APPLICATION PACKET FOR ENTRY INTO PROGRAM IN SPRING 2021

Application Deadline: Thursday, August 13 by 5:00 PM

There will be 2 separate ZOOM information sessions available, links provided below:

July 7, 2020 - 4:00 PM

August 7, 2020 - 1:00 PM

There will also be one in-person information session scheduled

August 11, 2020 – 10:00 AM
Meyer Health & Sciences Building, Room TBD
Limit of 20 people. Please schedule in-person session with nursing advisor

Wendy McIntosh
Nursing Advisor
Nursing Division
Phone: (208) 769-3373
Email: Wendy.McIntosh@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.
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 13, 2020 unless otherwise indicated.

Application to North Idaho College □ Complete □ Incomplete
✓ If you are not enrolled in courses at North Idaho College in the Fall 2020 semester, you must complete an application to NIC for the Spring 2021 semester at www.NIC.edu/apply. If you are taking classes at NIC in Fall 2020, no action needed.

Application to the ADN Program (RN) □ Complete □ Incomplete
✓ The page titled North Idaho College Application for Admission to the Associate Degree Nursing Program Spring 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.

College Transcripts □ Complete □ Incomplete
✓ Students are required to submit official military transcripts and official college 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 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.

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.

CHECKLIST CONTINUED ON NEXT PAGE
Current Schedule

✓ Applicants who are enrolled in prerequisites in fall 2020 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.

Copy of Credentials

✓ 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.

Incomplete applications or application materials received after 5:00 PM on August 13, 2020 will not be considered.
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:

<table>
<thead>
<tr>
<th>Name of College, Trade School, etc.</th>
<th>City &amp; State</th>
<th>Dates Attended</th>
<th>Grad. Date</th>
<th>Degree/#Credit Earned</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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. Minimum prerequisites include: ENGL 101, BIOL 227, PSYC 101, COMM 101 & a 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 December 18, 2020
RN Entrance Exam
To schedule Test of Essential Academic Skills (TEAS):

1. Turn in the North Idaho College Application for Admission to the Associate Degree Nursing Program Spring 2021 to Cardinal Central.

2. Only individuals who have applied for admission to the nursing program for Spring 2021 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
   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:
- The TEAS will be administered at the NIC testing center on various dates through the application deadline. Applicants who wish to complete the TEAS outside of the NIC Testing Center’s available dates or location may make other arrangements on their own. 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 13, 2020.

- 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. Please see additional details on page 2 of application checklist under Nursing Entrance Exam checkmark.

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.**

- The minimum cumulative 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.

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

- 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:
  - 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:
  - GPA, as defined above, 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 slot/s.

- 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 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. 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.**
# Associate Degree Nursing

## Point Calculation Worksheet

To be kept by the applicant for personal use.

### A. GPA

<table>
<thead>
<tr>
<th>A.S. Degree Requirement</th>
<th>Grade</th>
<th>Bonus Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td></td>
<td></td>
<td>≥ 3.7 – 4.00 = 35 pts</td>
</tr>
<tr>
<td>BIOL 227</td>
<td></td>
<td></td>
<td>≥ 3.4 – 3.69 = 25 pts</td>
</tr>
<tr>
<td>COMM 101</td>
<td></td>
<td></td>
<td>≥ 3.0 – 3.39 = 15 pts</td>
</tr>
<tr>
<td>PSYC 101</td>
<td></td>
<td></td>
<td>&lt; 3.0 = Ineligible</td>
</tr>
<tr>
<td>GEM 3 MATH</td>
<td></td>
<td>• Completion, with C/2.0, of non-prerequisite degree requirements are worth 1 additional point per course</td>
<td></td>
</tr>
<tr>
<td>ENGL 102</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BIOL 228</td>
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<td>BACT 250</td>
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<tr>
<td>SOC 101</td>
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<tr>
<td>GEM 5</td>
<td></td>
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<td></td>
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<tr>
<td>GEM 5</td>
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<td></td>
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<tr>
<td>NURS 115</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total A ________**

**Total B ________**

### B. Bonus Points

**Total C ________**

### 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 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 ________**

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 2017 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 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
- Home Care Aid
- Respite Care
- Medication Assistant
- Resident Assistant
- Caregiver
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 the following format: MM / YYYY through MM / YYYY. Reported dates must include 2 dates. Reported dates may only include August 2017 through current. Any dates reported outside of this time frame 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: ________________________________

Direct patient care hours accumulated prior to August 2017 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 completing this form ________________________________

Position held of individual completing this form ________________________________

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.
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 9, 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 within the preceding 3 years and their job description.
3. The completed appeal documentation and copies of applicable credentials, licenses and certifications 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 of Employment within Preceding 3 Years: ____________________________________

Dates of employment must be reported using the following format: MM / YYYY through MM / YYYY. Reported dates must include 2 dates. Reported dates may only include August 2017 through current. Any dates reported outside of this time frame 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:

Approved to meet the 750 direct patient care experience: YES____ NO____