



## Registered Nursing Application Guide 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**
  - 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 current CEI 2<sup>nd</sup> semester LPN students or CEI LPN students** that graduated less than 1.5 years prior to application.

**General CEI Enrollment:**

You must be a CEI student and have all prerequisite courses completed and transferred by **February 1<sup>st</sup>** to apply for the CEI LPN to RN Bridge program.

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance. All prerequisite courses from outside institutions must be transferred to CEI by the above date.

It is recommended that you contact your advisor after registering as a CEI student or if you have questions about your academic progress. Contact Stephanie.Allen@cei.edu for nursing specific program information or to make an appointment with the Nursing Administrators.

**Complete Program Prerequisite Requirements:**

All prerequisite courses must be complete or in progress at CEI at the time of application. Mid-term grades of in-progress courses will be used to determine eligibility. All in-progress courses must be completed satisfactorily by the end of the application semester.

**In-progress courses at outside institutions will require an approved petition before applying. Courses must be satisfactorily completed by the end of spring semester.**

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

- ENGL 101 – Writing & Rhetoric 1 (3 credits)
- MATH 153 – Statistical Reasoning (3 credits)



- PSYCH 101 or SOC 101 - Intro to Psychology or Intro 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)

Additionally, applicants must receive a C+ or higher in the following courses:

- ENGL 102 – Writing & Rhetoric 2 (3 credits)
- COMM 101 – Fundamentals of Oral Communication (3 credits)
- BIO 228 & Lab - Human Anatomy and Physiology 2 and Lab (4 credits)
- ENGL 175 – Literature & Ideas (3 credits)
  - OR any GEM 5 Humanistic and Artistic Way of Knowing Course

**Guidelines for accepting older classes:** Math prerequisite courses must have been taken 10 years or less ago and science prerequisite courses must have been taken 5 years or less ago. 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 Nursing program. They must be submitted to [assistant.registrar@cei.edu](mailto:assistant.registrar@cei.edu) 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 deemed incomplete and withdrawn from consideration.

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

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

**LPN license verification for current LPN students: (Pathway 2)**

- If conditionally accepted to the program, must successfully complete the NCLEX by June 1<sup>st</sup> and provide proof of licensure.

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

Applicants must submit a copy of the results. A minimum predictability score of 80% is required. The test can be taken twice between Jan. 1 – June 30 and then twice again between July 1 – December 31. There is a \$30 nonrefundable proctoring fee that will be paid to the testing center. There is an additional \$71 ATI fee for the exam. Contact the CEI testing center for details and to schedule the ATI PN Comprehensive Indicator exam at 208-535-5438. To schedule the exam online visit <https://www.registerblast.com/cei/Exam/List>

**ATI PN Comprehensive Indicator (Pathway 2)**

If you have taken ATI's PN Comprehensive Indicator exam within the last 1.5 years, we will accept the results of this exam. Upload copy of comprehensive ATI exam score.



**Background Check**

Upload all pages of a completed Pre-Check background check in supplemental section of the application. Completed background checks must be **dated on or after January 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 under the Resources tab. **You are strongly encouraged to start the background check no less than one month before the application deadline.**

**Recommendation Letter**

In the supplemental section of application, submit one signed letter of recommendation completed by the manager/director from a current or previous employer.

The letter needs to contain the following information:

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

**Physical Form**

Upload a copy of the completed physical form. The form is on the CEI nursing webpage under the Resources tab. Physical forms are valid for one year. **Upload all 3 pages of physical form.** Completed physicals must be **dated on or after January 1<sup>st</sup>**.

**Immunization Record**

Upload a copy of your IRIS report in supplemental section of the 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. Titers are blood tests that show immunity. If your titer is positive or reactive, they are good forever. If your titer is negative or non-reactive, you are not immune. You will need a booster shot and then have your titer redrawn 4-6 weeks later.

- **Hep B Immunizations:** Completed 2 shot series or 3 shot series.
- **Hep B Titer:** Positive/Reactive titer (This blood test is **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 titer.
- **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 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 into their 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 them some time to update your records.** Eastern Idaho Public Health is not obligated to provide you with this information at your convenience. Their current hours are Monday-Friday 8am-noon and 1-5pm.

**Work Verification Form (Pathway 1)**

Completion of 1800 hours of recent employment as an LPN. Have HR or manager complete and sign the LPN to RN Bridge Work Verification Form located on the CEI Registered Nursing webpage under the Resources tab. Upload in the supplemental section of the application. You may use more than one form from different employers to show your total hours.

**Work Verification Form (Pathway 2)**

Completion of 1800 hours of recent employment as an LPN. Have HR or manager complete and sign the LPN to RN Bridge Work Verification Form located on the CEI Registered Nursing webpage under the Resources tab. Upload in the supplemental section of the application. You may use more than one form from different employers to show your total hours.

While it is strongly recommended that applicants complete all 1,800 hours before the start of the program, those who have not yet met this requirement may still apply. However, all 1,800 hours must be completed before graduation from the LPN to RN Bridge program. Applicants in this situation will be required to submit documentation of hours worked at specific intervals throughout the program until the total is reached.

**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 Degree Certificate**

Submit a copy of your bachelor certificate or a copy of your transcript showing the awarded degree for additional bonus points toward admission.



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

The LPN to RN Bridge application is on the CEI nursing webpage. Click on the “Enroll Now” button on the right-hand side of the screen. Applications are submitted electronically. Upload all required documentation and optional documents, if desired. Incomplete applications will be withdrawn from consideration. 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 application period if not accepted into the registered nursing bridge program.

Potential exceptions to the admission criteria will only be considered if there are unfilled seats after all students who met the minimum admission criteria have been admitted.

*CEI does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Please direct inquires to Associate Dean Julie McMurtrey, Building 3, Room 311F, (208) 535-5468, [julie.mcmurtrey@cei.edu](mailto:julie.mcmurtrey@cei.edu) (Title IX coordinator) or Nancy Heyrend, Senior Coordinator for Student Accessibility Services, Creek Building 5, Room 591, (208) 535-5462, [nancy.heyrend@cei.edu](mailto:nancy.heyrend@cei.edu) (Section 504 coordinator).*

Please reach out to [NursingApplications@cei.edu](mailto:NursingApplications@cei.edu) if you are having issues with your application or login. Contact [Stephanie.Allen@cei.edu](mailto:Stephanie.Allen@cei.edu) for nursing program information or to make an appointment with the Nursing Administrators.



## **Post Acceptance Paperwork**

Please complete the following once you receive notice that you have been **accepted** into the LPN to RN Bridge Program.

**Post acceptance paperwork will be due by May 1<sup>st</sup>.**

### **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:** Must be one of the following:

- QuantiFERON-TB Gold Plus Test
- 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 LPN to RN Bridge program. If your insurance coverage changes, you are required to update your information ASAP.

**Please be aware of the following required meetings for those students accepted into the program:**

Nursing Program Orientation  
2<sup>nd</sup> Monday in April, 9am-noon

Skills Lab Review  
3<sup>rd</sup> Tuesday in July, 9am-5pm

New Student Bootcamp  
Wednesday before start of semester 9am-5pm