

## ADMISSION INSTRUCTIONS

The following describes the admission process for students who have been notified of acceptance into the Bachelor of Science in Nursing Completion Program for RNs. Admission to the Idaho State University (ISU) School of Nursing (SON) is competitive and meeting the application and admission criteria does not assure acceptance into the program. **Please read all information in this Admission Instructions packet carefully.**

This packet includes information and requirements for the B.S. Nursing Completion program for both the fall and spring admission cycles. For the **specific deadlines** for the required items, please *refer to the Application and Admission Checklist and your Acceptance Letter.*

## ADMISSION AGREEMENT FORM

### 1. Submission of the Bachelor of Science in Nursing Completion Program Admission Agreement Form

- a. The signed Admission Agreement Form must be submitted into the School of Nursing Application site in ISU Community Moodle (<https://elearn.isu.edu/community/course/view.php?id=60>).
  - i. Admission Agreement Form will be sent with an applicant's acceptance letter.
  - ii. If an applicant plans to decline their seat to the B.S. Nursing Completion program, they must fill out the declination portion of the form and submit the signed form into the School of Nursing Application site.
  - iii. Please allow up to 5 days for School of Nursing staff to process Admission Agreements.
- b. Once an Admission Agreement has been submitted in ISU Community Moodle and accepted by the School of Nursing to confirm acceptance of your seat, the applicant will be enrolled into the Homeroom for Undergraduate Nursing Studies in Moodle to submit their Admission Documents (See Admission Criteria below).
- c. *Failure to submit required documentation by the specified deadline(s) will result in retraction of acceptance to the School of Nursing.*

## ADMISSION CRITERIA

If the applicant has accepted their seat in the Bachelor of Science in Nursing Completion Program for RNs, **the online admission process must be completed and all items submitted** into the Nursing Homeroom ([elearn.isu.edu/moodle/](https://elearn.isu.edu/moodle/)) **by the Admission Submissions Deadline** to finalize admission unless otherwise noted. *Failure to submit required documentation by the specified deadline(s) will result in retraction of acceptance to the School of Nursing.*

The following criteria must be met to begin the Bachelor of Science (BS) in Nursing Completion Program for RNs:

### 1. Submission of Criminal History Evaluation

- a. Students must complete the School of Nursing background investigation **between the specified dates in the Admission Checklist and Acceptance Letter.**
  - i. For students admitted to start in fall: **between July 15 and August 1**
  - ii. For students admitted to start in spring: **between November 15 and December 1**
  - iii. For students admitted to start in summer: **between April 1 and April 15**

- b. The ISU-approved online vendor for criminal background checks is CastleBranch.com. *No other background investigation will be accepted.* Information on how you will order your background check will be sent to you separately at a later time.
- c. A copy of the **Order Confirmation** (one page) from CastleBranch must be uploaded into the Homeroom. Do not submit the copy of your background check results; we only need the Order Confirmation.
- d. If an applicant has a question as to whether any past experience or information contained in the applicant's background is of sufficient importance to bar them from licensure to practice as a professional nurse, the applicant should consult the State Board of Nursing of the state in which the applicant intends to practice. The Idaho Board of Nursing may be reached at (208)-577-2476.
  - i. Please be advised that any agency may prohibit/deny/restrict student clinical placement if there is a significant criminal background history. Any such prohibition consequently limits that applicant's ability to successfully complete the SON clinical hours and graduation requirements for our Nursing program.
  - ii. The School of Nursing reserves the right to revoke admission based upon background check findings.
- e. Nursing students are required to have a criminal history check performed annually while in the BS Completion Program, following the same process as discussed in part 8c.

## 2. Submission of a copy of Registered Nurse (RN) license, or Proof of Enrollment in an ADN program

- a. For applicants who have graduated from an ADN program: the applicant must submit a copy of their current, unencumbered Idaho license as a Registered Nurse (RN) into the Nursing Homeroom in Moodle. If the applicant was in progress of their ADN program during the application, the applicant must also send official transcripts to the ISU Registrar's Office to show completion of ADN degree.
- b. For applicants currently enrolled in an associate degree nursing program: the applicant must provide an unofficial transcript showing successful completion of the ADN semester that was in progress during the application. The applicant must also upload a copy of their RN license into the Nursing Homeroom in Moodle once they have earned their license and send official transcripts to the ISU Registrar's Office to show completion of the ADN degree.

## 3. Completion of Physical Exam and Submission of Health Evaluation Form

- a. The Health Evaluation Form in the documents packet must be completed by a health care provider verifying the applicant's physical, cognitive, and sensory capacity to meet the requirements of being an active and capable student in the nursing program. The applicant must upload the completed form into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.
- b. *The physical exam must be performed within one year prior to the Admission Submissions Deadline.*
- c. It is the ongoing responsibility of the student to inform the School of Nursing of any significant changes in his/her health status. Academic action, up to and including removal from clinical, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise) on the Health Evaluation Form.

## 4. Submission of Clinical Agency Consent and Release and Health Insurance Agreement Form

- a. The Clinical Agency Consent and Release and Health Insurance Agreement Form in the documents packet must be completed and signed by the applicant and uploaded into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.
- b. Verification of current Health Insurance coverage must also be provided to the School of Nursing (i.e. a proof of Health Insurance Policy and/or Card stating you are covered).

## 5. Submission of Required Immunization Records

- a. Verification of screenings, immunizations, and/or titers identified in the table in the immunization packet must be submitted to the School of Nursing. The applicant must upload proof of each required immunization into the Nursing Homeroom in Moodle by the Admission Submissions Deadline, *unless otherwise noted in the Admission Checklist and Acceptance Letter.*
- a. Verification records submitted to the School of Nursing must be official from your health care provider and/or include the signature or initials of your health care provider on the document. Verification records must also include the applicant's name on the document(s). *Submission of the checklist provided for your convenience in the immunization packet is NOT acceptable documentation for your immunization records.*

## 6. Submission of Current Cardiopulmonary Resuscitation (CPR) Certification

- a. All applicants are required to provide proof of **CURRENT** American Heart Association (AHA) Basic Life Support (BLS) CPR certification. The School of Nursing accepts **ONLY** the American Heart Association Basic Life Support CPR Certification. (AHA HeartSaver certification is not accepted.) Note that advertising for CPR courses may include statements such as "follows AHA guidelines" but the language may not mean it is a formal AHA course.
- b. Certification must remain current throughout the duration of the nursing program, and students are responsible to provide documentation of current CPR certification. The applicant must upload proof of current certification into the Nursing Homeroom in Moodle by the Admission Submissions Deadline, and upload proof during the program should their CPR certification need renewed.

**The required items for the admission process must be completed and submitted to the School of Nursing by the Admission Submissions Deadline in the Admission Checklist and your Acceptance Letter to be considered for admission (unless the specific requirement states otherwise). Please allow a minimum of 5 business days for the School of Nursing to process your Admission Submissions in Moodle.**

## PROGRAM ORIENTATION

Applicants admitted to the BS Completion Program are **required** to attend program orientation prior to beginning the program. In orientation, students will meet their faculty and have the opportunity to ask questions. The date of the **mandatory** orientation will be provided in your Acceptance Letter. Additional questions can be directed to either the Academic Advisor or your Faculty Advisor.

## CHANGE OF STATUS

*Please note that it is the ongoing responsibility of the student to **inform the School of Nursing of any changes** regarding health status, criminal history status, immunization status, CPR status, health insurance card/status, marital status, and/or name changes. Academic action, up to and including removal from the program, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise).*

## ALTERNATE STATUS

An alternate admission list is implemented when more applicants meeting the admission criteria have applied than there are available positions. If space becomes available to accommodate additional eligible applicants, the alternate list will be activated.

Applicants who were not accepted to the program may reapply the next semester and will be reviewed for admission with the new group of applicants. Applicants are encouraged to talk with the nursing adviser for feedback on their application.