



Registered Nursing Application Checklist Full-time and Part-time Program Options

We are excited to assist you in applying for the CEI Registered Nursing programs! Follow the step by step guide to apply for the AAS full-time and part-time nursing program options.

This program admits new students on the following schedule:

- **Full-time Program Option:**
 - 30 students admitted every spring and fall semester
 - Fall semester start: Applications due March 1st
 - Spring semester start: Applications due October 1st
- **Part-time Program Option:**
 - 30 students admitted every spring semester
 - Spring semester start: Applications due October 1st

Select the semester and year you would like to **START** the program when completing your application

CEI Enrollment:

You must be a CEI student and have all prerequisite courses completed and transferred by the following dates to apply for the CEI nursing programs:

- **February 1st:** Spring application period
- **September 1st:** Fall application period

It is recommended that you connect with your advisor after registering as a CEI student or if you are a current student and have questions regarding your progress.

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance or program questions.

Complete Program Prerequisite Requirements:

All prerequisite courses must be complete or in progress at CEI at the time of application. **In progress courses at outside institutions, will not be accepted and the application will be denied as incomplete.**

Applicants must receive a C+ or higher **and** maintain a prerequisite GPA of 3.0 or higher in the following courses for the **full-time option**:

- English 101 – Writing & Rhetoric 1 (3 credits)
- Math 153 **or** Math 143 – Statistical Reasoning or College Algebra (3 credits)
Statistical Reasoning strongly recommended
- PSYCH 101 **or** SOC 101 - Introduction to Psychology or Introduction to Sociology (3 credits)
- BIO 227 & Lab - Human Anatomy and Physiology 1 and lab (4 credits)
- MICRO 111 & Lab - Introduction to Microbiology 111 and lab (4 credits)

Applicants must receive a C+ or higher **and** maintain a prerequisite GPA of 3.0 or higher in the following courses for the **part-time option**:

- ENGL 101 – Writing & Rhetoric 1 (3 credits)
- ENGL 102 – Writing & Rhetoric 2 (3 credits)
- COMM 101 – Fundamentals of Oral Communication (3 credits)



- Math 153 or Math 143 – Statistical Reasoning or College Algebra (3 credits)
- **Statistical Reasoning strongly recommended**
- PSYCH 101 or SOC 101 - Introduction to Psychology or Introduction to Sociology (3 credits)
- BIO 227 & Lab - Human Anatomy and Physiology 1 and lab (4 credits)
- BIO 228 & Lab - Human Anatomy and Physiology 2 and lab (4 credits)
- MICRO 111 & Lab - Introduction to Microbiology 111 and lab (4 credits)
- English 175 – Literature & Ideas or equivalent humanities course (3 credits)

Guidelines for accepting older classes: 10 years or less for Math prerequisite courses and 5 years or less for Science prerequisite courses. Anything beyond these guidelines will necessitate a general petition.

General Petition Approval (Optional)

If applicable, complete petition(s) prior to applying to the Registered Nursing program. Upload a copy of your approved petition email in the grades/course section of the application.

Complete & Acquire Application Documentation:

The following documentation must be uploaded with your application. Failure to upload all required documentation will result in your application being incomplete and withdrawn.

Copy of CNA certification/EIRMC STAR Tech certification/LPN license verification:

Upload copy of current CNA certification or copy of unencumbered LPN license in supplemental section of application. CNA documentation can be a copy of certificate or copy of Idaho CNA registry (Prometric) verification. Current out-of-state CNA certifications accepted. We accept the EIRMC STAR Tech program certification in lieu of the CNA. If applicable, upload that documentation. PN license verification can be obtained from NURSYS website.

OR

Completion of NUR 101:

Upload a copy of unofficial transcript showing completion of the course with a C+ or higher or a letter from instructor stating that you are enrolled and in good standing. Mid-term grade will be used to determine eligibility and acceptance would be contingent on successful completion of the course with C+ or higher.

Background Check

Upload copy of completed Pre-Check background check in supplemental section of application. Completed background checks must be **dated on or after** the following dates for each application period:

- **January 1st** – Spring application period (March 1st)
- **July 1st** – Fall application period (October 1st)

Background checks must be completed by Pre-Check. No other background checks accepted.

Directions to complete the background check are located on the CEI nursing webpage. **It is strongly encouraged to start the background check no less than one month before application deadline.**



Recommendation Letter

Submit one signed letter of recommendation from current or previous employer completed by manager/ director in supplemental section of application. If not currently employed, reference can be from any college Instructor. Letter needs to contain the following information:

- Review of job/ school performance
- Strengths and weaknesses of applicant
- Why recommending applicant for program

TEAS/ACT/SAT Scores

Applicants may submit a TEAS score, ACT score or an SAT score. Achieve a score of 62% or higher on the TEAS exam. Contact CEI testing center for details and scheduling the TEAS exam at 208-535-5438. Test can be taken twice between Jan. 1 – June 30 and July 1 – December 31.

Achieve an ACT composite score of 22 or higher or an SAT score or 1100 or higher.

Upload TEAS/ACT/SAT score in supplemental section of application.

Passing score valid for 5 years.

Immunization Record

Upload copy of IRIS report in supplemental section of application showing all required immunizations and/or titers, HEP B titer and current flu vaccine. You will want to begin the immunization process as soon as possible. The required immunizations may take up to eight months to complete.

Immunization or Titer	Immunizations MUST BE finished before submitting IRIS report. IRIS report must include all vaccines or Titers.	
MMR shots (2)	*Include on IRIS report	
Or positive MMR Titer	*Include on IRIS report in lieu of vaccines	
Hep B shots (3)	Include on IRIS report	
Hep B Titer (Required with shots)	*Include on IRIS report or provide separate proof. * If you receive a <u>negative/non-reactive</u> titer, you will need to get a Hep B booster and re-draw the titer in 4 weeks. Add booster to IRIS and submit with negative titer to show proof you completed initial requirement.	
Varicella shots (2)	*Include on IRIS report	
Or positive Varicella Titer	*Include on IRIS report in lieu of vaccines	
Tdap-Tetanus	*Within 10 yrs prior to packet submission. Include on IRIS report.	
Flu Vaccine (current year)	*Include on IRIS report. New season shot due October 1 st of each year.	
COVID-19 (Required)	*Include on IRIS report or submit CDC immunization card. Must show 2 shots of Pfizer or Moderna or 1 shot for Johnson & Johnson.	



Immunization Records

You may need to provide the records that you currently have to Eastern Idaho Public Health Department. If you are not obtaining immunizations at EIPH, you will be charged a **\$10.00 fee** to complete your IRIS. Your records will be uploaded to the database. Once the records are complete, you may request a printout of your records. **A copy of your IRIS record must be received by the paperwork deadline. (Immunization cards will not be accepted).**

You may drop off your records, along with the enrollment form, and a check for \$10.00 to:

EIPH
1250 Hollipark Drive
Idaho Falls, Idaho 83401
533-3235

Please identify yourself as a CEI student. **Do this in a timely manner, as it may take some time.** Eastern Idaho Public Health is not obligated to provide you with this information at your convenience.

Note: Titer results must be added to the IRIS form. You can have them drawn at Express labs, your family doctor or East Idaho Public Health and then submit a copy of the results demonstrating immunity.

Physical Form

Upload copy of completed physical form. Form is located on the CEI nursing webpage. Physical forms are valid for one year. **Upload all 3 pages of physical form.**

(Optional) Work Verification Form

Completion of 1000 hours of direct patient care within 3 years of application deadline, verified on employer form, will earn applicant additional points toward admission.

Examples of employment that meet direct patient care criteria include but are not limited to:

- CNA/ LPN
- 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
- Occupational Therapy Assistant
- Health Unit Coordinator
- Phlebotomist

(Optional) Bachelor's Degree Certificate

Submit a copy of your bachelors' certificate or copy of transcript showing degree for additional bonus points.

Video Interview

Complete a video interview that is **up to 3 minutes** in length answering the following questions:

- Why do you want to be a nurse?
- What is your specific plan to be successful in completing the program?
- Why should the selection committee choose you for admission?
- Once you graduate, where do you do see yourself in 5 years?



- Videos need to remain within allotted time, be professional and have well-articulated responses. Remember, this is a video **interview**.
- Instructions for creating video and uploading:
 - Create a YouTube video and E-mail the link to nursingapplications@cei.edu
 - Email heading should be: Student Name-Nursing Interview RN (year). Please include other names, such as maiden name, in the body of email.
 - Only YouTube links accepted. Directions to create a YouTube video and link are available online.
 - Applicant must be visible.
 - **You must submit your video using your CEI email. Outside emails are blocked and will not show up.** If you need help with your CEI email, please contact the IT Helpdesk.

To complete your application, we will have to manually update your application that the video was received. Please be patient while we complete this process. We will work our way through all applications as quickly as we can.

Complete & Submit Registered Nursing Application

The Registered Nursing application is located on the CEI nursing webpage. Applications are submitted electronically. Upload all required documentation and additionally optional documents. Incomplete applications will be withdrawn. We do not meet one on one with applicants to review applications.

The application is available all year for submission. Make sure to select the semester you would like to **START** the program on your application. Applications and all required documentation must be received by the above outlined deadlines to start in the corresponding spring and fall semesters. Review of your application does not guarantee a spot in the program. Applicants must reapply each period if not accepted in to the registered nursing programs.

Please reach out to Rebecca.Killion@cei.edu if you are having issues with your application or login.

Post Acceptance Paperwork

Once you receive notice that you are accepted into the professional portion of the Practical Nursing Program, the following documentation will be **before the start of the semester**:

BLS CPR Certification:

A current "Official" American Heart Association **OR** American Red Cross BLS for Healthcare Providers card is required. Your BLS CPR certification must be from one of the two companies listed above. No other organizations are accepted. You are required to maintain current CPR certification throughout the entire program and it cannot expire during the semester.

TB Test:

TB test results. Must be one of the following:

- QuantiFERON-TB Gold Plus Test results
- Chest x-ray (**ONLY for previous positive TB results.**)



Proof of Health Insurance:

Proof of health insurance coverage is required. You must remain insured while in the professional portion of the Practical Nursing program. If your insurance coverage changes, you are required to update your information ASAP.

Post acceptance paperwork will be due on the following dates:

- **May 1st** – Fall semester start
- **December 1st** – Spring semester start