



Practical Nursing Enrollment Application Guide

We are excited to assist you in applying for the CEI Practical Nursing program!
Follow this 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:

- 30 students admitted every spring and fall semester
- Fall semester start: Enrollment applications due March 1st
- Spring semester start: Enrollment applications due October 1st

Applicants must meet the following:

- Age requirement: Must be 18 years old by the start of the second semester of the program.
- High School Diploma or GED: Applicants must have completed high school or earned an equivalent certification by the time they start the program.

CEI offers limited entry into the (PN.ITC) Practical Nursing Program. You must be a matriculated CEI student one month prior to the enrollment deadline. Completion of all admission requirements does not ensure acceptance into the professional program. Only completed applications with all required documents are considered.

If there are more applicants than seats available, acceptance will become competitive and will be determined by GPA and TEAS scores. Bonus points will be given for patient care experience, completion of CNA/NUR 101 with a minimum of C+, and completion of non-nursing courses (ENGL 101, MATH 153, BIOL 227 and Lab, and BIOL 228 and Lab) with a minimum of a C+ grade prior to enrollment.

Begin your CEI application and PN enrollment process as early as possible so that you have ample time to complete all of the requirements. **Meeting the minimum criteria for admission does not guarantee admission into the program.** Those not selected this enrollment period will need to submit a new application and enrollment form for the next enrollment period.

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

General CEI Enrollment:

Prior to applying to the Practical Nursing Program, you must be a **registered CEI student** by the following dates:

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

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 dates.



It is recommended that you contact your advisor after registering as a CEI student or if you have questions about your academic progress. Contact CEI's Advising Department at ceiadvising@cei.edu.

Contact NursingApplications@cei.edu for nursing specific program information or to make an appointment with a pre-nursing advisor.

Complete & Acquire the Following Enrollment Documentation (For submission with the Practical Nursing Enrollment Form):

The following documentation must be uploaded in the "Supplemental Items & Documents" section of the CEI application. Failure to upload all required documentation will result in your enrollment application being deemed incomplete and withdrawn from consideration.

- Proof of Minimum GPA:** Evidence of an Unweighted Cumulative High School GPA of 2.50 or higher on a 4.0 scale for students without College-level credit. For students with College-level credit, the most recent transcript with at least six (6) College-level credit hours will be evaluated for the 2.50 or higher GPA requirement. Upload an unofficial transcript showing your unweighted GPA.

TEAS/ACT/SAT Scores

Applicants must submit a TEAS score, an ACT score, or an SAT score.

A TEAS score of 60% or higher is required for admission. The test must be taken at an approved testing center. It cannot be taken online. 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 \$70 ATI fee for the exam. Contact the CEI testing center for details and to schedule the TEAS exam at 208-535-5438. To schedule the exam online visit <https://www.registerblast.com/cei/Exam/List>

For free TEAS Prep, visit CEI's Tutoring Center in Building 5 (208-535-5490). In-person and Zoom appointments available. <https://www.cei.edu/tutoring>

For a study guide and practice tests, go to <https://www.atitesting.com/teas>

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

Upload TEAS/ACT/SAT score in the supplemental section of the application. A passing score is valid for 3 years.

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** the following dates for each application period:

- **January 1st** – Spring application period for fall start (due March 1st)
- **July 1st** – Fall application period for spring start (due October 1st)



Background Check

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

- **January 1st** – Spring application period for fall start (due March 1st)
- **July 1st** – Fall application period for spring start (due October 1st)

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

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.
- **Flu:** Current season. New flu shots are due October 1st of each year.
- **COVID-19:** We follow current CDC guidelines on immunization requirements. For questions on a COVID waiver, contact NursingApplications@cei.edu

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.



Highly recommended but not required

Copy of CNA certification / EIRMC PCT Essentials certification:

Upload a copy of current CNA certification in the 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 PCT Essentials certification in lieu of the CNA certification. 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:

In lieu of a CNA certification/ EIRMC PCT Essentials certification, 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 grades for in-progress courses will be used to determine eligibility. Acceptance is contingent upon successful completion of the course with C+ or higher.

(Optional) Work Verification Form

Completion of 1000 hours of direct patient care within 3 years of application deadline will earn the applicant additional points toward admission. The required form can be found on the CEI nursing webpage under the Resources tab.

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	Health Unit Coordinator
Surgical Technician	Phlebotomist
Physical Therapy Assistant	

(Optional) General Petition Approval

If applicable, complete petition(s) prior to applying to the Practical Nursing program. They must be submitted to assistant.registrar@cei.edu Upload a copy of your approved petition email in the grades/course section of the application.



Final Step:

Complete & Upload Practical Nursing Enrollment Application & Supporting Documents

Enrollment applications are submitted electronically. Upload PN Enrollment Form, required documentation, and optional documents, if desired, in the “Supplemental Items & Documents” section of the CEI application. Incomplete enrollment applications will be withdrawn from consideration. We do not meet one on one with applicants to review applications.

Enrollment applications are available all year for submission. Make sure to select the semester you would like to **START** the program. 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 enrollment application does not guarantee a spot in the program. Applicants must reapply each period if they are not accepted into the practical nursing program.

If there are more applicants than seats available, acceptance will become competitive and will be determined by GPA and TEAS scores. Bonus points will be given for patient care experience, completion of CNA/NUR 101 with a minimum of C+, and completion of non-nursing courses (ENGL 101, MATH 153, BIOL 227 and Lab, and BIOL 228 and Lab) with a minimum of a C+ grade prior to enrollment.

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 (Title IX coordinator) or Nancy Heyrend, Senior Coordinator for Student Accessibility Services, Creek Building 5, Room 591, (208) 535-5462, nancy.heyrend@cei.edu (Section 504 coordinator).

Please reach out to NursingApplications@cei.edu if you are having issues with your application or login or to make a pre-nursing advising appointment.



Post Acceptance Paperwork

Please complete the following once you receive notice that you are **accepted** into the Practical Nursing Program.

Post acceptance paperwork will be due on the following dates:

- **December 1st** for the Spring semester start of program
- **July 1st** for the Fall semester start of program

BLS CPR Certification:

A current American Heart Association BLS for Healthcare Providers card is required. Your BLS/CPR certification must be from AHA. 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 Practical Nursing 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:

New Student Orientation

Fall start – 2nd Monday in April, 9am-noon

Spring start – 2nd Monday in November, 9am-noon

New Student Bootcamp

Wednesday before start of semester 9am-5pm