



North Idaho College PRACTICAL NURSING PROGRAM (LPN)

APPLICATION PACKET FOR ENTRY INTO PROGRAM IN
Fall 2021

Application Deadline: Thursday, January 21, 2021 by 5:00 PM

Application materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, January 21, 2021, 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.

**There will be a Practical
Nursing Zoom information
session available, link
provided below:**

[January 8, 2021 - 1:30 PM](#)

North Idaho College Practical Nursing Program 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 or received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, January 21, 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. If you are taking classes at NIC in the **Spring 2021** semester, no action needed.

Practical Nursing Program Application (LPN)

Complete Incomplete

- ✓ The page titled **North Idaho College Application for Admission to the Practical Nursing Program 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.

Official High School Transcript/GED for Dual Enrolled Students

Complete Incomplete

- ✓ If HS program or GED is in progress, then completion of 12 or more college level credits is required. Final HS transcript or GED must be received prior to starting NURS courses.

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 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 2014 does not meet the 7-year eligibility requirement. Documentation must appear on a transcript from an accredited college. 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 2021.

CHECKLIST CONTINUED ON NEXT PAGE

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.**

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: **See page 11 within this application for minimum prerequisites.**

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 January 21, 2021 will not be considered.



NORTH IDAHO COLLEGE

Application for Admission to the Practical Nursing Program 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 _____

Education

High School Diploma: yes ___ no ___ GED: yes ___ no ___

Please list **all** Colleges attended:

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

If interested in attending the Sandpoint LPN cohort, please check this box 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.

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. **See page 11 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 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 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 2021 cohort, **you must first complete and submit the page titled 'North Idaho College Application for Admission to the Practical Nursing Program 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
 - 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). **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.

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.**
- A minimum grade of C/2.0 must be earned in each required course
- 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.**
- **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.**

Incomplete applications or application materials received after 5:00 PM on January 21, 2021 will not be considered.

North Idaho College Practical Nursing Program

Point System for Admission Selection for Entry into Fall 2021

- A. Applicants who have met the following admission requirements for the program and submit a complete application by the application deadline will be considered (see College Catalog for details on admission requirements).
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. Have completed 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. The following point system will be used:
- **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 2014 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. The TEAS will be administered prior to the application deadline. **The total possible points for this exam will be 10.**
- 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 based on information submitted on the North Idaho College application.

POINT SYSTEM CONTINUED ON NEXT PAGE

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

F. Additional information:

In the event that 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:

1. 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:
2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
3. A random drawing of all the remaining tied applicants will be held for the final slot/s.

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 _____