College of Eastern Idaho

Practical Nursing Application Checklist

We are excited to assist you in applying for the CEI Practical Nursing program! Follow the step by step guide to apply for the Intermediate Technical Certificate for Practical Nursing.

This program admits new students on the following schedule:
- **Practical Nursing Program Option:**
  - 30 students admitted every spring and fall semester
  - Fall semester start: Applications due March 1st
  - 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 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 courses for **the LPN program**:
- English 101 – Writing & Rhetoric 1 (3 credits)
- Math 153 – Statistical Reasoning (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)

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 Practical 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 Failure to upload all required documentation will result in your application being incomplete and withdrawn.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 Program:**
  Upload copy of current CNA certification 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.

  If you are in the process of completing your CNA certification, you will need to upload a letter from your instructor indicating you are currently enrolled and passing the course. Acceptance in the program will be contingent upon completing and receiving your certification before the start of the semester.

  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 uses 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.**

- ☐ **TEAS/ACT/SAT Scores**
  Applicants may submit a TEAS score, ACT score or an SAT score. Achieve a score of 60% 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.

- **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.
- **Flu:** Current season. New flu shots are due October 1st 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. Form is located on the CEI nursing webpage. Physical forms are valid for one year. **Upload all 3 pages of physical form.**

☐ **Complete & Submit Practical Nursing Application**

The Practical Nursing application is located on the CEI nursing webpage. Applications are submitted electronically. Upload all required documentation. 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 practical nursing program.

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

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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

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