



# North Idaho College

## ASSOCIATE DEGREE NURSING PROGRAM LPN to RN Advanced Placement Program

APPLICATION PACKET FOR ENTRY INTO PROGRAM IN  
FALL 2021

**Application Deadline: Thursday, February 11, 2021 by 5:00 PM**

Application materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, February 11, 2021, unless otherwise indicated.

**Application materials must be submitted as follows:**

Email application materials to: [HPN@nic.edu](mailto:HPN@nic.edu)

Application materials can be 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.

**There will be a separate ZOOM information session available for the Advanced Placement applicants, link provided below:**

[February 1, 2021 - 4:00 PM](#)

# North Idaho College Associate Degree Nursing Program Advanced Placement Application Checklist

This sheet is provided to ensure that your application is complete. This checklist does not need to be included with your application. All application materials must be emailed to [HPN@nic.edu](mailto:HPN@nic.edu) or received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, February 11, 2021, unless otherwise indicated.

## Application to North Idaho College

Complete  Incomplete

- ✓ If you are not enrolled in courses at North Idaho College in the **Spring 2021** semester, you must complete an application to NIC for the **Fall 2021** semester at [www.NIC.edu/apply](http://www.NIC.edu/apply). If you are taking classes at NIC in the **Spring 2021** semester, no action needed.

## Application to the ADN Program (Advanced Placement)

Complete  Incomplete

- ✓ The page titled **North Idaho College Application for Admission to the Associate Degree Nursing Program Advanced Placement Application Fall 2021** must be completed, signed and submitted to Cardinal Central prior to submitting any remaining nursing application materials. Failure to do so will result in an **Incomplete Application** status.

## 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, an official transcript is still required by the deadline and an additional transcript will be needed once final 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 Associate Degree 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. For courses taken at NIC, you do **not** need to submit your NIC transcripts.

## Documentation of Practical Nursing License

Complete  Incomplete

- ✓ Provide a copy of your current, Practical Nursing License valid through the application deadline.

## Nursing Entrance Exam

Complete  Incomplete

- ✓ For those of you who have applied previously, you may not need to submit your 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. Applicants may take the TEAS only once each application period. **TEAS scores are valid for two years, however, scores can be no older than 2 years at the time of the application deadline. Please verify that any previous TEAS scores align with the updated TEAS scores on the Associate Degree Nursing Point Calculation Worksheet within this application packet. If your previous score places you into a different point category, you will want to test again, as only new points scale will be used in the calculation process.**

**CHECKLIST CONTINUED ON NEXT PAGE**

**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 come from an instructor or administrator of the program. If a nursing school statement was submitted with a completed application to an NIC nursing program within the previous two years, that statement must be submitted again with this application.

**Current Schedule**

Complete  Incomplete

- ✓ Applicants who are enrolled in prerequisites in Spring 2021 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. Minimum prerequisites include: **ENGL 101, ENGL 102, BIOL 227, BIOL 228, BACT 250, PSYC 101, SOC 101, COMM 101 & GEM 3 Math course.**

**Completed Courses**

Complete  Incomplete

- ✓ Applicants for Advanced Placement into the fall semester of the second year of the Associate Degree Nursing Program must be enrolled in any remaining prerequisites at the application deadline.

**These prerequisite courses include:**

- English 101 (English Composition)
- English 102 (English Composition)
- Biology 227 (Human Anatomy and Physiology I)
- Biology 228 (Human Anatomy and Physiology II)
- Bacteriology 250 (General Microbiology)
- Communications 101 (Public Speaking)
- Psychology 101 (Introduction to Psychology)
- Sociology 101 (Introduction to Sociology)
- One Math course from the Math List for the A.S. Degree (see NIC Catalog)
- **Transition course required during fall for those who are accepted into the program (NURS 196). This will also include clinical rotations as well as documentation of vaccinations and/or additional vaccinations.**

**Documentation of Work Experience**

Complete  Incomplete

- ✓ The applicant must document a minimum of 6 months of full-time work experience (or the equivalent in part-time experience of 750 hours) as a LPN in the preceding 3 years. Applicants must submit the *Verification of Work Experience* form with the Admission Packet by February 11, 2021. The applicant will have until April 30, 2021 to complete required hours. If required hours will be completed after February 11, 2021, it is **the applicant's responsibility** to submit supplementary verification of hours completed directly to the Division of Nursing, North Idaho College, by May 3, 2021.

**CHECKLIST CONTINUED ON NEXT PAGE**

**Documentation of IV Training/Certification**

**Complete**  **Incomplete**

- ✓ All applicants for advanced placement must have verification of IV certification or documentation of an approved IV course taken within three years of anticipated admission. This may include documentation of IV insertion content in an LPN program. If the applicant doesn't hold an active IV certification, a letter from your current employer verifying that your IV skills are active and current may also be submitted by application deadline.

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.

**Incomplete applications or application materials received after 5:00 PM on February 11, 2021 will not be considered.**



# NORTH IDAHO COLLEGE

## Application for Admission to the Associate Degree Nursing Program ADVANCED PLACEMENT APPLICATION Fall 2021

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:

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

**The Office of Admissions must receive official transcripts by the application deadline.**

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

### Please read and sign.

- 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.

\_\_\_\_\_  
Applicant's 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.

# 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. **Minimum prerequisites include:** ENGL 101, ENGL 102, BIOL 227, BIOL 228, BACT 250, PSYC 101, SOC 101, COMM 101 & GEM 3 Math course.

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 22, 2021**

## RN 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 through the NIC Testing Center will not be available after early January, 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 2021 cohort, **you must first complete and submit the page titled 'North Idaho College Application for Admission to the Associate Degree Nursing Program Advanced Placement Application Fall 2021'** to Cardinal Central.
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](http://www.nic.edu/teas)
  - B. To schedule the exam at an NIC Outreach Center: Log on to [www.nic.edu/teas](http://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:
  - Your picture ID
  - A valid **credit/debit card** to pay for the exam (cash or checks are not accepted). **The cost can range from \$58 - \$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. Please see additional details on page 3 of application checklist under **Nursing Entrance Exam** checkmark.

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.



## IMPORTANT ADDITIONAL INFORMATION:

- Within the final acceptance letters, there will be details regarding the mandatory orientation. **Accepted students must appear in person at the Coeur d'Alene campus on the scheduled date and time in order to retain their acceptance status.**
- The minimum cumulative GPA of 3.0 for program eligibility will be calculated on degree requirement courses for the A.S. in Nursing which have been completed and appear on the transcript at the application deadline
- A minimum grade of C/2.0 must be earned in each required course
- If applicants have more than one course that will meet a degree requirement (i.e. three GEM 5 courses), the courses meeting the requirement with the highest grade will be used in GPA calculation.
- 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:
  - GPA, as defined above, 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 slot/s.
- 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**.
- 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.**
- **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](mailto:Wendy.Mcintosh@nic.edu).**

**North Idaho College  
Associate Degree Nursing Program**

**VERIFICATION OF LPN WORK EXPERIENCE**

**To be completed by the student:**

I hereby give permission for the release of information to the Associate Degree Nursing Program at North Idaho College:

Applicant Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the employer:**

Please complete the following information below in regard to this employee.

**After completion please return this form to employee.**

Facility Name: \_\_\_\_\_

Unit Worked/Description of Unit: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Total number of hours worked as an LPN at this facility in the preceding 3 years: \_\_\_\_\_

\_\_\_\_\_

Name/Position of individual completing this form: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this completed form to the Cardinal Central Office with Advanced Placement  
Application**

# Associate Degree Nursing

## Point Calculation Worksheet

**To be kept by the applicant for personal use.**

A. GPA

B. Bonus Points

A.S. Degree Requirement	Grade	Bonus Points	GPA
ENGL 101		<ul style="list-style-type: none"> <li>• Biol-227, Biol-228 &amp; Bact-250 are worth 4 additional bonus points each if completed with a 3.0 or higher (If repeated, average of 2 most recent scores must average 3.0 or higher)</li> </ul>	$\geq 3.7 - 4.00 = 35 \text{ pts}$
ENGL 102			
BIOL 227			
BIOL 228			
BACT 250			
GEM 3 MATH		<ul style="list-style-type: none"> <li>• Completion, with C/2.0, of non-prerequisite degree requirements are worth 1 additional point per course</li> </ul>	$\geq 3.4 - 3.69 = 25 \text{ pts}$
COMM 101			$\geq 3.0 - 3.39 = 15 \text{ pts}$
PSYC 101			$< 3.0 = \text{Ineligible}$
SOC 101			
GEM 5			
GEM 5			

**Total A** \_\_\_\_\_

**Total B** \_\_\_\_\_

C. Pre-admission Assessment Exam (TEAS-VI). The number for “adjusted individual total” score percentage will be used to determine points as follows:

92% - 100% = 25 pts

80% - 91.9% = 20 pts

58.7 – 79.9 = 15 pts

Below 58.7% = Ineligible

**Total C** \_\_\_\_\_

D. 12 or more 100-level or higher credits completed at NIC with C/2.0 = 15 pts

6 – 11 100-level or higher credits completed at NIC with C/2.0 = 8 pts

**Total D** \_\_\_\_\_

E. Bachelor’s or higher from regionally accredited institution, recognized by NIC = 10 pts

**Total E** \_\_\_\_\_

**TOTAL A - E** \_\_\_\_\_