

CEI RN Application Packet FAQ

This document is a recap of the most frequently asked questions relating to the completion of the RN application packet for the Spring19 semester. ***Please be advised, it is the responsibility of the applicant to thoroughly read the application packet and all associated paperwork and submit a complete application.***

As a reminder, an E-mail was sent out in April, to as many contacts as we were aware, letting you know that the application process would be changing. It also states in the CEI catalog at the bottom of page 1 that:

“Catalogs, bulletins, and course or fee schedules shall not be considered as binding contracts between College of Eastern Idaho and students. College of Eastern Idaho reserves the right at any time without advance notice to: cancel courses and terminate programs; change fee schedules; change the student calendar; change admissions and registration fee requirements; change the regulations and requirements governing instruction in, and graduation from, the institution and its various divisions; and change any other regulations affecting students.”

We understand that change can be difficult. We are hopeful that these changes and future changes will have a positive impact on the application selection process. If after thoroughly reviewing the application packet and this FAQ sheet you still have a questions about the process, please contact Rebecca Killion Administrative Assistant at (208) 535-5437.

FAQs

Do I have to be a CEI student to apply to the RN program? How Do I become a CEI student?

- Yes, you must be a registered CEI student to apply for the RN program. CEI applications are good for 2 years. If you are not sure if you are still a student or need help with the application process, please contact Student Affairs at 208-535-5371 for assistance. There is currently no fee to apply.

Where is the application packet located online?

- Go to www.cei.edu> select *Programs of Study*> Select *Healthcare* on the left hand side of page> Select *RN Program*. Packets and associated paperwork are located on the left hand side of the page.

When will application packets be accepted? Where do I turn it in?

- Application packets will **ONLY** be accepted the week of October 8th thru October 12th. Office hours are 8 am to 5 pm. Packets can be dropped off to Becca in office 6202. Before 8 am or after 5 pm, packets can be placed in the drop box located downstairs in front of room #6105. RN applications are **not** “first come first serve.” Spots are awarded based on a point system. Application packets need to be in a yellow mailing envelope with your name on the front. ***Incomplete packets will not be eligible for review.***

Can I apply for both the RN and the LPN Program?

- No, you must declare which program you will be applying for. After we have completed the application process for those who initially applied to the LPN program, we will send out an E-mail to non-selected RN students with a date they can submit an LPN application. This is contingent upon slot availability (if any) **after** processing the initial LPN applicants.

How are the RN applications scored?

Applicants are scored using a pre-determined point system. All applicants are scored using the same scoring guide. The scoring system is not available to applicants, only the selection committee. *We encourage students to do their very best on all portions of the application to ensure the most success in the application process.*

I completed a previous Background Check for a different program or for the last application cycle. Do I need to complete another Background Check?

- Yes, you will need to complete another background check. The required background checks have been updated. Previous background checks for the CNA program, other healthcare programs and previous application period will not meet the requirements.

How do I access my Background Check?

- The Background Check instructions located on the CEI webpage (under the RN packet) have directions on how to access and print your final report. The steps are located under the FAQ section of the page. ***(It is strongly recommended that you promptly complete your background check application so that you have plenty of time to receive your final report.)***

I don't remember my login information for Pre-Check (background check). How do I get that information?

- You can contact Pre-Check by E-mailing: StudentCheck@PreCheck.com

Where do I find the Professional Reference Form?

- Go to www.cei.edu> select *Programs of Study*> Select *Healthcare* on the left hand side of page> Select *RN Program*. The form is located on the left hand side of the page under the application. The form is titled: *Application Reference Form*.

Can a co-worker complete my reference form for my employer reference?

- No. The employer references must be completed by a supervisor or manager.

Can I submit a reference other than an Instructor or Employer?

- No. We are currently only accepting professional references from course instructors/faculty or employment managers/supervisors.

What do I need to do to complete the CNA requirements for the program?

- You must include a copy of your **active** CNA certificate with the application. If you do not have an active CNA certificate, you will need to take the necessary steps to obtain one. Information regarding this process can be found online through the Department of Health and Welfare. You can contact the Idaho State Nurse Aide Registry by phone at (208) 334-6620 or by email at IDNP@dhw.idaho.gov.

Will I need to keep my CNA certificate current?

- Yes, you will be required to keep your CNA certificate active and current through the duration of the nursing program.

I am currently in the CNA course and will not be able to take the CNA exam until after the application deadline. What do I need to do for that portion of the application process?

- You will need to submit a written statement from your instructor stating you are currently in the course, what your current grade is (if applicable) and the date you intend to take the skills exam. You will be required to submit a copy of your certificate once you receive it. If you are accepted into the program, failure to pass the course, complete the skills exam or obtain your certificate may result in dismissal from the program.

Are there any special requirements or restrictions for the video interview?

- The video cannot exceed 5 minutes. You must answer all the questions. It must be submitted as a YouTube link and emailed to NursingApplications@cei.edu. **Please put Video Interview-(Your Name) in the subject line.** This is a video “interview” so it is recommended that you face the camera and speak as though you were in an interview and talking to us directly. The rest is up to you on what you want to submit as your finished product.

What do I submit in lieu of a transcript if I am currently in one or more pre-requisite courses?

- You will need to get a signed statement from each of your instructors showing your current grade in that class. We will confirm grades with each instructor. ***It is important to remember, if you are accepted into the program but do not complete the pre-requisite course with the required grade, you will be dismissed from the program.***

What qualifies for the bonus work experience?

- A list of accepted and not accepted work experience is listed in the application under that section. If you feel your work experience would qualify but is not listed, please

attach the employer verification form as well as a job description or reason why you think it should qualify for direct patient care experience.

Can I combine work experience to meet the 1000 hours?

- Yes, you can combine work experience from different employers to meet the 1000 hours. Each employer would need to complete a separate verification form.

Can I submit a work experience form even if I have not reached 1000 hours?

- You are welcome to submit a form showing your work experience and hours. However, if it does not meet the qualifications, you will may not receive the bonus points.

Can I submit additional information about myself above the required paperwork?

- We appreciate the initiative to go above and beyond the requirements. Due to the large volume of applicants, we ask that you only submit the required paperwork. Additional information will not affect the scoring.

I do not know if I still have a CEI E-mail or I have forgotten my login information. What do I need to do?

- You will need to contact the IT helpdesk at (208)680-6874 or by E-mail at help.desk@cei.edu. They will direct you on the steps you need to take to active your account or reset your login information. A CEI E-mail is required. We will use this E-mail to alert students to the status of their application.