Courses	Grade	Points
ENGL 101 or 102		
PHAR 150		
MCTE 102		
PSYC 101		
BIOL 175 or BIOL 227 & 228		
Medical Terminology		No Points Awarded
Active CNA License		No Points Awarded

(Prerequisite courses are shaded)

Total A _____

B. Test of Essential Academic Skills (TEAS). The number for “adjusted individual total score” percentage will be used to determine points as follows:

95-100% - 10	70-74% - 5
90-94% - 9	65-69% - 4
85-89% - 8	60-64% - 3
80-84% - 7	55-59% - 2
75-79% - 6	50-54% - 1

Total B _____

C. Residency

County and State of Residence _____ Points _____

Total C _____

TOTAL A+B+C _____

(Do not submit this page, retain for your own records)

Frequently Asked Application Questions (FAQs)

Q: When and how will I know if I got into the program?

A: *Applicants will be notified of acceptance or denial to program approximately three months after application deadline occurs. Applicants will be notified via standard mail. It is vital that any changes to your address be reported directly to the nursing advisor so corrections can be made prior to decisions being mailed. Please notify the nursing advisor via phone or email @ (208)769-3373 or wendy.mcintosh@nic.edu.*

Q: Do I get points for the requirements I'm working on now?

A: *Courses in progress at the application deadline are not eligible for points nor are they factored into cumulative GPA on program requirements.*

Q: Do I get points if I'm in the military or a veteran?

A: *Military service is not eligible for additional points; however, In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining open positions in the program, the following system will be used to determine who is selected:*

- *Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:*
- *Cumulative GPA on completed program requirements will be used to rank the remaining tied applicants. If there still continues to be a tie, then:*
- *A random drawing of all the remaining tied applicants will be held for the final position(s)*

Q: I sent in documents before I submitted my signed Nursing application page. Am I good?

A: *Application materials submitted prior to the signed Nursing application page will be invalid. You must submit the signed Nursing application page prior to or along with additional application materials. Submitting any nursing application materials prior to the signed Nursing application page may result in an ineligible or incomplete application status.*

Q: I applied to the Nursing program on my NIC application but my degree is something different. How do I get this corrected?

A: *Students are not assigned the specific Nursing degree until after they have been accepted to the program.*

Q: My credits at my previous schools transferred as equivalents less than NIC's credits. Do I need to take additional classes or re-take those courses?

A: *This is a common occurrence when courses are transferred from a quarter system to a semester system. Additional credits will only need to be completed if overall credits for graduation are not met.*

Q: May I apply to the program more than once?

A: *Applicants who have been **accepted** to a nursing program at North Idaho College on two different occurrences are no longer eligible for consideration for admission. Applicants are permitted two separate attempts at success in the North Idaho College nursing programs. This policy applies to acceptance for the Licensed Practical Nursing program and the Associate Degree Nursing program. **There are no restrictions as to the number of times an applicant may apply prior to acceptance into one of the North Idaho College Nursing programs.***

Q: Do I need to submit official NIC transcripts?

A: *No, applicants do not need to submit official NIC transcripts. However, it is highly recommended that applicants with transfer credits view their transcript evaluations **before** the application deadline to assure that they have courses which meet the prerequisite admission requirements for the Associate Degree Nursing program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **Transfer Summary**.*

Q: What is the minimum eligible grade for each prerequisite requirement for the Licensed Practical Nursing program?

A: *A minimum grade of C/2.0 must be earned in each required prerequisite requirement for the Licensed Practical Nursing program. Please refer to page 9 for cumulative GPA requirement and list of prerequisite courses.*

Updated Tuesday, November 16, 2023