

COLORADO MESA UNIVERSITY
Department of Health Sciences
Practical Nurse Program
Application Procedure Check-off Form

The Application for the Practical Nurse Program and Transcript Request Form **MUST** be submitted directly to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu) with the subject line of **PN Application**

This check-off form is intended to help you meet the PN Application requirements.
DO NOT submit this form, it is a tool to help guide you through the PN Application process.

The following items must be received in the Department of Health Sciences by 12pm (noon) on the application deadline (March 1st).

You are encouraged to turn in your application, and then turn in other items as you complete them.

PLEASE NOTE: Your application file will **NOT** be evaluated if it is incomplete by the deadline.

- 1) Submit the *Application for the Practical Nurse Program (PN)*:
 - Type all fields on the fillable .pdf Application for the Practical Nurse Program (PN) form.
 - Submit the Application for the Practical Nurse Program (PN) form directly to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu). Paper submissions **WILL NOT** be accepted.

All applications submitted via the REQUIRED email submission process will receive an email confirmation of receipt of the Application via the applicant's official CMU email address.

- 2) *Practical Nurse Program Transcript Request Form*: This form will give permission and request the CMU Registrar Office to send a current Colorado Mesa University transcript, transcript(s) and transcript evaluation for all colleges/universities attended, if applicable, directly to the Department of Health Sciences.

Please complete the corresponding checklist below and confirm it is fully completed PRIOR to submitting the Practical Nurse Program Transcript Request Form to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu). If you turn in your Transcript Request Form prior to the following being completed the Registrar Office will send over incomplete transcripts/transcript evaluations to our office thus making your application incomplete. Incomplete applications will not be reviewed, thus your application will not be considered. It is the applicant's responsibility that all of the following is complete by the deadline:

Current CMU Student Applicants:

- Must be a Certificate seeking student, if you are unsure of your student status you can contact Admissions (970-248-1875) to confirm.
- Confirm with the Registrar Office (970-248-1555) that you do not have any holds on your account.
- Submit the Transcript Request Form to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu) no later than two weeks prior to application deadline to ensure receipt of transcripts from the Registrar's Office by the posted deadline.

Non-Current CMU Student Applicants:

- Apply to CMU via the Admissions Office.
- Confirm your acceptance to CMU via Admissions at least a Certificate seeking student.
- Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar Office.
- Confirm that your transcript evaluation has been completed by the Registrar Office.
- Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
- Submit the Transcript Request Form to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu) no later than two weeks prior to application deadline to ensure receipt of transcripts from the Registrar Office by the posted deadline.

3) *Kaplan Nursing Entrance Exam Scores:*

- Prior PN applicants who've submitted the Kaplan Nursing Entrance Exam scores during the most recent application process do not need to re-submit the scores, as we will pull those scores forward to your new application. Prior PN applicants whose most recent application to the PN program beyond the most recent application process will need to contact the testing center where the Kaplan Nursing Entrance Exam was taken and request the scores be submitted to Ronna Lee Sharpe in the Department of Health Sciences.
- Currently enrolled CMU students or those who wish to take the Kaplan Nursing Entrance Exam at the CMU Testing Center* should visit the CMU Testing Center's website at: <http://www.coloradomesa.edu/testing/Kaplan.html> (CMU Testing Center) to schedule an exam date. You may take the Kaplan Nursing Entrance Exam **ONCE** in a lifetime.
- After taking the Kaplan Nursing Entrance Exam, request the CMU Testing Center to submit your scores directly to Ronna Lee Sharp Phillips via email (healthscience@coloradomesa.edu), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501). Submissions by the applicant **WILL NOT** be accepted.
- Please Note:** If an applicant cannot take the Kaplan Nursing Entrance Exam at the CMU Testing Center, it is the applicant's responsibility to schedule the proctoring of the Kaplan Nursing School Entrance Exam at a testing center near them. The Department of Health Sciences will not provide that service. Please request the testing center to submit the scores directly to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
- The Kaplan Nursing Entrance Exam can be taken **ONCE** in a lifetime.

4) "Request of Grade Status" Form(s):

- Type all fields on the fillable .pdf Request of Grade Status Form, print and sign the form.
- Submit a Request of Grade Status Form to your instructor for all biology pre-requisite courses in progress (i.e. BIOL 209, BIOL 209L, BIOL 210, BIOL 210L, BIOL 241) ONLY.
- Request your instructor complete the form by dating, signing and indicating current grade in the course.
- Request your instructor to return the Request of Grade Status Form directly to Ronna Lee Sharpe via email (healthscience@coloradomesa.edu), fax (970-248-1133) or mail (CMU Department of Health Sciences; 1100 North Avenue; Grand Junction, CO 81501).
- Submissions by the applicant **WILL NOT** be accepted.

Special Note

*Due to the volume of applications, please **DO NOT** contact the Department of Health Sciences to inquire about your application or application status. All applications submitted via the **REQUIRED** email submission process will be sent a confirmation email. If any forms or information is missing the applicant will be contacted via the applicant's official CMU email listed on the PN application form.*

Timeline of the Application Process

Application materials are accepted until 12pm (noon) on the application deadline (March 1st).

Week 1 & 2 Post Application Deadline:

Admission Committee reviews all completed PN application files

~Week 3 or 4 Post Application Deadline:

Letters sent to all PN applicants (decline or invite to interview)

~Week 5 or 6 Post Application Deadline:

PN interviews for selected applicants

~Week 7 Post Application Deadline:

Letters sent to all interview candidates (decline or acceptance)