



North Idaho College

ASSOCIATE DEGREE NURSING PROGRAM PN to RN Advanced Placement Program

APPLICATION PACKET FOR ENTRY INTO PROGRAM IN
FALL 2024

Application Deadline: Thursday, April 18, 2024 by 5:00 PM

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

Application materials can 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

Or

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

wendy.mcintosh@nic.edu

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 Session

There will be a Zoom information session 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 time and link to session below.

[THURSDAY, APRIL 4 - 12:00 PM - 1:00 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 nursing advisor for clarification on specific questions.

Wendy R. McIntosh
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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, August 19, 2024 from 2:30 pm – 4:30 pm.

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North Idaho College Associate Degree Nursing Program Advanced Placement Application Checklist

Read the entire application information packet 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 – Advanced Placement** Program/degree pathway option. Note: This program has prerequisites and additional requirements for entry. Please review entire application information packet and program webpage @ [Advanced Placement - North Idaho College \(nic.edu\)](#).

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](#) or a similar [NACES-member organization](#). 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. 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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Documentation of Practical Nursing License

Complete Incomplete

- ✓ Provide a copy of your current, Practical Nursing License valid through the application deadline. **Cell phone pictures of Practical Nursing License are not permitted and will not be considered meeting application criteria.**

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

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.**

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 an LPN in the preceding 3 years. Applicants must submit the *Verification of Work Experience* form with the Admission Packet by the posted application deadline. The applicant will have until July 1, 2024 to complete required hours. If required hours will be completed **after** the application deadline, it is **the applicant's responsibility** to submit supplementary verification of hours completed directly to the Division of Nursing, North Idaho College, by July 5, 2024.

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 application deadline. 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.

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Current Schedule

Complete Incomplete

- ✓ Applicants who are enrolled in prerequisites in Spring 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***.

Completed Courses

Complete Incomplete

- ✓ Applicants for Advanced Placement into the spring 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 (Fundamentals of Oral Communication)
- Psychology 101 (Introduction to Psychology)
- Sociology 101 (Introduction to Sociology)
- One GEM 3 Math course from the Math List for the A.S. Degree (see NIC Catalog)
- **Transition course required 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.**

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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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 August 16, 2024

(Submit this page, if applicable)

RN Entrance Exam (TEAS)

A copy of TEAS standardized test scores must be submitted as part of the application process no later than the application deadline. 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
 - 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.
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. 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
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: _____

(Submit this page)

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"> Biol-227, Biol-228 & 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) 	$\geq 3.7 - 4.00 = 35 \text{ pts}$
ENGL 102			
BIOL 227			
BIOL 228			
BACT 250			
GEM 3 MATH			
COMM 101		<ul style="list-style-type: none"> Completion, with C/2.0, of non-prerequisite degree requirements are worth 1 additional point per course 	$\geq 3.4 - 3.69 = 25 \text{ pts}$
PSYC 101			
SOC 101			
GEM 5 (Arts & Humanities)			
GEM 5 (Arts & Humanities)			
			$\geq 3.0 - 3.39 = 15 \text{ pts}$
			$< 3.0 = \text{Ineligible}$

Total A _____

Total B _____

C. Pre-admission Assessment Exam (TEAS). 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 _____

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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 two 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 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: 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 individual required prerequisite and general education requirement for the Associate Degree Nursing program.*

Application Currently Unavailable