



# North Idaho College

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

### SPRING 2025 APPLICATION INFORMATION

**Application Deadline: Thursday, October 17, 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 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 this packet prior to the information session and have questions ready as each section is addressed. Please see the time and link to session below.

[TUESDAY, SEPTEMBER 10 - 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 this packet 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](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 Wednesday, January 22, 2025 from 1:00 pm – 4:00 pm.

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

Read 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 Advanced Placement Nursing Program**  Complete  Incomplete

To apply, go to [www.nic.edu/apply](http://www.nic.edu/apply) and select the **Apply Now** option. Either log into your existing account or create a new account. Once in your account, select **Create a New Application**. Select the top option of **Degree-Seeking Student**. For Entry Term, select **Spring 2025**. For Academic Program, if program ready, select **Registered Nursing AS – Advanced Placement**. **Please Note: This program has prerequisites required for entry.**

## Step 2:

**Submit Official College & Other Required Transcripts**  Complete  Incomplete

All official high school, college and military transcripts must be received in the Cardinal Central Office by the application deadline. Courses completed at North Idaho College do not require transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts. Only courses that appear on an originating educational institution's official transcript will be used to determine points for admission. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. 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](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.

**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.**

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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.** Students unable to attend testing sessions provided by NIC are responsible for completing this requirement elsewhere. Please contact Wendy R. McIntosh @ [wendy.mcintosh@nic.edu](mailto:wendy.mcintosh@nic.edu) or (208) 769-3373 for possible alternatives.

### 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 posted deadline. The applicant will have until December 20, 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 January 2, 2025.

### 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.

### Current Schedule

Complete  Incomplete

Applicants who are enrolled in 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**.

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## Completed Courses

Complete     Incomplete

Applicants for the Advanced Placement Program must be enrolled in any remaining prerequisites at the application deadline.

### These prerequisite courses include:

- English 101 (Writing and Rhetoric I)
- English 102 (Writing and Rhetoric II)
- Biology 227 & Lab (Human Anatomy and Physiology I)
- Biology 228 & Lab (Human Anatomy and Physiology II)
- Bacteriology 250 & Lab (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 during spring 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.**

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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 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 January 2, 2025**

(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 Wendy R. McIntosh @ [wendy.mcintosh@nic.edu](mailto:wendy.mcintosh@nic.edu) or (208) 769-3373 for possible alternatives.

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

1. If applying to the North Idaho College PN to RN Advanced Placement Program for the Spring 2025 cohort, **you must first complete Step 1 on Page 3 of this packet prior to submitting TEAS results.**
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:
  - 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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**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. Applicants may submit more than one form if hours have been met through more than one facility).**



## 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> <li>• Completion, with C/2.0, of non-prerequisite degree requirements are worth 1 additional point per course</li> </ul>	$\geq 3.7 - 4.00 = 35$ pts
ENGL 102			
BIOL 227			
BIOL 228			$\geq 3.4 - 3.69 = 25$ pts
BACT 250			$\geq 3.0 - 3.39 = 15$ pts
GEM 3 MATH			$< 3.0 =$ Ineligible
COMM 101			
PSYC 101			
SOC 101			
GEM 5 (Arts & Humanities)			
GEM 5 (Arts & Humanities)			

**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 Student Success Navigator for Nursing so corrections can be made prior to decisions being mailed. Please notify the Student Success Navigator for Nursing 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 sent in documents before I completed Step1 on Page 3. Am I good?

**A:** *Application materials submitted prior to completing Step 1 on Page 3 will be invalid. Submitting any nursing application materials prior to completing Step 1 on Page 3 will result in an ineligible or incomplete application status.*

**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 through the applicant's MyNIC account in Self-Service.*

**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. Cumulative GPA on applicable completed courses by posted application deadline must meet the minimum 3.0 requirement.*

**Q:** Is the NIC Associate Degree Nursing program requiring the COVID-19 vaccine?

**A:** *The NIC Associate Degree Nursing program relies on clinical partners to meet student learning outcomes, some of which have enacted policies regarding mandatory vaccinations for COVID-19. Decisions regarding requirements for various vaccinations are outside NIC's control and are at the sole discretions of each individual facility.*