

APPLICATION – SCREENING – INTERVIEW – SELECTION TIMELINE

Time-Line Application to Program Start

September 1 through April 1

- Pre-Application period
 - Pre-application – **is a notice of intent to apply**
 - Pre-application does NOT require documentation
 - Pre-application does NOT require prerequisites to have been completed

September 1 through April 1

- Nursing Program Application
 - Between September 1 and April 1 (annually)
 - **MUST submit a COMPLETE application packet**
 - **INCOMPLETE application packets WILL be returned**

April 1

Program Application Packets - Final date applications will be accepted

- Application Packet MUST contain:
 - Application – incomplete applications will NOT be accepted
 - MUST identify all required prerequisite courses by:
 - College
 - Course number
 - Credit hours earned
 - Semester / year completed
 - High school transcript in sealed envelope
 - Or GED / Home School transcript in sealed envelope
 - College transcripts in sealed envelope
 - If electronic transcripts are ordered copy of order invoice must be included in place of the sealed transcript
 - If you have had transcripts sent within the past 2 years, new transcripts do not have to be sent
 - ATI TEAS score sheet
 - Unofficial copy of score sheet to be included in application packet
 - Applicant must provide "Official Scores" through ATI or test site
 - ATI TEAS scores must be dated prior to April 1
 - Professional Credentials
 - Kansas Certified Nurse Aid Certificate (copy) if applying for Practical Nurse program
 - Kansas CN A certificate (copy) required for Paramedics applying for A D N program
 - Kansas LPN License (copy) if applying for Associate Degree Nurse Program
 - Or Paramedic Certificate / Registration (copy) if applying for Associate Degree Nursing Program
 - Professional Reference Appraisal Cover Sheet – form

- Identification of the professionals identified to provide references appraisals
- Health Profile Certification – signed
- Biography

April 15 - May 1

- Nursing Program Selections made for August Nursing Programs
 - Nursing Admissions provided eligible / qualified list to Director of Nursing
 - Director of Nursing make selections
 - Notifies Nursing Admissions of selected candidates
 - Notifies Nursing Admissions alternate candidates, if any

May 1

- Nursing Program Selectees sent notice of "Selection" by Nursing Admissions
- Nursing Program Candidates that are not selected, notified

May 15

- Selected candidates required to Open background check account
- Selected candidates will be provided Self-Service Account information

June 15

- Selected candidates MUST have completed all Background Check and Drug Screen requirements. Failure to meet deadline may result in removal from program
- Selected candidates will be enrolled in all Nursing Program courses by - Nursing Advisor

Last week in June (date to be determined)

- MANDATORY Nurse Orientation – failure to attend will result in removal from Nursing Program.

August

- First day of classes