North Idaho College

ASSOCIATE DEGREE NURSING (ADN) PROGRAM
APPLICATION PACKET FOR ENTRY INTO PROGRAM IN
SPRING 2023

Application Deadline: Thursday, August 11, 2022 by 5:00 PM

Application materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, August 11, 2022, unless otherwise indicated.

Please know cohort acceptance size, deadlines and conditions are subject to change based upon unforeseen developments surrounding COVID-19.

Application materials must be submitted as follows:
Email application materials to: HPN@nic.edu
Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.
In Person: Text 'Cardinal' to 208-268-6485 to get in line.
All application materials must be received by 5:00 p.m. on the posted deadline date.

Questions can be directed to:
Cardinal Central Office (208) 769-3311, or
Health Professions & Nursing (HPN) Admissions – email: HPN@nic.edu
Wendy McIntosh, Student Success Navigator for Nursing (208) 769-3373, Wendy.McIntosh@nic.edu

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Zoom Information Sessions

There will be three Zoom information sessions prior to the posted application deadline. **Information session attendance is not required; however, students are strongly encouraged to attend one of the sessions.** During the information sessions the current application and specific application instructions will be reviewed. These are interactive meetings, attendees are encouraged to thoroughly review the application prior to the information session and have questions ready as each element of the application is addressed. Please see the available times and links to sessions below.

June 28, 2022 - 11:00 am - 12:00 pm

July 7, 2022 - 1:00 pm - 2:00 pm

July 11, 2022 - 2:00 pm - 3:00 pm

In the unlikely event any of the information sessions are unable to proceed as originally scheduled or if potential applicants are unable to attend any of the scheduled information sessions, please know, it is still the applicant's responsibility to read and understand the application thoroughly despite any unforeseen circumstances pertaining to the information sessions.

If there are questions not answered within one of the scheduled information sessions, please reach out to the Student Success Navigator for Nursing for clarification on specific questions.

Wendy R. McIntosh
Student Success Navigator for Nursing
Nursing Division
Meyer Health and Sciences Building 255
(208) 769-3373
wendy.mcintosh@nic.edu
www.nic.edu

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North Idaho College Associate Degree Nursing Program
Application Checklist

This sheet is provided to ensure that your application is complete. This checklist does not need to be included with your application. All application materials must be emailed to HPN@nic.edu or received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, August 11, 2022, unless otherwise indicated.

STEP 1: **Apply to North Idaho College**   ☐ **Complete** ☐ **Incomplete**

If you are <u>not</u> enrolled in courses at North Idaho College in the **Fall 2022** semester by the application deadline, you must complete a **degree-seeking** application to NIC for the **Spring 2023** semester at www.NIC.edu/apply. If you are registered for classes at NIC in the **Fall 2022** semester, no action needed.

> ➢ Students enrolled in Dual Credit for Fall 2022 through NIC must still submit a degree-seeking application to NIC for Spring 2023.
> ➢ Waitlisted courses at application deadline will not be considered as enrolled courses. Applicants must be enrolled in one or more courses through NIC at application deadline or must complete a degree-seeking application to NIC for the **Spring 2023.**

STEP 2: **Submit College Transcripts**   ☐ **Complete** ☐ **Incomplete**

Students are required to submit official military transcripts and official college transcripts from every college or university attended by the application deadline. <u>If courses are still in progress at the time of the application deadline, in progress official transcripts are still required by the deadline AND final transcripts of courses enrolled in at the time of the application deadline must be submitted immediately after grades are posted.</u> Please be aware that transcripts are not retained for a long period of time and you may need to reorder transcripts even if you've previously applied for NIC and/or the Associate Degree Nursing Program. Only courses that appear on official transcripts at the application deadline will be used to determine points for admission. Applicants using AP, CLEP or other test scores for a course to meet a degree requirement must submit a paper copy of the scores if the test score is not listed on the transcript. COMPASS, RSAT or ACT Test scores are valid for four years from the test date.

STEP 3: **Submit Page 6 of this Application**   ☐ **Complete** ☐ **Incomplete**

Page 6 of this application must be completed, signed and submitted to Cardinal Central prior to submitting items referenced on pages 4 & 5 of this application including: TEAS results, direct patient care information and supporting documentation, Prerequisite Course Information Sheet and supporting documentation. Failure to do so will result in an **Incomplete Application** status. Please complete and submit the page titled **North Idaho College Application for Admission to the Associate Degree Nursing Program Spring 2023** as soon as possible in order to review your electronic checklist through Self-Service. Instructions for reviewing your electronic checklist can be found on page 4. Your electronic checklist will be available approximately 2 – 5 business days after submission of completed application page.

(Do not submit this page, retain for your own records)

STEP 4: **Nursing Entrance Exam (TEAS)** ☐ **Complete** ☐ **Incomplete**

For applicants who have applied previously, you _**may**_ not need to submit the TEAS results again. It is your responsibility to ensure the Admissions Office has your results and that the scores have not expired. To find TEAS scores on file, log in to your MyNIC account, select Self Service under the Services area. Once you are in Self Service, select the grad hat icon (Academics) on the left side-panel, then select Test Summary. TEAS results will be listed under Admission Tests. If more than one valid TEAS score has been submitted, the most recent score will be used in the calculation process. Applicants may take the TEAS only once each application cycle through the NIC Testing Center. **TEAS scores are valid for two years; however, scores can be no older than 2 years at the time of the application deadline. Please verify that any previous TEAS scores align with the updated TEAS scores on the Associate Degree Nursing Point Calculation Worksheet within this application packet. If your previous score places you into a different point category, you will want to test again, as only new points scale will be used in the calculation process.**

STEP 5: **Review Online Checklist** ☐ **Complete** ☐ **Incomplete**

It is the applicant's responsibility to ensure that all required information is included in the application submission. Once the NIC college application and the Registered Nursing program application processes are completed as noted within Step 1 and Step 3, an online checklist regarding required application materials will be created. Your electronic checklist will be available approximately 2 – 5 business days after submission of completed application page. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. **Plan ahead for applying so you have time to review your online checklist!** Applicants may need to review often as application items are received.

After the checklist is created, applicants may verify application documents received on their **MyNIC** account. To view the checklist, you must log into your **MyNIC** account. Select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

Supplemental Application Documentation to be Submitted by Deadline
(If Applicable)

Current Schedule ☐ **Complete** ☐ **Incomplete**
- ✓ Applicants who are enrolled in any minimum prerequisites in Fall 2022 in a school other than North Idaho College must submit a copy of their current schedule **and** complete the enclosed form titled *Prerequisite Course Information Sheet.* Applicants must be enrolled in any remaining prerequisites at the application deadline. Minimum prerequisites include: **ENGL 101, BIOL 227, PSYC 101, COMM 101 & GEM 3 Math course.**

Statement from Previous Nursing School ☐ **Complete** ☐ **Incomplete**
- ✓ Applicants who have attended any nursing program other than NIC, **and not completed that program,** must submit a statement regarding eligibility for readmission to each nursing program previously attended. The statement must be on school letterhead and must come from a dean or director of the program. **Applicable letters must state that student is eligible to return to previous nursing program.** If a nursing school statement was submitted with a completed application to an NIC nursing program within the previous two years, a new statement must be submitted again with this application.

Copy of Credentials ☐ **Complete** ☐ **Incomplete**
- ✓ In order to receive points towards **direct patient care**, a copy of credentials, licenses and certifications applicable to and required for position(s) held must be provided by application deadline. Providing copies of credentials, licenses and certifications will not ensure direct patient care points will be awarded, however, copies of credentials, licenses and certifications are required in order for direct patient care points to be considered.

Incomplete applications or application materials received after 5:00 PM on August 11, 2022 will not be considered.

NORTH IDAHO COLLEGE

Application for Admission to the Associate Degree Nursing Program
Spring 2023

North Idaho College Student Identification Number _____

Name _____

       Last   First   Middle   Preferred Name

Other Names Appearing on Records _____

Current Mailing Address _____

                     Street Address   City   County   State   Zip

Home Phone _____   **Cell Phone**_____

E-Mail _____

Please list **all** colleges attended: The Admissions Office must receive official transcripts by the application deadline.

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

Military: Active _____   Veteran _____   Other _____
(DD 214 will be required after initial applicant screening)

Please read and indicate your acknowledgement of the following:

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.

- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.

- I understand that upon acceptance into the nursing program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the nursing program.

- I understand that a felony conviction may prevent me from obtaining a nursing license.

- By signing my name, I hereby authorize this signature to serve as my legal signature in acknowledgement of the above information. No application will be considered without a handwritten signature.

_____   _____

Applicant Signature   Date

The nursing program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

This page must be submitted prior to additional items or accompanying documentation referenced on pages 4 & 5 of this application including TEAS results, direct patient care information and supporting documentation, Prerequisite Course Information Sheet and supporting documentation. Failure to do so may result in an incomplete application status.

Prerequisite Information Sheet

Students currently enrolled in prerequisites at schools *OTHER* than North Idaho College must complete this information sheet. This sheet **and documentation of enrollment in the prerequisites listed below** must be submitted with the application in order to provide evidence of eligibility. **Applicants must be enrolled in any remaining prerequisites at the application deadline.** Failure to provide proof of registration in any remaining prerequisites at a school other than NIC will result in an Incomplete Application status. **Minimum prerequisites include:** ENGL 101, BIOL 227 & LAB, PSYC 101, COMM 101 & a GEM 3 Math course.

Student Name_____

1. Prerequisite course I am currently taking **(check one):**

___**ENGL 101**   ___**BIOL 227 & Lab**   ___**PSYC 101**   ___**COMM 101**   ___**GEM 3 Math Course**

Name of college _____
Course/s will be complete on (date) _____
The course/s is/are being offered in a _____quarter _____semester system. **(check one)**

2. Prerequisite course I am currently taking **(check one):**

___**ENGL 101**   ___**BIOL 227 & Lab**   ___**PSYC 101**   ___**COMM 101**   ___**GEM 3 Math Course**

Name of college _____
Course/s will be complete on (date) _____
The course/s is/are being offered in a _____quarter _____semester system. **(check one)**

3. Prerequisite course I am currently taking **(check one):**

___**ENGL 101**   ___**BIOL 227 & Lab**   ___**PSYC 101**   ___**COMM 101**   ___**GEM 3 Math Course**

Name of college _____
Course/s will be complete on (date) _____
The course/s is/are being offered in a _____quarter _____semester system. **(check one)**

Official transcripts with final grades for all prerequisite courses not completed at NIC must be received in Cardinal Central by December 19, 2022

(Submit this page, if applicable)

RN Entrance Exam

A copy of TEAS standardized test scores must be submitted as part of the application process no later than the application deadline. Sessions for completing the TEAS test are generally offered at the NIC Testing Center during the two weeks prior to the application deadline but current scores from other testing locations are also acceptable. Students unable to attend testing sessions provided by NIC are responsible for completing this requirement elsewhere. Please contact the NIC Testing Center for possible alternatives.

To schedule Test of Essential Academic Skills (TEAS) through the NIC Testing Center:

1. If applying to the North Idaho College nursing program for the Spring 2023 cohort, **you must first complete and submit the page titled 'North Idaho College Application for Admission to the Associate Degree Nursing Program Spring 2023'** to Cardinal Central. TEAS results submitted prior to the signed application page will result in an ineligible TEAS score.

2. Limited TEAS testing will be available via the NIC Testing Center. Click on the links below to view any currently available sessions.

3. Schedule the exam.
   - A. To schedule the exam at NIC in Coeur d'Alene: Log on to www.nic.edu/teas
   - B. To schedule the exam at an NIC Outreach Center: Log on to www.nic.edu/teas and follow the information for the Outreach Center of your choice.

4. Bring to the testing site on your scheduled day:
   - A. Your picture ID
   - B. A valid **credit/debit card** to pay for the exam (cash or checks are not accepted). **The cost can range from $58 - $65.**

   Applicants who appear for testing without a picture ID and valid credit/debit card will not be allowed to test.

Additional TEAS Information:

- In addition to the NIC testing fee, the applicant is also responsible for all fees assessed by an alternate test site.

- The exam may take up to 4 hours to complete. It may be taken only once each application period. TEAS scores may be used for two consecutive application years. If the TEAS is repeated, the most recent scores will be used for the application.

North Idaho College is committed to serving TEAS examinees with documented disabilities by providing reasonable accommodations appropriate to the examinee's diagnosis and needs. North Idaho College also provides some supports to English Learners, (English as a Second Langage, 'ESL'). In order to be considered for TEAS accommodations, please contact the North Idaho College Disability Support Services (DSS) office at 208-665-4520. The DSS office is located in Seiter Hall, Room 100.

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Associate Degree Nursing

Point Calculation Worksheet

To be kept by the applicant for personal use.

A. GPA   B. Bonus Points

A.S. Degree Requirement	Grade	Bonus Points	GPA
ENGL 101		• Biol-227, Biol-228 & Bact-250 are worth 4 additional bonus points each if completed with a 3.0 or higher (If repeated, two most recent scores must average 3.0 or higher to be eligible for 4 additional bonus points).	$\geq 3.7 - 4.00$ = 35 pts
BIOL 227			
COMM 101			$\geq 3.4 - 3.69$ = 25 pts
PSYC 101			
GEM 3 MATH			$\geq 3.0 - 3.39$ = 15 pts
ENGL 102			
BIOL 228			< 3.0 = Ineligible
BACT 250			
SOC 101		• Completion, with C/2.0, of non-prerequisite degree requirements are worth 1 additional point per course	
GEM 5			
GEM 5			
NURS 115			

* Minimum cumulative GPA of 3.0 for program eligibility will be calculated on all completed degree requirement courses (shaded and non-shaded) from the above course list appearing on the transcript at the application deadline.

Total A _____

Total B _____

B. TEAS (Test of Essential Academic Skills) Results: Total score percentage will be used to determine points as follows:

92% - 100%   = 25 pts
80% - 91.9%   = 20 pts
58.7% – 79.9% = 15 pts
Below 58.7%   = Ineligible

Total C _____

D. 12 or more 100-level or higher credits completed at NIC with C/2.0 = 15 pts
   6 - 11 100-level or higher credits completed at NIC with C/2.0   =   8 pts
   (Only courses posted to the NIC transcripts by application deadline will be considered)

Total D _____

(Do not submit this page, retain for your own records)

E. Completion of 750 hours direct patient care within 3 years of application deadline, verified on employer letterhead or on form provided within application. Direct patient care hours accumulated prior to **August 2019** will not count towards points received. Please include copies of credentials, licenses and certifications applicable to and required for position(s) held. **Only** hours worked within 3 years of application deadline will be accepted = 15 pts

Total E _____

F. Bachelor's degree or higher from regionally accredited institution, recognized by NIC = 10 pts

Total F _____

G. Students applying (or re-applying to the ADN Program will be given bonus points for any NIC Nursing (NURS) courses completed with a C/2.0 or higher, for up to two years from the time the course was taken. This includes students who take NURS 115 Wellness prior to getting into the ADN Program and students that attended the first semester of the program and completed some NURS courses successfully, such as NURS 215, etc. These courses will also be counted in the admission criteria as courses completed at NIC with a grade of C/2.0 or higher at NIC.

TOTAL A - G _____

Random audits will be conducted on verifications of direct patient care information provided

Examples of employment that meet the direct patient care criteria:
CNA
Military Medic or Corpsman
EMT or Paramedic
Mental Health Technician or Specialist
Surgical Technologist
Physical Therapist Assistant
Occupational Therapy Assistant
Clinical Medical Assistant
Patient Care Technician (Dialysis)
Radiology Technician
Licensed Massage Therapist
Emergency Department Technician
Dental Hygienist

Examples of employment that do not meet the direct patient care criteria:

Patient Transporter	Phlebotomist	Respite Care
Pharmacy Technician	Esthetician	Medication Assistant
Physical Therapy Aid	Scribe	Resident Assistant
Lifeguard	Health Unit Coordinator	Caregiver
Ski Patrol	Home Care Aid	

(Do not submit this page, retain for your own records)

<div align="center">**VERIFICATION OF DIRECT PATIENT CARE EXPERIENCE**</div>

Please provide a copy of your job description including required qualifications

To be completed by the student:

I hereby give permission for the release of information to the Associate Degree Nursing Program at North Idaho College:

Applicant Name (printed) _____

Facility Name _____

Position Held by Applicant _____

Unit Worked/Description of Unit _____

Dates of Employment within Preceding 3 Years: _____

Dates of employment must be reported using one of the following formats: MM / YYYY through MM / YYYY OR MM / YYYY through Current. These are the only two accepted formats. Reported dates may only include August 2019 through application deadline. Any dates reported prior to August 2019 will not be considered. If dates are reported outside of the preceding 3 years, applicant will not be eligible for direct patient care points.

Number of Hours within Preceding 3 Years: _____

Please report total hours worked within required 3 year time frame. The nursing division will not accept hours requiring a calculation to determine total completed hours. Direct patient care hours accumulated prior to August 2019 will not count towards points received. If hours reported on this form are not within the preceding 3 year time frame, applicant will not be considered eligible to receive points awarded in this category.

Applicant Signature _____

Date _____

To be verified by employer: *Please verify above information in regard to this employee.*

Name of individual verifying applicant employment & work history _____

Position held of individual verifying applicant employment & work history _____

Signature _____Phone Number_____

Date _____

Return this form along with copies of applicable credentials, licenses and certifications to the Cardinal Central Office with Associate Degree Nursing Application. Applicants may submit multiple forms if employed by multiple facilities within the preceding 3 years.

<div align="center">**Random audits will be conducted on verification of direct patient care information provided by the applicant.**</div>

<div align="center">(Submit this page, if applicable)</div>

Direct Patient Care Appeal

If the student strongly believes that their 750 hours of employment meets the criteria, but the position is not identified in either of the lists on page 10, the student may request an appeal for review of their position. Directions to appeal:

1. Complete Verification of Direct Patient Care Experience form.
2. Complete the Direct Patient Care Appeal form.
3. Include an employer letter, on the employer letterhead, stating the job title the student held, the dates and total hours worked within the preceding 3 years and their job description.
4. The completed appeal documentation and copies of applicable credentials, licenses and certifications must be submitted by application deadline.

Direct Patient Care
Appeal Form
for ADN Admission Criteria

Student Name _____   Date _____

Direct Patient Care Position held: _____

Dates of Employment within Preceding 3 Years: _____

Dates of employment must be reported using one of the following formats: MM / YYYY through MM / YYYY <u>OR</u> MM / YYYY through Current. These are the only two accepted formats. Reported dates may only include August 2019 through application deadline. Any dates reported prior to August 2019 will not be considered. If dates are reported outside of the preceding 3 years, applicant will not be eligible for direct patient care points.

Provide job description, including typical duties the student performed while employed:

Frequently Asked Application Questions (FAAQs)

Q: When and how will I know if I got into the program?

A: *Applicants will be notified of acceptance or denial to program approximately three months after application deadline occurs. Applicants will be notified via standard mail. It is vital that any changes to your address be reported directly to the nursing advisor so corrections can be made prior to decisions being mailed. Please notify the nursing advisor via phone or email @ (208)769-3373 or* wendy.mcintosh@nic.edu*.*

Q: After decisions are mailed, will there be an orientation?

A: *Within the final acceptance letters, there will be details regarding the mandatory orientation. Accepted and alternate students must appear in person at the Coeur d'Alene campus on the scheduled date and time in order to retain their accepted or alternate status.*

Q: Do I get points for the requirements I'm working on now?

A: *Courses in progress at the application deadline are not eligible for bonus points nor are they factored into cumulative GPA on program requirements.*

Q: Do I get points if I'm in the military or a veteran?

A: *Military service is not eligible for additional points; however, In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining open positions in the program, the following system will be used to determine who is selected:*

- *Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:*
- *Cumulative GPA on completed program requirements will be used to rank the remaining tied applicants. If there still continues to be a tie, then:*
- *A random drawing of all the remaining tied applicants will be held for the final position(s)*

Q: I sent in documents before I submitted my signed Nursing application page. Am I good?

A: *Application materials submitted prior to the signed Nursing application page will be invalid. You must submit the signed Nursing application page prior to or along with additional application materials. Submitting any nursing application materials prior to the signed Nursing application page may result in an ineligible or incomplete application status.*

Q: I applied to the Nursing program on my NIC application but my degree is something different. How do I get this corrected?

A: *Students are not assigned the specific Nursing degree until after they have been accepted to the program.*

Q: My credits at my previous schools transferred as equivalents less than NIC's credits. Do I need to take additional classes or re-take those courses?

A: *This is a common occurrence when courses are transferred from a quarter system to a semester system. Additional credits will only need to be completed if overall credits for graduation are not met.*

Q: May I apply to the program more than once?

A: *Applicants who have been **accepted** to a nursing program at North Idaho College on two different occurrences are no longer eligible for consideration for admission. Applicants are permitted two separate attempts at success in the North Idaho College nursing programs. This policy applies to acceptance for the Licensed Practical Nursing program and the Associate Degree Nursing program. **There are no restrictions as to the number of times an applicant may apply prior to acceptance into one of the North Idaho College Nursing programs.***

Q: How is GPA calculated when more than one course may meet degree requirements?

A: *If applicants have more than one course that will meet a degree requirement (i.e. three GEM 5 courses or two GEM 3 courses), the course(s) meeting the requirement(s) with the highest grade will be used in GPA calculation.*

Q: Do I need to submit official NIC transcripts?

A: *No**, applicants do not need to submit official NIC transcripts. However, it is highly recommended that applicants with transfer credits view their transcript evaluations **before** the application deadline to assure that they have courses which meet the prerequisite admission requirements for the Associate Degree Nursing program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits'** and find the search result for **Transfer Summary.***

Q: I studied abroad and have some credits or have a degree from a non-US college or university. Can I submit my transcript from that institution by the nursing deadline? If my foreign credits are listed on another US college or university transcript, can I submit that US college transcript to meet the requirement?

A: *No, we cannot accept foreign transcripts in those manners. All non-US college transcripts must be evaluated by a professional international transcript service such as WES.org, at the student's expense. That organization will then provide the evaluated transcript on behalf of the student to NIC. Such evaluated transcripts must be received by the nursing application deadline. Just like US transfer credits, we cannot accept foreign transfer credits listed on another school's transcript. Please refer to* Admissions International Students (nic.edu) *for additional information.*

Q: What is the minimum eligible grade for each prerequisite and general education requirement for the Associate Degree Nursing program?

A: *A minimum grade of C/2.0 must be earned in each required prerequisite and general education requirement for the Associate Degree Nursing program. Please refer to page 8 for cumulative GPA requirement and list of prerequisite and general education courses.*

Q: Is the NIC Associate Degree Nursing program requiring the COVID-19 vaccine?

A: The NIC Associate Degree Nursing program relies on clinical partners to meet student learning outcomes, some of which have enacted policies regarding mandatory vaccinations for COVID-19. Decisions regarding requirements for various vaccinations are outside NIC's control. Without the ability to meet the clinical requirements imposed by these valued partners, we have limited resources for clinical placement. Although legal issues related to the federal government's mandate for COVID-19 vaccinations are pending, should all facilities require the COVID-19 vaccination, Health Professions and Nursing programs at NIC and colleges across the nation will have to comply.

Updated Tuesday, June 8, 2022