



# North Idaho College

## ASSOCIATE DEGREE NURSING PROGRAM

### SPRING 2025 APPLICATION INFORMATION

**Application Deadline: Thursday, August 15, 2024 by 5:00 PM**

**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 or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

**Questions can be directed to:**

Cardinal Central Office (208) 769-3311, or  
Health Professions & Nursing (HPN) Admissions – email: [HPN@nic.edu](mailto:HPN@nic.edu)

Or

Wendy R. McIntosh  
Student Success Navigator for Nursing  
Meyer Health and Sciences Building 166  
(208) 769-3373

[wendy.mcintosh@nic.edu](mailto:wendy.mcintosh@nic.edu)

[www.nic.edu](http://www.nic.edu)

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 Sessions

There will be three available Zoom information sessions prior to the posted application deadline. Students are strongly encouraged to attend one of the sessions. During the information sessions 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 available times and links to sessions below.

[THURSDAY, JUNE 27 - 10:00 AM - 11:00 AM](#)

[WEDNESDAY, JULY 10 - 1:00 PM - 2:00 PM](#)

[THURSDAY, AUGUST 8 - 4:00 PM - 5:00 PM](#)

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

If there are questions not answered within one of the scheduled information sessions, 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](mailto:wendy.mcintosh@nic.edu)  
[www.nic.edu](http://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 Monday, December 2, 2024 from 2:30 pm – 4:30 pm.

**Accepted** students are required to attend FUN (Fundamentals of Understanding Nursing). FUN will be scheduled for Friday, January 17, 2025 from 9:00 am to 3:00 pm.

**Alternate** students who are notified of acceptance to the program prior to Friday, January 17, 2025 are required to attend FUN.

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# Associate Degree Nursing Program Application Checklist

Read the entire application and follow instructions for completing and submitting necessary application materials. All required application materials must be completed and received by the application deadline.

## **Step 1:**

**Apply to the North Idaho College Nursing RN Program**       Complete       Incomplete

Submit an electronic application by accessing <https://www.nic.edu/start> and clicking on the 'Apply Now' link. Please select the Registered Nursing AS Program/degree pathway option. Note: This program has prerequisites required for entry. Information about the program and required prerequisite courses can be found on the Nursing RN Program website using the following link: [Nursing RN - North Idaho College \(nic.edu\)](https://www.nic.edu/nursing-rn)

## **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. Courses completed at North Idaho College do not require transcript submission. If courses are still in progress at the time of the application deadline, in progress official transcripts are still required by the deadline AND official 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 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. International college/university transcripts must be professionally evaluated by [WES](https://www.wes.org/) or a similar [NACES-member organization](https://www.naces.org/). It is recommended an applicant choose course-by-course evaluation and pay to have records retained with these organizations for potential future use.

## **Step 3:**

**Submit Supporting Application Materials**       Complete       Incomplete

Materials in support of your electronic application must be submitted as follows:

Email application materials to: [HPN@nic.edu](mailto:HPN@nic.edu). Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

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### Nursing Entrance Exam (TEAS)

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 (If Applicable)

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.**

### Copy of Credentials (If Applicable)

Complete  Incomplete

- ✓ In order to receive points towards **direct patient care**, a copy of credentials, licenses and certifications applicable to and required for position(s) held must be provided by application deadline. Providing copies of credentials, licenses and certifications will not ensure direct patient care points will be awarded, however, copies of credentials, licenses and certifications are required in order for direct patient care points to be considered. **Cell phone pictures of credentials, licenses and certifications applicable to and required for position(s) will not be permitted or considered valid.**

### Current Schedule (If Applicable)

Complete  Incomplete

- ✓ Applicants who are enrolled in any minimum prerequisites in Fall 2024 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, BIOL 227, PSYC 101, COMM 101 & GEM 3 Math course.**

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# 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, BIOL 227, PSYC 101, COMM 101 & a GEM 3 Math course.

Student Name \_\_\_\_\_

**1. Prerequisite course I am currently taking (check one):**

ENGL 101     BIOL 227 & Lab     PSYC 101     COMM 101     GEM 3 Math Course

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 I am currently taking (check one):**

ENGL 101     BIOL 227 & Lab     PSYC 101     COMM 101     GEM 3 Math Course

Name of college \_\_\_\_\_

Course/s will be complete on (date) \_\_\_\_\_

The course/s is/are being offered in a \_\_\_\_\_ quarter \_\_\_\_\_ semester system. **(check one)**

**3. Prerequisite course I am currently taking (check one):**

ENGL 101     BIOL 227 & Lab     PSYC 101     COMM 101     GEM 3 Math Course

Name of college \_\_\_\_\_

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 December 16, 2024**

(Submit this page, if applicable)

# 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. Limited TEAS testing will be available via the NIC Testing Center. Click on the links below to view any currently available sessions.
2. 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.
3. 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 \$70.

**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. 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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# 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, two most recent scores must average 3.0 or higher to be eligible for 4 additional bonus points).</li> </ul>	$\geq 3.7 - 4.00 = 35 \text{ pts}$
BIOL 227			
COMM 101			
PSYC 101			
GEM 3 MATH			
ENGL 102			
BIOL 228			
BACT 250		<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>	$< 3.0 = \text{Ineligible}$
SOC 101			
GEM 5			
GEM 5			
NURS 115			

\* Minimum cumulative GPA of 3.0 for program eligibility will be calculated on all completed degree requirement courses (shaded and non-shaded) from the above course list appearing on the transcript at the application deadline.

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

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

B. TEAS (Test of Essential Academic Skills) Results: 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  
 (Only courses posted to the NIC transcripts by application deadline will be considered)

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

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E. Completion of 750 hours direct patient care within 3 years of application deadline, verified on employer letterhead or on form provided within application. **If employer is using employee letterhead option, date reporting instructions must still be adhered to.** Direct patient care hours accumulated prior to **August 2021** will not count towards points received. Please include copies of credentials, licenses and certifications applicable to and required for position(s) held. **Only** hours worked within 3 years of application deadline will be accepted = 15 pts

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

F. Bachelor's degree or higher from regionally accredited institution, recognized by NIC = 10 pts

**Total F** \_\_\_\_\_

G. Students applying (or re-applying to the ADN Program will be given bonus points for any NIC Nursing (NURS) courses completed with a C/2.0 or higher, for up to two years from the time the course was taken. This includes students who take NURS 115 Wellness prior to getting into the ADN Program and students that attended the first semester of the program and completed some NURS courses successfully, such as NURS 215, etc. These courses will also be counted in the admission criteria as courses completed at NIC with a grade of C/2.0 or higher at NIC.

**TOTAL A - G** \_\_\_\_\_

**Random audits will be conducted on verifications of direct patient care information provided**

**Examples of employment that meet the direct patient care criteria:**

- CNA
- Military Medic or Corpsman
- EMT or Paramedic
- Mental Health Technician or Specialist
- Surgical Technologist
- Physical Therapist Assistant
- Occupational Therapy Assistant
- Clinical Medical Assistant
- Patient Care Technician (Dialysis)
- Radiology Technician
- Licensed Massage Therapist
- Emergency Department Technician
- Dental Hygienist

**Examples of employment that do not meet the direct patient care criteria:**

- |                      |                         |                      |
|----------------------|-------------------------|----------------------|
| Patient Transporter  | Phlebotomist            | Respite Care         |
| Pharmacy Technician  | Esthetician             | Medication Assistant |
| Physical Therapy Aid | Scribe                  | Resident Assistant   |
| Lifeguard            | Health Unit Coordinator | Caregiver            |
| Ski Patrol           | Home Care Aid           |                      |

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## VERIFICATION OF DIRECT PATIENT CARE EXPERIENCE

**Please provide a copy of your job description including required qualifications**

### 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) \_\_\_\_\_

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

Position Held by Applicant \_\_\_\_\_

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

Dates of Employment within Preceding 3 Years: \_\_\_\_\_

**Dates of employment must be reported using one of the following formats: MM / YYYY through MM / YYYY OR MM / YYYY through Current. These are the only two accepted formats. Reported dates must be reported using one of the above formats. Reported dates may only include August 2021 through application deadline. Any dates reported prior to August 2021 will not be considered. If dates are reported outside of the preceding 3 years, applicant will not be eligible for direct patient care points.**

Number of Hours within Preceding 3 Years: \_\_\_\_\_

**Please report total hours worked within required 3-year time frame. The nursing division will not accept hours requiring a calculation to determine total completed hours. Direct patient care hours accumulated prior to August 2021 will not count towards points received. If hours reported on this form are not within the preceding 3 year time frame, applicant will not be considered eligible to receive points awarded in this category.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### To be verified by employer: *Please verify above information in regard to this employee.*

Name of individual verifying applicant employment & work history \_\_\_\_\_

Position held of individual verifying applicant employment & work history \_\_\_\_\_

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

Date \_\_\_\_\_

**Return this form along with copies of applicable credentials, licenses and certifications to the Cardinal Central Office with Associate Degree Nursing Application. Applicants may submit multiple forms if employed by multiple facilities within the preceding 3 years.**

**Random audits will be conducted on verification of direct patient care information provided by the applicant.**

(Submit this page, if applicable)

## Direct Patient Care Appeal

If the student strongly believes that their 750 hours of employment meets the criteria, but the position is not identified in either of the lists on page 8, the student may request an appeal for review of their position. Directions to appeal:

1. Complete Verification of Direct Patient Care Experience form.
2. Complete the Direct Patient Care Appeal form.
3. Include an employer letter, on the employer letterhead, stating the job title the student held, the dates and total hours worked within the preceding 3 years and their job description.
4. The completed appeal documentation and copies of applicable credentials, licenses and certifications must be submitted by application deadline.

### Direct Patient Care Appeal Form for ADN Admission Criteria

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Direct Patient Care Position held: \_\_\_\_\_

Dates of Employment within Preceding 3 Years: \_\_\_\_\_

**Dates of employment must be reported using one of the following formats: MM / YYYY through MM / YYYY OR MM / YYYY through Current. These are the only two accepted formats. Reported dates must be reported using one of the above formats. Reported dates may only include August 2021 through application deadline. Any dates reported prior to August 2021 will not be considered. If dates are reported outside of the preceding 3 years, applicant will not be eligible for direct patient care points.**

**Provide job description, including typical duties the student performed while employed:**

(Submit this page, if applicable)

## 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](mailto: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 bonus 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 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:** How is GPA calculated when more than one course may meet degree requirements?

**A:** *If applicants have more than one course that will meet a degree requirement (i.e. three GEM 5 courses or two GEM 3 courses), the course(s) meeting the requirement(s) with the highest grade will be used in GPA calculation.*

**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:** I studied abroad and have some credits or have a degree from a non-US college or university. Can I submit my transcript from that institution by the nursing deadline? If my foreign credits are listed on another US college or university transcript, can I submit that US college transcript to meet the requirement?

**A:** *No, we cannot accept foreign transcripts in those manners. All non-US college transcripts must be evaluated by a professional international transcript service such as WES.org, at the student's expense. That organization will then provide the evaluated transcript on behalf of the student to NIC. Such evaluated transcripts must be received by the nursing application deadline. Just like US transfer credits, we cannot accept foreign transfer credits listed on another school's transcript. Please refer to [Admissions International Students \(nic.edu\)](http://nic.edu) for additional information.*

**Q:** What is the minimum eligible grade for each prerequisite and general education requirement for the Associate Degree Nursing program?

**A:** *A minimum grade of C/2.0 must be earned in each required prerequisite and general education requirement for the Associate Degree Nursing program.*

Updated Friday, June 11, 2024