



PROVO COLLEGE

**ASSOCIATE OF SCIENCE
DEGREE IN NURSING**

JANUARY 2010
APPLICATION PACKET



PROVO COLLEGE

June 15, 2009

Dear Applicant,

Congratulations in choosing to apply to the Provo College Associate of Science Degree in Nursing Program. You have made a powerful choice that will benefit you, your family, and the lives of many with whom you will work in the nursing field. The nursing administration, faculty members, and staff are committed to making your education in the Nursing Program a positive, life changing experience.

The Nursing Program at Provo College is accredited by the National League for Nursing Accrediting Commission (NLNAC). The NCLEX-RN pass rate for first-time testers at Provo College has consistently exceeded the national and state averages. Our graduates are working in a variety of health care settings as registered nurses and are recognized as highly capable professionals.

Take time to read through this application packet in its entirety, and if you have additional questions, try to locate the sections that may pertain to your questions. If your questions remain, contact the Nursing Admissions office by e-mail: nursingadmissions@provocollege.edu. Please submit your application in a manila folder to the Nursing Admissions Office (Rm. #208) no later than September 30th at 5:00 p.m.

There are students who are not admitted to the Nursing Program each application period. We encourage students who are not accepted to make the necessary adjustments to better their application and re-apply to the Nursing Program for the next application period.

We would like to extend our sincerest congratulations on your successes so far and wish you the best for the future. Each applicant should begin to embrace the power of positive thinking by planning to attend the mandatory orientation for all nursing students and alternates that will be held November 13, 2009 from 8:00 a.m. to 4:00 p.m. We look forward to seeing you there.

Sincerely,

Provo College Nursing Program Admissions Representative

State of Utah Student Nursing Physical Demands

Listed below are the duties & functions of a student nurse under the supervision of a licensed nurse. This document is based on a research study that can be found in its entirety at uvu.edu/csh/nursing/consider/physical.html. These job requirement recommendations for a Registered Nurse in the State of Utah are endorsed by the Utah State Board of Nursing.

Eric Passey MPT
Intermountain Health Care

JOB SUMMARY

Under the supervision of a licensed nurse the student nurse has responsibility for direct patient care for those assigned individuals during a scheduled shift. A shift varies in duration from 4 to 12 hours and may be during the day, night or weekend. They are also responsible for communication with families, caregivers, and other staff, be it written, verbal, electronic demonstration or other media in relation to their assignment. Duties may require sitting, standing, walking, lifting, bending, twisting, squatting, carrying, pushing, pulling, reaching writing, typing, pinching, gripping, bimanual dexterity.

KNOWLEDGE AND ABILITY

- Follow policies and procedures of the school and facility
- Comprehend and follow instructions
- Meet physical demands expected to be performed by a nurse in the state of Utah
- Adequately read, write, speak, and understand the English language.
- Perform repetitive tasks
- Maintain an appropriate pace for the workload
- Relate to other people beyond giving and receiving instructions
- Influence other people
- Perform complex and or varied tasks
- Make generalizations, evaluations, and decisions without direct supervision
- Accept and carry out responsibility for direction, controlling, and planning patient care
- Assess patients' physical condition
- Eye hand coordination

School Based Course Work

Students are in school classes up to 8 hours per day for one to five days per week. The coursework includes classroom instruction via lecture, and media resources. During classroom presentations the student is sitting for periods of 5-6 hours although 10-minute breaks may be given during that time period. The student is able to stand in the rear of the room if needed during these presentations. The seating environment is tables with molded plastic chairs, or chairs with attached desks and side entrance.

Practical application of the material includes laboratory for patient care skills, and computer labs. During patient care labs the student may need to lift or move a mannequin weighing 40-50 pounds. They will position themselves in kneeling, squatting, crouching, bending, sitting and standing postures. They may also act as patient and lay, sit, stand, bend, and twist for simulation exercises. Physical demands will be the same as outlined in the patient care component.

ESSENTIAL PHYSICAL FUNCTIONS

Standing or sitting
Perform CPR
Listening to the patient, family, other health care workers, and applicable monitors
Pushing
Beds, gurneys, and wheelchairs, IV or monitor poles
Laundry and trash containers
Doors
Pulling
Beds, gurneys, IV and monitor poles
Objects from shelves such as linen, supplies
monitors
Laundry and trash containers
Doors
Bimanual dexterity
Draw blood
Give "injections"
Put on gloves while maintaining sterile field
Administer medications (oral, rectal, eye drops, ear drops, nose drops, topical, or via feeding tube)
Collect specimens (urine, sputum, stool, blood)
Insert / maintain / remove urinary catheters
Insert / maintain / remove nasogastric tubes
Insert / maintain / remove intravenous catheters
Use oxygen equipment including moving canisters
Empty drains
Remove sutures/staples
Computer charting
Hygiene care--brushing patients teeth, hair, shaving patient, bathing patient, other hygiene measures
Maintain sterility of needles, catheters, dressings, etc. when performing complex procedures
Set and maintaining pumps, monitors etc.
Check and record vital signs
Change dressings
Place and maintain catheters
Lifting
Patient transfers
Floor--kneel or sitting
Sitting--standing
Wheelchair--bed or gurney
Sitting--standing
Sitting or standing--lying
Bed--gurney
Bed mobility
Position in bed
Position in chair

Linen
Monitors
Adaptive equipment- including CPM machines, walkers crutches, canes, wheelchairs, braces, splints, eyeglasses, contact lenses, hearing aids, prostheses, etc.
Patient personal belongings
Food trays
Patient supplies
Mannequins
Pumps
Fluid bags (IV, urinary, drainage bags, etc)
Bedside Commodes
Objects
Visual Acuity
Patient skin color, nail bed color, eye color, tissue appearance
Eye, ear, nose, throat, structures with and without ophthalmoscope, otoscope
Read temperatures on various thermometers
Read vital signs on various monitors
Venous location and size
Anatomical landmarks
Read orders and notes on computer and/or paper
Read labels on medications
Note markings on medications
Reading measurements on syringes, medication cups, droppers, pumps, drainage bags etc.
Hearing Acuity
Heart, lung, and bowel sounds; blood pressure, and fetal heart sounds using stethoscope
Respiratory sounds without stethoscope
Pulses and fetal heart sounds with doppler
Patient verbalizations--speech, crying, moans, etc.
Touch
Patient Transfers
Locate and count pulses in various sites
Palpation of abdomen
Palpation for edema
Palpation for fetal position
Temperature of tissue
Speech/Communication
Communicate face to face with individuals
Communicate via call system with individuals
Communicate via telephone with individuals



PROVO COLLEGE

APPLICATION INSTRUCTIONS

Note to the Applicant: This information is to better help you understand the procedures for each item outlined in the application checklist. Applicants need to remove the staple binding the application paperwork together to work on each section individually. It is a good idea to keep the application together in a folder while you work on the application. Please submit or deliver your application in a manila envelope to the Nursing Admissions Office (Rm. #208) no later than **September 30th at 5:00 p.m.**

- I. Completed preparatory courses: The preparatory courses required for eligibility to apply for the Nursing Program are: Human Anatomy, Human Physiology, Introduction to Chemistry, and College Algebra. At this point, you should have completed **all** of the preparatory courses or be registered for the remaining courses at Provo College and scheduled to be completed prior to admittance into the Nursing Program. To be considered for admission, the only preparatory course grades allowed to be pending are those being completed at Provo College during the fall semester (Aug. 25-Dec. 12). **No pre-requisite courses taken outside of Provo College may be completed after the application deadline, Sept 30th.** If any preparatory courses are being taken at Provo College during the time of application to the Nursing Program, mid-term grades in those classes will be used to calculate the G.P.A. portion of the application. Double check your mid-term grade with the instructor so there are no surprises at acceptance time. Mid-term grades will not be submitted until well after the application deadline. Final acceptance to the Nursing Program will be pending final grades in preparatory courses taken during the application period.
- II. Application Checklist: Submit the application checklist with the application packet and all required documentation to the Nursing Admissions office (Room #208).
- III. Evidence of payment of \$100.00 application fee: **you must include proof of payment with your application.** You may pay the non-refundable application fee by cash, check, credit or debit card. If paying by check, please include a check made payable to Provo College with your application packet. If paying by cash, please do so in person at the bookstore (Room #118). If paying by credit or debit card, you may pay online or in person at the bookstore or by phone by contacting the Provo College front desk at (801) 818-8900 to be transferred to the bookstore. If you wish to pay online read through the information provided on the *Online Payment Instructions* sheet in the application and follow the procedures. Please include a copy of the receipt with your application packet. If you paid the application fee to apply for the preparatory courses at Provo College or have applied before, you do not need to pay this fee again. You may obtain proof of payment from the bookstore or a financial aid representative.
- IV. Admissions Application: Fill out all of the blanks in the application in a neat and legible manner. Use a black or blue pen to complete the application—do not use pencil. White-out is acceptable if you make a mistake on this form.
- V. Statement of Student Responsibility: Read through the student statement several times to ensure that you understand what you are committing to. Then sign at the bottom of the form.
- VI. Course Transfer Form: This form is for applicants who would like to have courses from other institutions reviewed for transfer. If you are **not** planning on transferring courses to Provo College from another institution, you do not need to complete this form. **There is a fee of \$22.50 per credit hour for all transferred credits. All courses intended for transfer must be reviewed at the time of application.** Official transcripts must be printed within the last year. Provo College bases its class and faculty needs on projected student enrollment. **No transcripts turned in after the application deadline will be reviewed for coursework transfer.** You will receive notification of the courses that have been approved for transfer by Nursing Admissions or the Registrar's Office after final review of application. The following General Education courses are required for the Provo College Nursing Program and may be reviewed for transfer: BIOL 1100 Introduction to Microbiology (3 or 4 credits), BIOL 2320 Human Anatomy (4 credits), BIOL 2420 Human Physiology (4 credits), CHEM 1010 Introduction to Chemistry (3 credits), ENGL 1010 Introduction to Writing (3 credits), ENGL 2010 Intermediate Writing: Research Writing in a Persuasive Mode (3 credits), FCHD 1500 Human Development Across the Lifespan (3 credits), HIST 1700 American Civilization (3 credits), MATH 1050 College Algebra (4 credits), Humanities requirement (3 credits), Creative Arts requirement (3 credits). Please be aware that your financial aid may be affected by the number of credits transferred in to your course schedule. **Once the initial transfer of credits has been approved you will not be allowed to transfer any additional credits to Provo College.**



PROVO COLLEGE

APPLICATION INSTRUCTIONS

VII. Official transcripts from non-Provo College institutions: All official transcripts from previous institutions of higher education must be submitted with your application. Transcripts must be printed within the last year to be eligible for review. You may request official transcripts from previous institutions of higher education to be sent to Provo College or you may personally deliver official transcripts **in sealed envelopes** to the Nursing Admissions Office. If you plan to have your previous institution of higher education send your official transcripts to Provo College, please have the envelope addressed as follows:

Provo College
Attn: Nursing Admissions
1450 West 820 North
Provo, UT 84601

If you choose to have your transcripts mailed, it is your responsibility to follow up with the Nursing Admissions Office to make certain your transcripts have been received. Please request official transcripts at least three weeks before the application deadline to ensure that they will be received by the application deadline.

VIII. Transfer credit appeal process: After your transfer credits have been reviewed you may appeal the decision by submitting to the Registrar's Office a completed appeals form. You will have one week after your start date in the Nursing Program to initiate the appeal process. Any appeals submitted after this time will not be accepted.

IX. Copy of Unofficial Provo College transcript: If you have taken courses at Provo College, you may obtain a copy of your unofficial Provo College transcript from the Registrar's Office. The Registrar or the Assistant to the Registrar can print off your transcript.

X. Copy of high school diploma, high school transcripts or GED: Only one of these three documents is needed to complete this section of the application. If you are submitting transcripts, your graduation date must appear on the transcript. If you have attended preparatory courses at Provo College, you may obtain a copy of your diploma from the Registrar. If you completed your secondary education in another country, you must provide an official English translation of the document showing completion of secondary education.

XI. Completed Work/Life Experience form: Please list all employment. In order to receive points for health-related employment, you must provide work verification. This includes experience from direct patient contact and volunteer experience to administration in a health care setting. If you are a parent or have had experience caring for someone with a long-term illness or disability, please record your experience on the form and include a type-written paragraph describing the experience including the time period. Pick the areas that have given you the best experience or the most time in a health care related position. In addition to the form, you must submit verification from your employer. You may need to contact the Human Resources department or your supervisor for the verification. A sample work verification letter is provided on the back of the work experience form. If you have had no experience in the health field, please submit the form indicating such.

XII. Copy of current Certified Nurse Assistant (C.N.A.) certification: Upon completion of a C.N.A. class, you are expected to test with Utah State Department of Occupational and Professional Licensing (DOPL). If you successfully pass the state exam, they will mail you a certificate indicating that you are certified by the State of Utah. This certificate is the documentation you must submit to complete this section of the application. Do not plan to turn in test results or a letter from your teacher explaining why you don't have a certificate. **Only a copy of your current Utah State C.N.A. certificate or a current renewed state certification number in conjunction with an expired certificate will meet this requirement.**

XIII. Copy of current CPR certification (Basic Life Support for Health Care Providers): American Heart Association BLS certification is required.

XIV. Copy of CPAT Assessment: The testing dates and times are listed on the application checklist. A score of 160 or higher is required in order to be eligible to apply to the Nursing Program. Read through the information provided on the CPAT Assessment sheet in the application and follow the procedures. **You must register to take the assessment by the deadlines listed on the CPAT Assessment sheet.** Space is limited in each testing period. There is no fee to take the assessment.



PROVO COLLEGE

APPLICATION INSTRUCTIONS

- XV. Copy of HESI A² exam scores: The testing dates and times are listed on the application checklist. Do not procrastinate taking this test as you have two chances to take the test for this application period. Read through the information provided on the *HESI Admission Assessment Exam* sheet in the application and follow the procedures. **You must register to take the exam by the deadlines listed on the *HESI Admission Assessment Exam sheet*.** Space is limited in each testing period so be sure to secure your place now. If you plan to take it twice, you will need to pay the \$40.00 testing fee for each attempt.
- XVI. Copy of official TOEFL iBT score:
- International students are required to submit a copy of official scores of the Test of English as a Foreign Language (TOEFL) **Internet-based test (iBT)**. Students must receive a score of 83 or higher on the TOEFL iBT to be considered for admission to the Provo College Nursing Program. TOEFL scores are valid for up to two years. You must submit a copy of your official TOEFL iBT score before or on the application deadline. For information regarding testing centers and registration, visit the TOEFL website: www.toefl.org.
- Students who may question their proficiency in reading, writing, speaking, and understanding the English language at a level commensurate with the duties of a Registered Nurse, are strongly encouraged to submit a copy of official scores of the Test of English as a Foreign Language (TOEFL) **Internet-based test (iBT)** to demonstrate the ability to meet the minimum level of English proficiency necessary for successful completion of the Nursing Program and to safely perform the role of a Registered Nurse. TOEFL scores are valid for up to two years. For information regarding testing centers and registration, please visit the TOEFL website: www.toefl.org.
- XVII. Application Submission: When you have completed the application, bring the application packet and all required documentation to the Nursing Admissions Office (Rm. #208) in a manila envelope. Your application does not need to have any special letters written to the Admissions Committee. In the Nursing Admissions Office, an Admissions Representative will review your application with you to ensure that you have all necessary documentation to complete the application. If your paperwork is in order, it will only take 5 minutes to review your application. The Admissions Representative will then give you a copy of the checklist with their initials next to each item that you submitted. If there are documents missing, you will need to obtain the information needed to make the application complete and re-submit the application by the deadline, Sept 30th at 5:00 p.m.
- XVIII. Interview: The interview is pass/fail and is offered by invitation only after program application is made. The interview is designed to ensure the selection of students most likely to succeed if accepted into the Nursing Program. This interview will be conducted by a panel of at least two Nursing faculty members and is focused on determining the ability of students to articulate their readiness & capability to achieve satisfactory completion of the Nursing Program. There will be written and oral components in this interview process.
- XIX. Orientation: A mandatory orientation meeting for the Nursing Program for all accepted candidates and alternates will be held November 13, 2009 from 8 a.m. to 4 p.m. Again, **attendance is mandatory for all accepted candidates and alternates.** Anyone not in attendance will forfeit his/her place in the Nursing Program.
- XX. Scoring breakdown: Points are determined each year by the Admissions committee. Scoring of an application is based upon the HESI Exam score, GPA from the 4 preparatory courses, work/life experience, Provo College affiliation and a successful interview.



PROVO COLLEGE

ONLINE APPLICATION FEE PAYMENT INSTRUCTIONS

Follow these directions if you wish to pay your application fee online:

1. Log on to www.provocollege.edu.
2. Click on the "Apply Online" tab located at the top right of the screen.
3. Click on "Create Account" located at the right of the screen.
4. Select "Provo, UT" as the campus.
5. Enter the information requested and click continue.
6. Write down the username selected for you.
7. Enter in a password.
8. Enter in the last 4 numbers of your social security number.

Section 1 & 2

Enter the information requested and click continue.

Section 3

1. Select "Associates of Science" degree.
2. Select "Nursing" program.
3. Select start date as "1/11/2010".

Section 4 & 5

Enter the information requested and click continue.

Section 6

Review & if information is correct click continue.

Section 7

1. Enter payment information.
 2. Click "Submit Payment"
- *The application fee to apply to the Nursing Program is \$100. Your debit/credit card will be charged this amount.

PLEASE PRINT A COPY OF YOUR RECEIPT TO INCLUDE WITH YOUR APPLICATION PACKET.



PROVO COLLEGE

CPAT ASSESSMENT

In order to be eligible to apply to the Nursing Program one of the following five criteria must be met:

1. Achieve a minimum score of the Career Programs Assessment (CPAT) of 160 administered at Provo College. If a prospective student does not pass the CPAT on the first attempt, he/she must wait a minimum of 24 hours to retake the assessment. If the prospective student does not pass the CPAT assessment the second time, the prospective student may retake the assessment thirty days later (one time) at the discretion of the school President.
2. Provide documentation of an associate or bachelor's degree from an accredited Institution.
3. Provide documentation of a composite ACT score of 21 or higher.
4. Provide documentation of a composite SAT score of 990 or higher.
5. Be a graduate of a Provo College Diploma or Associate's Degree program.

***Students who are currently enrolled or have successfully completed pre-nurse courses prior to May 1, 2009 at Provo College, are exempted from the CPAT assessment requirement for admittance into the Nursing program.**

The CPAT consists of three basic-level multiple choice tests in the areas of Language Usage, Reading Skills, and Numerical Skills. Skills in these areas have been identified as important to student success in the program. Each section of the CPAT Exam is timed. The entire test requires a maximum of 60 minutes, with an additional 10 – 15 minutes needed to distribute materials. You must complete the assessment and submit your results to the Nursing Admissions Office no later than the application deadline, September 30th at 5:00 p.m.

FEES

There is no fee to take this assessment.

TESTING REGISTRATION

The test will be administered June 25th from 10:30 – 12:00 p.m. in room #112 and July 10th, July 17th, July 31st, August 14th, August 28th, September 11th and September 25th from 9:00 – 10:30 a.m. in the computer lab in room #102-103. Seating is limited. To register, please call the Admissions Assistant at (801) 818-8958 or register in person at the Admissions Assistant Office (Rm. #225). You must register by the deadlines listed below.

TESTING DATE

June 25th
 July 10th
 July 17th
 July 31st
 August 14th
 August 28th
 September 11th
 September 25th

REGISTRATION DEADLINE

June 19th
 June 26th
 July 2nd
 July 17th
 July 31st
 August 14th
 August 28th
 September 11th

CPAT ASSESSMENT STUDY INFORMATION

Additional information regarding the CPAT Assessment may be found on the following websites:

www.studyguidezone.com/cpatest.htm
www.act.org/cpat/index.



PROVO COLLEGE

CPAT ASSESSMENT

TEST ADMINISTRATION

You must arrive at least 15 minutes early to check in with the testing proctor. On the day of the test, you must present your driver's license for identification. All items brought with you must be left at the back of the testing room, except for a pen or pencil. A calculator will **not** be allowed on the assessment.

SCORE SUBMISSION

Once the assessment is completed, a copy of your assessment score may be obtained from the Admissions Assistant (Rm #225). You will need to submit your CPAT score as part of your application packet. It is your responsibility to ensure ALL materials for the application are submitted to the Nursing Admissions Office by the deadline. It is NOT the responsibility of the testing proctor to supply the Nursing Admissions Office with your scores, nor is it the responsibility of the Nursing Admissions Office to attempt to locate missing scores or keep them on record.

Your CPAT Exam results are valid for one year, which allows you to use your scores for a maximum of two application periods only. Expired CPAT scores, if submitted, will not be considered in the application process.

HESI ADMISSION ASSESSMENT EXAM

The HESI Admission Assessment Exam (HESI Exam) is a required part of your application. You can take this exam a maximum of two times per application period. The best score will be used for admission. The required sections of the HESI Exam are as follows: Reading Comprehension, Vocabulary and General Knowledge, Basic Math Skills, Chemistry, and Anatomy & Physiology. You must complete all required sections. Each section of the HESI Exam is timed. The entire test requires a maximum of 3 hours 20 minutes, but actual testing may require additional leeway time. You must complete the test and submit your results to the Nursing Admissions Office no later than the application deadline, September 30th at 5:00 p.m.

HESI EXAM STUDY GUIDE

You can order an exam study guide online through several online bookstores. The cost of the study guide is \$31.45. Study Guide Information: **Evolve Reach Admission Assessment Exam Review, 2nd Edition** By HESI; Copyright: 2008; Elsevier Title; ISBN: 9781416056355.

FEES

Registration for this exam is \$40.00. Before you can pay the fee, you must register as a prospective student with the receptionist at the front desk. After registering with the receptionist, pay the fee at the Provo College Bookstore (Rm. #118). You may pay with cash, check, debit card, or credit card. Obtain a receipt of payment from the Cashier.

TESTING REGISTRATION

The test will be administered on June 25th from 1:00 – 5:00 p.m. in the computer lab room #102- 103 and July 10th, July 17th, July 31st, August 14th, August 28th, September 11th and September 25th from 12:00 – 4:00 p.m. in the computer lab in room #102-103. There will be 50 testing spaces available per testing block. To register, bring proof of payment from the Provo College Cashier to the Nursing Admissions Office (Rm. #208) and sign up for one of the dates listed below. You must bring your receipt to the Nursing Admissions Office to reserve your testing space. You must register by the deadlines listed below.

TESTING DATE

June 25th
 July 10th
 July 17th
 July 31st
 August 14th
 August 28th
 September 11th
 September 25th

REGISTRATION DEADLINE

June 19th
 June 26th
 July 2nd
 July 17th
 July 31st
 August 14th
 August 28th
 September 11th

TEST ADMINISTRATION

You must arrive at least 15 minutes early to check in with the testing proctor. Testing takes place in the student computer lab on the main floor in room #102 – 103. On the day of the test, you must present your driver's license for identification. All items brought with you must be left at the back of the testing room, except for a pen or pencil. A calculator is available in the testing program. You may not use a personal calculator.

SCORE SUBMISSION

When testing is complete, you will be given a stamped copy of your scores which you must submit with your application packet. The responsibility for submitting your HESI scores, as well as all other materials, lies entirely with you. It is your responsibility to ensure ALL materials for the application are submitted to the Nursing Admissions Office by the deadline. It is NOT the responsibility of the testing proctor to supply the Nursing Admissions Office with your scores, nor is it the responsibility of the Nursing Admissions Office to attempt to locate missing scores or keep them on record.

Your HESI Exam results are valid for one year, which allows you to use your scores for a maximum of two application periods only. Expired HESI scores, if submitted, will not be considered in the application process.



International Students

International students applying to the Provo College Nursing Program must complete the following requirements:

- International students applying for the Nursing Program are required to submit a copy of official scores of the Test of English as a Foreign Language (TOEFL) **Internet-based test (iBT)**. Students must receive a score of 83 or higher on the TOEFL iBT (as recommended by the National Council of the State Boards of Nursing) to be considered for admission to the Provo College Nursing Program. TOEFL scores are valid for up to two years. You must submit a copy of your official TOEFL iBT score on or before the application deadline. For information regarding testing centers and registration, visit the TOEFL website: www.toefl.org.
- Students must provide a copy of high school diploma translated into English

If admitted to the Provo College Nursing Program, international students must have an I-20 in order to begin classes. The following documents are necessary for students to receive an I-20:

- Completed Enrollment Agreement for admission to Provo College
- Copy of High School Diploma (translated into English)
- Copy of Passport or birth certificate
- Copy of Passport or birth certificate for dependents list on I-20 (if applicable)
- Completed Affidavit of Financial Support
- Documentation of financial support (i.e. bank statement, credit card statement, tax returns, etc.)
- Foreign address

Additional requirements for students transferring from another school:

- Copy of previous I-20
- Completed transfer form
- Copy of Visa and I-94

If an international student will be enrolled in less than 12 credits per semester, the student will need a letter of explanation for being enrolled in less than 12 credits. The student will need to work with the Registrar to receive approval and create the letter.

The Registrar can provide the following documents for the student to complete:

- Affidavit of Financial Support
- I-20 Transfer form



APPLICATION CHECKLIST for JANUARY 2010 NURSING PROGRAM

Student Name: _____

**Submit this checklist with the application packet including all required documentation to the Nursing Admissions office (Room #208).
 Application deadline: Tuesday, September 30, 2009 before 5:00 pm.
 Only complete applications will be reviewed. The sooner completed applications are received—the sooner we can begin to review them and schedule possible interviews.**

Office use only

<input type="checkbox"/>	Completed <i>Admissions Application</i> (must be neat and legible).	
<input type="checkbox"/>	Evidence of payment of \$100.00 NONREFUNDABLE application fee.	
<input type="checkbox"/>	Signed <i>Statement of Student Responsibility</i> .	
<input type="checkbox"/>	Completed <i>Course Transfer form</i> . All courses intended for transfer must be reviewed at the time of application. No transcripts turned in after the application deadline will be reviewed for coursework transfer without approval from the Academic Dean. Transfer fee is \$22.50 per credit hour.	
<input type="checkbox"/>	Official transcripts from all post-secondary institutions.	
<input type="checkbox"/>	Copy of unofficial Provo College transcript for all courses completed or currently enrolled at Provo College.	
<input type="checkbox"/>	Completed preparatory courses:	
<input type="checkbox"/>	<i>BIOL 2320 Human Anatomy (with Anatomy Lab)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<i>CHEM 1010 Introduction to Chemistry or higher</i>	<input type="checkbox"/>
<input type="checkbox"/>	<i>BIOL 2420 Human Physiology</i>	<input type="checkbox"/>
<input type="checkbox"/>	<i>MATH 1050 College Algebra or higher</i>	<input type="checkbox"/>
<input type="checkbox"/>	Copy of high school diploma or transcripts or G.E.D. certificate.	
<input type="checkbox"/>	Completed <i>Work/Life Experience form</i> with verification from each employer.	
<input type="checkbox"/>	Copy of current Utah State Certified Nurse Assistant (C.N.A.) certification.	
<input type="checkbox"/>	Copy of current CPR certification (Basic Life Support for Health Care Providers*). *American Heart Association BLS certification required.	
<input type="checkbox"/>	Copy of CPAT score of 160 or higher OR	
<input type="checkbox"/>	Proof of CPAT exemption. (See CPAT Assessment form for more information.) Note: Exam administered June 25 th from 10:30 – 12:00 , July 10 th , July 17 th , July 31 st , August 14 th , August 28 th , September 11 th and September 25 th from 9:00 – 10:30 in the Provo College testing center. (See <i>CPAT Assessment form</i> for more information.)	
<input type="checkbox"/>	Copy of HESI A ² exam scores. Note: Exam administered June 25 th from 1:00 – 5:00, July 10 th , July 17 th , July 31 st , August 14 th , August 28 th , September 11 th and September 25 th from 12:00 – 4:00 in the Provo College testing center. (See <i>HESI Admission Assessment Exam form</i> for more information.)	
<input type="checkbox"/>	Copy of official TOEFL iBT score (International students or students who have concerns regarding their ability to read, write, speak, and understand the English language at a level proficient to safely care for the public).	
Following application packet completion, submission, and review by Admissions Representative:		
<input type="checkbox"/>	Interview with Nursing Faculty conducted by invitation only.	
<input type="checkbox"/>	Informed about orientation to the Nursing Program for all accepted candidates and alternates scheduled for November 13, 2009 8 a.m. to 4 p.m. (Attendance is mandatory; anyone not in attendance will forfeit program placement. No exceptions.)	

STUDENT INFORMATION

Name _____ SSN _____

Address _____ City _____ State ____ Zip Code _____

Home Number _____ Work Number _____

Cell Number _____ Email _____

U.S. Citizen Permanent Resident Other Alien Registration Number _____

Program Nursing Start Date _____

EMERGENCY CONTACT

Name _____ Phone _____

Relationship Father Mother Guardian Other (please specify) _____

Address _____ City _____ State ____ Zip Code _____

Employer _____ Work Phone _____

ADDITIONAL INFORMATION

Do you have any special needs of which you would like us to be aware? Yes No

Have you ever been convicted of a felony? Yes No

If you marked yes to either of the above please explain: _____

Honor Code

As a matter of personal commitment student, staff, and faculty of Eagle Gate College/Provo College agree to abide by high moral values on campus (including grounds) which include being honest, respecting others and their property, obeying the law, and using appropriate language. They also agree to abstain from alcoholic beverages on campus and to smoke in designated areas only. A student is considered to be in violation of the honor code if under the influence of alcohol or drugs while on campus, on campus grounds, or on internship/externship. Any member of the Eagle Gate College community caught selling or using illegal drugs on or off campus will be immediately terminated from Eagle Gate College/Provo College.

I HEREBY make application for Admission to Eagle Gate/Provo College.

Student Signature _____ Date _____

(please include a \$ 100 non-refundable application fee)

FOR OFFICE USE ONLY CASH CREDIT DEBIT CHECK # _____

ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM

STATEMENT OF STUDENT RESPONSIBILITY

I acknowledge that by signing this Statement of Student Responsibility, I am agreeing to abide by all of the policies, regulations and procedures in existence at the time of signing, including but not limited to the following:

1. I understand that I must complete all requirements for admission into the Associate of Science Degree in Nursing Program (hereafter referred to as "the Program"), including but not limited to an interview(s) by Provo College personnel, an assessment test, transcript submission, health-related work history verification, and Certified Nurse Assistant certification. In order to be eligible for admission into the Program, I must hold a high school diploma or a G.E.D certificate. I understand that all of these requirements will be given points toward my qualification for acceptance into the Program.
2. **I understand that the purpose of the Preparatory Courses for the Program is to provide me with the education and background necessary to be considered for admission into the Program. I also understand and acknowledge that acceptance into the Preparatory Courses does not guarantee admittance into the Nursing Program at Provo College though successful completion of these courses is one of several necessary conditions for admittance. I understand that not all students who have successfully met all of the admission requirements may be selected for acceptance into the Program.**
3. I understand that all courses intended for transfer into the Program will be reviewed at the time of application. **I understand that there is a processing charge of \$22.50 for each credit hour accepted from another institution for transfer into the Program.** I also understand that all courses intended for transfer must be reviewed at the time of application. **I understand that no transcripts turned in after the application deadline will be reviewed for coursework transfer.**
4. I understand that official transcripts must have been printed within the last year.
5. I understand that after my transfer credits have been reviewed I may appeal the decision by submitting to the Registrar's Office a completed appeals form. I will have one week after my start date in the Nursing Program to initiate the appeal process. I understand that any appeals submitted after this time will not be reviewed.
6. I understand that I will be responsible for informing the Admissions Office of any change in my status, address, telephone number, email address, or any other information that would affect my entrance into the Program.
7. I acknowledge that I will be required to adhere to a strict dress and conduct code during clinical rotations, including but not limited to regulations of clothing, nails, jewelry, shoes, makeup, hair, perfume, and body piercing.
8. I acknowledge that once admitted to the Program, Provo College or affiliated health care facilities at which I may participate in clinical rotations, will be required at my own expense proof of personal health care insurance coverage, current CPR certification, a background check, drug screening, current Utah State C.N.A. certification, and proof of the required inoculations and immunizations and any additional inoculations which may be required by participating health care facilities.
9. I understand that I may be required at my own expense to undergo an additional criminal background check and/or mandatory drug screening prior to being allowed to participate in clinical rotations. I understand that due to findings on my drug screening or criminal background check, I may be dismissed from the Program.
10. I acknowledge that there will be minimum attendance requirements imposed by Provo College for the Program that I must meet. I understand that the Program is rigorous. Accordingly, I understand that it is not encouraged for any student to maintain full-time employment while enrolled. A minimum grade point average of 2.3 will be required to maintain satisfactory academic status in the Program, as well as a C+ or better in all nursing courses.
11. **I understand that Provo College is accredited by the National League for Nursing Accrediting Commission (NLNAC). Applicants for licensure who graduate from the Program will qualify for and be allowed to sit for the licensure examination provided all other licensure requirements are met.**
12. I acknowledge that the general education courses are being offered by Provo College through Utah State University (USU) and are considered earned by both Provo College and USU. Credit for courses earned from USU under this arrangement may be transferable to other institutions of higher education depending on the receiving institution's policy. *Acceptance of credit does not automatically mean the credits will count toward degree requirements of the receiving institution.*
13. I understand that I must complete and provide all items as outlined on the Application Checklist as part of my application and that an incomplete application automatically makes me ineligible for Program acceptance.

I acknowledge that Provo College, the Utah State Board of Nursing, and the National League for Nursing Accrediting Commission may make changes to their policies at any time. Furthermore, I understand that this Statement does not constitute a contract for admission, expressed or implied, between any applicant, student or faculty member and Provo College.

By submitting this application packet, I agree to abide by the admission requirements for the Program. I accept full responsibility for submitting a complete nursing admission packet prior to or by the designated application-filing deadline and I understand that I will not be considered for acceptance into the Program unless I have completed all of the admission requirements.

Student Signature: _____

Date: _____



COURSE TRANSFER FORM

Instructions:

Please complete this form indicating each General Education course that you would like to have reviewed for transfer by the Registrar and Academic Dean. There are 11 required General Education courses for the Nursing Program that may be reviewed for transfer. If you are not planning to transfer any credits to Provo College please indicated by writing "NONE" on the first line this transfer form. There is a place for each course on the form below. Only general education courses with a grade of C or higher will be reviewed for transfer. There is a fee of \$22.50 per credit hour for all transferred credits. In some cases (out-of-state schools or old transcripts from a small school, etc.), you may be asked to provide supporting documentation for each transfer course (college catalog description, syllabus, etc.). **No transcripts turned in after the application deadline, Sept 30th at 5:00 p.m. will be reviewed for coursework transfer.** After your transfer credits have been reviewed you may appeal the decision by submitting to the Registrar's Office a completed appeals form. You will have one week after your start date in the Nursing Program to initiate the appeal process. Any appeals after this time will not be reviewed. **Once the initial transfer of credits has been approved you will not be allowed to transfer any additional credits to Provo College.**

Applicant Name: _____

Other Names that may be on transcripts (married, maiden, etc.): _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter



PROVO COLLEGE

COURSE TRANSFER FORM

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____

Provo College Course Number and Title: _____

Transfer Course Number and Title: _____ Credits: _____

Year Taken: _____ Final Grade: _____ Credit Type: Semester Quarter

Institution Where Course Was Taken: _____



PROVO COLLEGE

Work / Life Experience Form

Applicant Name: _____
(Please print) First Middle Last

EMPLOYMENT

Please list all employment beginning with the most recent. Attach additional sheets if necessary. Applicants receive points for health-related work experience, therefore you must attach verification. Please attach a verification letter from the Human Resources department with dates of employment. See the example verification letter on the back of this page. Please contact the Nursing Admissions Office if you have problems getting verification. No points will be given for work experience if verification is not provided at the time of application.

Employer: _____ Supervisor: _____
Mailing Address: _____
Street and Number City State/Province Zip/Country
Phone Number: _____ Position: _____
Start Date: _____ End Date: _____ Months/Years in Position: _____
Month/Year Month/Year
Verification Letter Attached: Yes No

Employer: _____ Supervisor: _____
Mailing Address: _____
Street and Number City State/Province Zip/Country
Phone Number: _____ Position: _____
Start Date: _____ End Date: _____ Months/Years in Position: _____
Month/Year Month/Year
Verification Letter Attached: Yes No

Employer: _____ Supervisor: _____
Mailing Address: _____
Street and Number City State/Province Zip/Country
Phone Number: _____ Position: _____
Start Date: _____ End Date: _____ Months/Years in Position: _____
Month/Year Month/Year
Verification Letter Attached: Yes No

Employer: _____ Supervisor: _____
Mailing Address: _____
Street and Number City State/Province Zip/Country
Phone Number: _____ Position: _____
Start Date: _____ End Date: _____ Months/Years in Position: _____
Month/Year Month/Year
Verification Letter Attached: Yes No

Sample work
Verification Letter

June 01, 2009

To Whom It May Concern:

Jane Doe is currently employed at Provo College as full-time Nursing Faculty. She has been employed in this full-time position since May 2, 2005. Prior to accepting this full-time position, Jane taught classes as an adjunct instructor.

Please contact me at 801.333.7170 should you require additional information.

Regards,

Jane Doe
Provo College
Human Resources