



## Registered Nursing Application Checklist LPN to RN Bridge Program Option

We are excited to assist you in applying for the CEI (College of Eastern Idaho) Registered Nursing programs! Follow the step-by-step guide to apply for the AAS LPN to RN Bridge program option.

This program admits new students once per year:

- **LPN to RN Bridge Program application deadline:**
  - 30 students admitted every spring for a summer start
  - Applications due March 1<sup>st</sup>
- Classes begin in the summer semester each year. Select the summer semester and year you would like to **START** the program when completing your application

**There are two pathway options for the LPN to RN bridge program:**

- **Pathway 1:** This pathway is for LPNs that have graduated from another institutional LPN program or graduated more than 1.5 years ago from CEI.
- **Pathway 2:** This pathway is only for CEI students that graduated less than 1.5 years prior to application.

### **CEI Enrollment:**

You must be a CEI student and have all prerequisite courses completed and transferred by the following date to apply for the CEI LPN to RN Bridge program:

- **February 1<sup>st</sup>**

It is recommended you contact your advisor after registering as a CEI student or if you are a current student and have questions about your progress.

- Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance.
- Contact [Kirsten.Erickson@cei.edu](mailto:Kirsten.Erickson@cei.edu) for nursing specific program advising.

### **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 require an approved petition before applying and courses must be completed by spring semester's end.**

Applicants must receive a C+ or higher in the following pre-requisites:

- English 101 – Writing & Rhetoric 1 (3 credits)
- ENGL 102 – Writing & Rhetoric 2 (3 credits)
- COMM 101 – Fundamentals of Oral Communication (3 credits)
- Math 153 – Statistical Reasoning (3 credits)
- 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)



Additionally, applicants must maintain a 3.0 GPA (B average) in the core pre-requisite courses, which include:

- English 101 – Writing & Rhetoric 1 (3 credits)
- Math 153 – Statistical Reasoning (3 credits)
- 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)

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

**General Petition Approval (Optional)**

If applicable, complete petition(s) prior to applying to the LPN to RN Bridge 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.

**LPN license verification: (Pathway 1) (Pathway 2 if applicable)**

Upload copy of current/unencumbered LPN license in supplemental section of application. PN license verification can be obtained from NURSYS website.

**ATI PN Comprehensive Indicator (Pathway 1)**

Applicants must submit a copy of the results. A minimum predictability score of 80% is required. Contact CEI testing center for details and scheduling at 208-535-5438. Tests can be taken twice within 6 months. Upload ATI PN Comprehensive Indicator

**LPN license verification: (Pathway 2)**

Successfully complete the NCLEX by June 1<sup>st</sup>.

**ATI Comprehensive Exam: (Pathway 2)**

Upload copy of comprehensive ATI exam score.

**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 date:

- **January 1<sup>st</sup>** – Spring application period (March 1<sup>st</sup>)

Background checks must be completed by Pre-Check. No other background checks accepted. Directions to complete the background check are on the CEI nursing webpage. **It is strongly encouraged to start the background check no less than one month before the application deadline.**

**Recommendation Letter**

Submit one signed letter of recommendation from current or previous employer completed by manager/ director in supplemental section of application. Letter needs to contain the following information:



- Review of job/ school performance
  - Strengths and weaknesses of applicant
  - Why recommending applicant for program
- 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.
- **Hep B Immunizations:** Completed 2 shot series or 3 shot series
  - **Hep B Titer:** Positive/Reactive titer (**Required** in addition to Hep B immunization series.)
  - **MMR Immunizations:** Completed 2 shot series **OR** positive/reactive titers for measles, mumps and rubella
  - **Varicella Immunizations:** Completed 2 shot series **OR** positive/reactive titers
  - **Tdap Immunization:** This immunization is good for 10 years from date received.
  - **COVID-19:** We follow current CDC guidelines on immunization requirements. For questions on a possible COVID waiver, contact [NursingApplications@cei.edu](mailto:NursingApplications@cei.edu).
  - **Flu:** Current season. New flu shots are due October 1<sup>st</sup> of each year.

### Obtaining Immunization Records

You may need to provide current records to Eastern Idaho Public Health Department (EIPH) to upload in the database. If you are not obtaining immunizations at EIPH, you will be charged a **\$10.00 fee** to complete your IRIS. EIPH is located at 1250 Hollipark Drive in Idaho Falls and their phone number is (208) 533-3235. 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.

- Physical Form**
- Upload copy of completed physical form. The form is on the CEI nursing webpage. Physical forms are valid for one year. **Upload all 3 pages of physical form.**
- Work Verification Form**
- Completion of 1800 hours of recent employment as an LPN. Have HR or manager complete and sign the Bridge Work Verification Form located on the CEI Registered Nursing webpage. Upload in supplemental section. You may use more than one form from different employers to show your hours
- IV Certification (Non-CEI LPN graduates only)**
- Upload a copy of your IV certification or an official letter from the educational institution outlining IV education.
- (Optional) Bachelor's Degree Certificate**



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

**Complete & Submit LPN to RN Bridge Application**

The application is on the CEI nursing webpage. Applications are submitted electronically. Upload all required documentation and 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 **summer semester** and **year** you would like to **START** the program on your application. Applications and all required documentation must be received by the above outlined deadline to start in the corresponding summer semester. Review of your application does not guarantee a spot in the program. Applicants must reapply each period if not accepted into the registered nursing bridge program.

Please reach out to [NursingApplications@cei.edu](mailto:NursingApplications@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 required **by May 1st**:

### **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.