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<th>Guidelines for Itasca Practical Nursing Application and Acceptance</th>
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<tr>
<td>1. First step! Apply to Itasca Community College (ICC)</td>
<td>To be considered for an Itasca Practical Nursing program, students must apply and be accepted to ICC. For admission to ICC, complete the online application at <a href="http://www.itascacc.edu/nursing">http://www.itascacc.edu/nursing</a> and scrolling down to the Application Process and Forms. Click on the “Apply” hyperlink.</td>
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<td>Application Fee</td>
<td>Use a credit card to pay the Itasca application fee.</td>
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<td>2. Second step! Apply to the Nursing Program</td>
<td>The application for the Nursing Program is separate but can be completed at the same time. Click on the hyperlink “Practical Nursing Application” and email the scanned or electronic form to <a href="mailto:William.marshall@itascacc.edu">William.marshall@itascacc.edu</a>. A welcome letter and directions on how to access D2L will follow.</td>
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<td>D2L LSKL 9999 PN Application Course Enrollment</td>
<td>Within 48 hours, enrollment into the complementary D2L Application course will occur. This course will allow prospective students to gain confidence navigating the D2L learning platform, have access to pertinent announcements and upload the pre-program planner, unofficial transcripts and TEAS score. After February a complementary PN Orientation course is used to house other needed pre-program documentation.</td>
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<td>Nursing Counselor or Advisor Appointment</td>
<td>Make an in-person or phone appointment with the nursing counselor or advisor by calling Student Services at 218.322.2320.</td>
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<td>3. Pre-program Planner</td>
<td>Download and fill out the “Student Pre-Program Planner” available as a hyperlink. Once your Nursing Application is processed, you will be enrolled in a D2L PN Application course to upload the pre-requisite planner in assignments. Pre-program requirements do NOT have to be completed prior to applying to the program. A plan for completion prior to the August start needs to be in place (indicate when you plan to take courses). All pre-program requirements must be complete prior to entrance into core PRNU courses adhering to the GPA requirements (see section below). Upload the planner to the D2L PN Application course prior to February 28th for priority acceptance.</td>
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<td>4. Register for the TEAS Entrance exam</td>
<td>The ATI TEAS entrance exam focuses on verbal, math and science skills. More information can be found on <a href="http://www.atitesting.com">www.atitesting.com</a>. A minimum score of 50 is required for program consideration. Upload to the D2L PN Application course prior to February 28th for priority acceptance.</td>
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**Priority Deadline - February 28**
The LSKL 9999 will be reviewed:
1. Application
2. Pre-program Planner
3. TEAS IPP

Student apply to Itasca (ICC). Students are then accepted to ICC. At the same time as application to ICC, students may apply to the Practical Nursing Program. Practical Nursing applications may be submitted starting September 1st. Decisions are made the first week of March, therefore there is a priority deadline of February 28 each year for the following fall semester start. Selected students are provisionally accepted until successful completion of all pre-program requirements. All applicants will be placed in a D2L Application Portal “course” that provides further information and allows for tracking of progress. Watch for instructions e-mailed to your ICC e-mail account. If there are more priority applicants than available space, the criteria of TEAS test score (percentage) ranking highest to lowest, will be applied. A minimum score of 50 is required on the TEAS test.) Students will be notified by letter of their acceptance status.

Applicants beyond capacity will be placed on a waiting list in ranked position, based on pre-program criteria, as alternates. If the program and sections are not filled, applicants will be accepted on an ongoing basis until the program has reached capacity or June 30, whichever comes first. After June 30, students will only be accepted on a case by case basis by the program director.

Accepted students and alternates will be notified of a mandatory May meeting to review requirements that need to be completed over the summer, including MN Dept. of Health Background Study with fingerprinting and Health-Immunization requirements for clinical rotation.

Students need to upload these documents to the PN Application course:
1. PN application – completed for you!
2. Student Pre-Program Planner
3. TEAS IPP results
These three pieces along with transcripts will be reviewed for priority selection the first week in March. Documentation is uploaded in **D2L PN Application course prior to February 28th for priority acceptance.** Applicants after the priority deadline will be considered as space is available.

**High School Status**

PSEO students are eligible to take core PRNU courses. Tuition and books are covered, all additional requirements are at the expense of the student. ATI TEAS exam, ATI package fees, lab kits, background studies, and uniform expenses are examples of the financial responsibility of the student.

**Computer, Math and English Requirements**

Beginning Computing, successful completion of online course or computer placement test score of 21
Fundamentals of Written English or above or Accuplacer reading score 78
Elementary Algebra or above Or Accuplacer Elem. Algebra score 76

**GPA**

All Pre-Program requirements must be complete prior to entrance into core PRNU courses. Courses included in the GPA (GPA of 2.5 and grade of “C” or greater in each course) are Anatomy and Physiology I, Anatomy & Physiology II, Human Growth & Development and Medical Terminology.

**Nursing Assistant**

Students must be current on the Minnesota State Nursing Assistant Registry. This may be obtained through coursework or skill testout. Documentation is uploaded in **D2L PN Orientation course after February and prior to August 1st for a fall semester start.**

**Computer**

The Practical Nursing Program uses an online D2L and ATI platform extensively. The availability of internet and a computer outside of school building hours will be valuable. There are several learning platforms & access to Office 365, therefore select a computer that has memory capability to handle programs such as ATI and Adobe Connect.

**Minnesota Department of Health Background Study**

Accepted nursing students are required to have a cleared Minnesota Department of health background study initiated the first week in July with results back by August 1st to be eligible to start classes fall semester. MN DHS BGS require fingerprinting and verification. Students completing a MN DHS BGS for employment that included their SS# will not be prompted to obtain fingerprints an additional time. The Itasca PN Program code and directions are available in the D2L PN Orientation course. Documentation (Driver’s License and BGS results) is uploaded in **D2L PN Orientation course after February and prior to August 1st for a fall semester start.**

**National Background Check**

Accepted students are required to have a cleared national background check initiated the first week in July with results back by August 1st to be eligible to start classes fall semester. National background checks are completed through a third-party vendor (Verified). Instructions and code are available on the D2L PN Orientation course. Documentation is uploaded in **D2L PN Orientation course after February and prior to August 1st for a fall semester start.**

**Health Form**

A health form filled out by the student is required. The nursing program requires self-disclosed good physical (no limitations) and mental health for program acceptance. In case of a serious illness or accident, or changes in medical conditions, a doctor’s written release with “NO Limitations” is needed in order to continue in the program. **D2L PN Orientation course after February and prior to August 1st for a fall semester start.**

**Immunizations**

In addition to Itasca immunization requirements, the nursing program requires additional immunizations, including yearly tuberculosis monitoring and influenza vaccination per clinical facility policy. Evidence of compliance is uploaded to a third-party vendor, American Data Bank. Full compliance evidence is required **prior to August 1st for a fall semester start.**

**American Heart Association HeartCode BLS for Health Care Providers**

Certification (not to expire prior to diploma) documentation of BLS with AED on infant, child and adult. Documentation is uploaded in **D2L PN Orientation course after February and prior to August 1st for a fall semester start.**