

COLORADO MESA UNIVERSITY
Department of Health Sciences
Practical Nursing Program
Application Process Checklist

Montrose cohort

There are **TWO** separate applications for the PN Program: one for the Montrose cohort, and one for the Grand Junction cohort. Please fill out and submit only **ONE** application for the cohort you are interested in. Applicants will only be considered for **ONE** cohort.

The Application for the Practical Nurse Program must be submitted directly to Jennifer Barton via email (healthscience@coloradomesa.edu) with the subject line of "PN Application-Montrose" by **April 1**.

This check-off form is intended to help applicants meet the PN Application requirements. It is a tool to help guide you through the PN Application process. You do not need to submit this form.

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

You are encouraged to turn in your application, and then turn in other items as you complete them.
PLEASE NOTE: Your application cannot be evaluated if it is incomplete by the deadline.

1) 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 Jennifer Barton 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 via the applicant's official CMU email address.

2) Application to CMU and transcript review/evaluation process:

Please read the Practical Nursing Application carefully. Your signature on the application gives our department permission to access your CMU records, including, but not limited to, a current CMU transcript, transcripts from other colleges or universities attended (if applicable), and transcript evaluations for all colleges/universities attended (if applicable), directly to the Department of Health Sciences.

Please use the checklist below to make sure all of the items are completed before submitting the Application via email (healthscience@coloradomesa.edu). If the Application is submitted prior to the following being completed, the Registrar's Office will send over incomplete transcripts/transcript evaluations to our office, making the application incomplete. ***It is your responsibility that all of the following are complete by the deadline:***

Practical Nurse Program Applicants who are current CMU students:

- Must be a Certificate seeking student (or higher). If you are unsure of your student status you can contact Admissions (970-248-1875) to confirm.
- Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar's Office so any transfer credits can be applied.
- Confirm that your transcript evaluation has been completed by the Registrar's Office.
- Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
- Submit the Application to Jennifer Barton 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.

Practical Nurse Program Applicants who are not current CMU students:

- Apply to CMU via the Admissions Office.
- Confirm your acceptance to CMU via Admissions as at least a Certificate seeking student.
Please note: application and acceptance to CMU is a completely separate process from application to the Practical Nursing program. In order to have a complete PN application, you must complete both processes.
- Confirm all transcripts from previously attended schools have been received by the Admissions Office/Registrar's Office.
- Confirm that your transcript evaluation has been completed by the Registrar's Office.
- Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
- Submit the Application to Jennifer Barton 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:

- Practical Nurse Program applicants are required to take the Kaplan Nursing Entrance Exam. If you take the exam at the CMU Testing Center, we will be able to access the scores directly from the testing center. 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: <https://www.coloradomesa.edu/testing/index.html> to schedule an exam date.
- If an applicant cannot take the Kaplan Nursing Entrance Exam at the CMU Testing Center, it is their responsibility to schedule the proctoring of the Kaplan Nursing School Entrance Exam at a testing center near them. Please request that the testing center submit the scores directly to Jennifer Barton 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 per semester.

Special Note

All applications submitted via the required email submission process will be sent a confirmation email. If any forms or information are 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 for the Grand Junction cohort are accepted until **12 noon** on the application deadline (**April 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 via e-mail (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 via e-mail (decline or acceptance)