



# North Idaho College PRACTICAL NURSING PROGRAM (LPN)

APPLICATION PACKET FOR ENTRY INTO PROGRAM IN  
Fall 2024

**Application Deadline: Thursday, January 18, 2024 by 5:00 PM**

**Application materials must be submitted as follows:**

Email application materials to: [HPN@nic.edu](mailto: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.

**Questions can be directed to:**

Cardinal Central Office (208) 769-3311, or  
Health Professions & Nursing (HPN) Admissions – email: [HPN@nic.edu](mailto:HPN@nic.edu)

Or

Wendy R. McIntosh  
Student Success Navigator for Nursing  
Meyer Health and Sciences Building 166  
(208) 769-3373

[wendy.mcintosh@nic.edu](mailto:wendy.mcintosh@nic.edu)

[www.nic.edu](http://www.nic.edu)

It is the applicant's responsibility to ensure that all required information is submitted and received in Cardinal Central and that documentation of all requirements is included in the application. Applicants may verify documents received on their **MyNIC** account. Once you 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 file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

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## Zoom Information Session

There will be a Zoom information session available prior to the posted application deadline. Information session attendance is not required; however, students are strongly encouraged to attend. During the information session 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 scheduled Zoom time below.

[January 5, 2024 - 1:00 PM - 2:00 PM](#)

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

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

Wendy R. McIntosh  
Student Success Navigator for Nursing  
Meyer Health and Sciences Building 166  
(208) 769-3373  
[wendy.mcintosh@nic.edu](mailto:wendy.mcintosh@nic.edu)  
[www.nic.edu](http://www.nic.edu)

### **IMPORTANT INFORMATION FOR ACCEPTED AND ALTERNATE STUDENTS**

**Accepted & Alternate** students will be required to attend a mandatory Orientation in order to maintain eligibility for the program. The mandatory Orientation will be scheduled for Monday, July 15, 2024 from 9:00 am – 12:00 pm.

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# North Idaho College Practical Nursing Program Application Checklist

Read the entire application and follow instructions for completing and submitting necessary application materials. All required application materials must be completed and received by the application deadline.

## **Step 1:**

**Apply to the North Idaho College Practical Nursing Program**  Complete  Incomplete

Submit an electronic application by accessing <https://www.nic.edu/start> and clicking on the 'Apply Now' link. Please select the Practical Nursing ITC Program/degree pathway option. Note: This program has prerequisites required for entry. Information about the program and required prerequisite courses can be found on the Practical Nursing Program website using the following link: [Nursing PN - North Idaho College \(nic.edu\)](#)

## **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. Courses completed at North Idaho College do not require transcript submission. If courses are still in progress at the time of the application deadline, in progress official transcripts are still required by the deadline AND official final transcripts of courses enrolled in at the time of the application deadline must be submitted immediately after grades are posted. 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 Practical 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. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). It is recommended an applicant choose course-by-course evaluation and pay to have records retained with these organizations for potential future use.

## **Step 3:**

**Submit Supporting Application Materials**  Complete  Incomplete

Materials in support of your electronic application must be submitted as follows:

Email application materials to: [HPN@nic.edu](mailto: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.

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**Documentation of Medical Terminology course**  Complete  Incomplete

- ✓ Documentation of successful completion (grade of C/2.0 or better) of an approved medical terminology course of at least 2 semester credits, e.g. CAOT 179 or its equivalent, no more than 7 years old at the time of entry into the nursing program. Medical terminology taken prior to fall semester 2017 does not meet the 7-year eligibility requirement. Documentation must appear on a transcript from an accredited college or documentation of enrollment in an approved course is required at the application deadline.

**Documentation of Certified Nursing Assistant Status**  Complete  Incomplete

- ✓ A copy of your current Certified Nursing Assistant state certification valid through the application deadline. Certification must be maintained through the first semester of the program. Applicants may have to renew their certification after the application deadline to continue their status through December 2024. **Cell phone pictures of CNA license are not permitted or considered valid.**

**Nursing Entrance Exam**  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.**

**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. **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.**

**Current Schedule**  Complete  Incomplete

- ✓ Applicants who are enrolled in prerequisites in Spring 2024 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. **See page 8 within this application for minimum prerequisites.**

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# 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. **See page 8 within this application for minimum prerequisites.**

Student Name \_\_\_\_\_

**1. Prerequisite course/s I am currently taking** \_\_\_\_\_

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/s I am currently taking** \_\_\_\_\_

Name of college \_\_\_\_\_

The course/s will be complete on (date) \_\_\_\_\_

The course/s is/are being offered in a \_\_\_\_\_ quarter \_\_\_\_\_ semester system. (Check one)

**3. Prerequisite course/s I am currently taking** \_\_\_\_\_

Name of college \_\_\_\_\_

The 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 July 19, 2024**

(Submit this page, if applicable)

# PN 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. Limited TEAS testing will be available via the NIC Testing Center. Click on the links below to view any currently available sessions.
2. Schedule the exam.
  - A. To schedule the exam at NIC in Coeur d'Alene: Log on to [www.nic.edu/teas](http://www.nic.edu/teas)
  - B. To schedule the exam at an NIC Outreach Center: Log on to [www.nic.edu/teas](http://www.nic.edu/teas) and follow the information for the Outreach Center of your choice.
3. 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).
  - C. The cost through the NIC Testing Center is approximately \$70.

**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 Language, '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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# North Idaho College Practical Nursing Program

## Point System for Admission Selection for Entry into Fall 2024

- A. Applicants who have met the following admission requirements for the program and submit a complete application by the application deadline will be considered.
1. Prerequisite Courses – MCTE 102, PHAR 150, PSYC 101, ENGL 101 or 102, BIOL 175 or BIOL 227 & 228.
  2. Minimum cumulative GPA of 2.50 calculated on completed degree requirements.
  3. Minimum grade of C/2.0 GPA must be earned in each required course.
  4. A valid Certified Nursing Assistant certification by any U.S. state must be submitted by the application deadline and maintained through the first semester of the program
  5. Completion of an approved Medical Terminology course of at least 2 semester credits with a grade of C/2.0 or higher from an accredited college. Medical Terminology can be no more than 7 years old at the time of entry into the nursing program.
- B. Points will be awarded for grades earned in courses appearing on the official transcript at the application deadline and that meet the requirements for the Practical Nursing Certificate. No points are awarded for the valid CNA license, or Medical Terminology course.
- **MCTE 102, ENGL 101 or 102, PSYC 101: A=4, B=3, C/2.0=2, P=3**
  - **PHAR 150, BIOL 175 or BIOL 227 & 228: A=8, B=6, C/2.0=4, P=3**
  - Courses with grades of **P** (pass) or **S** (satisfactory) and courses that have not received a grade due to advance placement will be awarded **3 points**.
  - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
  - If students have completed BIOL 227 and 228 within the last 7 years with a grade of C/2.0 or better, those grades will have a point value of A=4, B=3, C/2.0=2 for each course as a substitute for BIOL 175. BIOL 227 and 228 completed prior to fall semester 2017 do not meet the 7-year eligibility requirement.
  - **Repeated courses:** the most recent course grade will be used.
    1. Courses which are greater than seven years old at the program start date can be repeated once for full point value.
    2. Courses which are less than seven years old at the program start date, if repeated, will be worth half the full-point value.
- C. **TEAS:** The total possible points for this exam will be 10 (Please refer to Page 8 of application).
- D. **Two points** will be awarded to residents of Idaho's five northern counties (Benewah, Bonner, Boundary, Kootenai and Shoshone). Residency status will be determined by the Admissions Office.
- E. A personal interview will be given for the highest-ranking 30 candidates. The total possible points for this interview will be 20. There will be five categories. If applicant does not meet criteria in one of the five categories, zero points will be awarded for interview component. The nursing department will send out letters to the highest-ranking 30 candidates with instructions on when and where the interviews will be held. Categories of interview will include:
- Professional presentation (business casual attire)
  - Knowledge of nursing
  - Ethics
  - Self-evaluation
  - Communication

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## Practical Nursing Program Point Calculation Worksheet

To be kept by applicant for personal use.

A. Grades

Courses	Grade	Points
ENGL 101 or 102		
PHAR 150		
MCTE 102		
PSYC 101		
BIOL 175 or BIOL 227 & 228		
Medical Terminology		No Points Awarded
Active CNA License		No Points Awarded

(Prerequisite courses are shaded)

**Total A** \_\_\_\_\_

B. Test of Essential Academic Skills (TEAS). The number for “adjusted individual total score” percentage will be used to determine points as follows:

95-100% - 10	70-74% - 5
90-94% - 9	65-69% - 4
85-89% - 8	60-64% - 3
80-84% - 7	55-59% - 2
75-79% - 6	50-54% - 1

**Total B** \_\_\_\_\_

C. Residency

County and State of Residence \_\_\_\_\_ Points \_\_\_\_\_

**Total C** \_\_\_\_\_

**TOTAL A+B+C** \_\_\_\_\_

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## Frequently Asked Application Questions (FAQs)

**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](mailto:wendy.mcintosh@nic.edu).*

**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 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 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:** 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:** What is the minimum eligible grade for each prerequisite requirement for the Licensed Practical Nursing program?

**A:** *A minimum grade of C/2.0 must be earned in each required prerequisite requirement for the Licensed Practical Nursing program. Please refer to page 7 for cumulative GPA requirement and list of prerequisite courses.*

Updated Monday, November 6, 2023