



Registered Nursing Application Checklist Full-time and Alternative Schedule 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 alternative schedule 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
- **Alternative Schedule 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 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 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.**

Full-time option requirements: Applicants must receive a C+ or higher **and** maintain a prerequisite GPA of 3.0 (B average) or higher in the following courses:

- 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)

Alternative Schedule option requirements: Applicants must receive a C+ or higher for all pre-requisite courses which include:

- ENGL 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 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 a 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 an unofficial transcript showing completion of the course with a C+ or higher or a letter from the instructor stating that you are enrolled and in good standing. Mid-term grades will be used to determine eligibility and acceptance 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 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. 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. The 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 of 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. The form is 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 | Occupational Therapy Assistant |
| • Military Medic or Corpsman | Clinical Medical Assistant |
| • EMT or Paramedic | Patient Care Technician |
| • Mental Health technician or specialist | Occupational Therapy Assistant |
| • Surgical Technician | Health Unit Coordinator |
| • Physical Therapist Assistant | Phlebotomist |

(Optional) Bachelor's Degree Certificate

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

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 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 due **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