



# North Idaho College

## ASSOCIATE DEGREE NURSING PROGRAM (ADN)

### APPLICATION PACKET FOR ENTRY INTO PROGRAM IN Spring 2020

Information sessions on the admissions process will be held on the following dates. You may select a session from the times listed below. All sessions will be held in Meyer Health & Sciences Building on the NIC Campus.

DAY	DATE	TIME	LOCATION
Friday	August 9, 2019	10:00 AM	MHS 102
Wednesday	August 14, 2019	1:00 PM	MHS 102

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.

# North Idaho College Associate Degree Nursing Program Application Checklist

This sheet is provided for you to ensure that your application is complete. All materials must be submitted to **Cardinal Central no later than 5:00 PM on Thursday, August 15, 2019** unless otherwise indicated.

## Application to North Idaho College

Complete  Incomplete

- ✓ If you are not enrolled in courses at North Idaho College in the fall 2019 semester, you must complete an application to NIC.

## Application to the ADN Program (RN)

Complete  Incomplete

- ✓ The application must be complete.

## College Transcripts

Complete  Incomplete

- ✓ Students are required to submit official transcripts from **every** college or university attended.. 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 test scores to meet a required course must submit a paper copy of the scores if the test score is not listed on the transcript. Test scores are valid for two years from the test date.

## Nursing Entrance Exam

Complete  Incomplete

- ✓ TEAS results must be submitted to **Cardinal Central** for each application period. 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. **See page 6 for scheduling requirements.**

## Statement from Previous Nursing School

Complete  Incomplete

- ✓ Applicants who have attended any nursing program other than NIC must submit a statement regarding eligibility for readmission to each nursing program(s) previously attended. The statement must come from an instructor or administrator of the program(s). If a nursing school statement was submitted with a completed application to an NIC nursing program within the previous two years, that statement may be submitted again with this application.

## Current Schedule

Complete  Incomplete

- ✓ Applicants who are enrolled in prerequisites in fall 2019 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. Failure to provide proof of registration in any remaining prerequisites at a school other than NIC will result in an **Incomplete Application** status.

## Copy of Credentials

Complete  Incomplete

- ✓ In order to receive points towards direct patient care, a copy of credentials and/or certifications pertaining to applicable direct patient care must be provided by application deadline. Providing copies of credentials and/or certifications will not ensure direct patient care points will be awarded, however, copies of credentials and/or certifications are required in order for direct patient care points to be considered.

## IMPORTANT ADDITIONAL INFORMATION:

- 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 **View Transfer Credits**.
- 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. Placement scores, SAT or ACT Test scores are valid for two years from the test date.
- 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.**

**Incomplete applications or application materials received after 5:00 PM on August 15, 2019 will not be considered.**



# NORTH IDAHO COLLEGE

## Application for Admission to the Associate Degree Nursing Program Spring 2020

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 Admissions Office 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.

Name \_\_\_\_\_

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)

\_\_\_\_\_

\_\_\_\_\_

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 December 20, 2019**

## RN Entrance Exam

### To schedule Test of Essential Academic Skills (TEAS):

1. Turn in the “NIC Associate Degree Nursing Application” sheet to Cardinal Central.
2. **Only individuals who have applied for admission to the nursing program for spring 2020 are eligible to test.**
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). **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 information:

- The TEAS will be administered at the NIC testing center on various dates through the application deadline. It is the applicant’s responsibility to ensure that an official copy of the exam is in Cardinal Central by 5:00 pm on August 15, 2019.
- 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. If a TEAS score is to be reused for another application period, **it is the applicant’s responsibility to resubmit the scores** to Cardinal Central for that application period.

**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.**

**North Idaho College**  
**Associate Degree Nursing Program**  
**Point System for Admission Selection for Entry into Spring 2020**

- 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 North Idaho College admission requirements).
1. Prerequisite Courses – ENGL 101, BIOL 227, PSYC 101, COMM 101 & Math course meeting A.A. / A.S. degree requirements
  2. Minimum cumulative GPA of 3.0 on completed degree requirements
  3. Minimum grade of C/2.0 must be earned in each required course
- B. 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.**
- C. Additional information:
- The minimum 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.
  - 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. Placement scores, SAT or ACT Test scores are valid for two years from the test date.
  - 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:
    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.

# 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
BIOL 227			
COMM 101			
PSYC 101			$\geq 3.4 - 3.69 = 25$ pts
MATH course meeting A.S. degree requirements			$\geq 3.0 - 3.39 = 15$ pts
ENGL 102			$< 3.0 =$ Ineligible
BIOL 228			
BACT 250			
SOC 101			
GEM 5			
GEM 5			
NURS 115			

**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:

- 90.6% - 100% = 25 pts
- 78% - 90.5% = 20 pts
- 58.6 – 77.9% = 15 pts
- Below 58.6% = Ineligible

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

D. 12 or more credits completed at NIC with C/2.0 = 15 pts  
 6 - 11 credits completed at NIC with C/2.0 = 8 pts

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

**CHECKLIST CONTINUED ON NEXT PAGE**



E. Completion of 750 hours direct patient care within 3 years of application deadline, verified on employer letterhead or on form provided within application. Direct patient care hours accumulated prior to August 2016 will not count towards points received. Please include copies of credentials and/or certifications. **Only** hours worked within 3 years of application deadline will be accepted = 15 pts

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

F. Bachelor's degree or higher from 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 verification of direct patient care information provided by the applicant.**

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

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

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

- Patient Transporter
- Pharmacy Technician
- Physical Therapy Aid
- Lifeguard
- Ski Patrol
- Phlebotomist
- Esthetician
- Scribe
- Health Unit Coordinator

**North Idaho College  
Associate Degree Nursing Program (ADN)**

**VERIFICATION OF DIRECT PATIENT CARE 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 \_\_\_\_\_

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

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

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

Total Number of Hours Worked in Direct Patient Care at this Facility in the Preceding 3 Years

\_\_\_\_\_

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

\_\_\_\_\_

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

Date \_\_\_\_\_

**Please return this completed form along with copies of applicable credentials to the NIC Admissions Office with Associate Degree Nursing Application**

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

## Direct Patient Care Experience

North Idaho College Associate Degree Nursing Program applicants that complete 750 hours of direct patient care within 3 years of the application deadline will receive an additional 15 points awarded to their admission criteria. The 750 hours needs to be completed while employed by a healthcare agency. The student will need to turn in a verification letter from their employer (on employer letterhead) or submit the form provided within this application stating the job title of the student at the time they were employed there, the dates of employment, and the job description. The letter and copies of applicable credentials must be turned in with the admission packet.

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 10, the student may request an appeal for review of their position. Directions to appeal:

1. Complete the Direct Patient Care Appeal form.
2. Include an employer letter, on the employer letterhead, stating the job title the student held, the dates they worked and their job description.
3. The completed appeal documentation and copies of applicable credentials must be submitted with the ADN admission packet.

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

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

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

Dates student held the position: \_\_\_\_\_

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

**Approved to meet the 750 direct patient care experience:      YES \_\_\_\_\_ NO \_\_\_\_\_**