



## **Registered Nursing Application Guide** **Full-time and Alternative Schedule Program Options**

We are excited to assist you in applying for the CEI Registered Nursing programs!  
Follow this 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 1<sup>st</sup>
  - Spring semester start: Applications due October 1<sup>st</sup>
- **Alternative Schedule Program Option:**
  - 30 students admitted every spring semester
  - Spring semester start: Applications due October 1<sup>st</sup>

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

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.

### **General CEI Enrollment:**

You must be a registered CEI student by the following dates to apply for the CEI nursing programs:

- 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](mailto:ceiadvising@cei.edu). Contact [NursingApplications@cei.edu](mailto:NursingApplications@cei.edu) for nursing specific program information or to make an appointment with a pre-nursing advisor.

### **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 the application semester.**

**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:



- 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)

**Alternative Schedule 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:

- 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 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 Registered 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.

**Copy of CNA certification/ LPN license verification/EIRMC PCT Essentials certification:**

Upload a copy of current CNA certification or copy of unencumbered LPN license 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 are accepted. LPN license verification can be obtained from NURSUS website. We accept the EIRMC PCT Essentials certification in lieu of the CNA certification. If applicable, upload that documentation.

**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 for in-progress courses will be used to determine eligibility. Acceptance is contingent upon successful completion of the course with C+ or higher.

**TEAS/ACT/SAT Scores**

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

A TEAS score of 62% 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.

**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 1<sup>st</sup>** – Spring application period for fall start (due March 1<sup>st</sup>)
- **July 1<sup>st</sup>** – Fall application period for spring start (due October 1<sup>st</sup>)

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.**

**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 or any college instructor. The letter must include a handwritten signature and be on company/school letterhead.

The letter must contain the following information:

- Review of job/clinical/school 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** the following dates for each application period:

- **January 1<sup>st</sup>** – Spring application period for fall start (due March 1<sup>st</sup>)
- **July 1<sup>st</sup>** – Fall application period for spring start (due October 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.
- **Flu:** Current season. New flu shots are due October 1<sup>st</sup> of each year.
- **COVID-19:** We follow current CDC guidelines on immunization requirements. For questions on a COVID waiver, contact [NursingApplications@cei.edu](mailto: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.

**(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.



**(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

Military Medic or Corpsman

EMT or Paramedic

Mental Health technician or specialist

Surgical Technician

Physical Therapy Assistant

Occupational Therapy Assistant

Clinical Medical Assistant

Patient Care Technician

Health Unit Coordinator

Phlebotomist

**Complete & Submit Registered Nursing Application**

The Registered Nursing application is located 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 semester and year you would like to **START** the nursing 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 application does not guarantee a spot in the program. Applicants must reapply each application period if they are not accepted in to the registered nursing 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 (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](mailto: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 Registered Nursing Program.

### Post acceptance paperwork will be due on the following dates:

- **December 1<sup>st</sup>** for the Spring semester start of program
- **July 1<sup>st</sup>** 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 Registered 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:**

Nursing Program Orientation

Fall start – 2<sup>nd</sup> Monday in April, 9am-noon

Spring start – 2<sup>nd</sup> Monday in November, 9am-noon

New Student Bootcamp

Wednesday before start of semester 9am-5pm