



## Nursing Application Process Checklist

This checklist is provided to assist you in gathering all the necessary information prior to completing our online application. This document is for your reference only and is not to be included in the application. Please review all online instructions.

**\*Please note that incomplete applications will not be considered. No materials will be accepted after the application cycle deadline.**

- Information Session (required).** Attend an in-person/Zoom session within the last six months or watch the online video.
- ACC Transcript (required).** Upload an unofficial ACC transcript that shows your grade for each of the following classes: ENG 1021, PSY 2440, BIO 2101, HPR 1010 or HWE 1050. If you have ENG 1022, we will accept the higher grade for 1021 or 1022. Transcripts must have a minimum combined GPA of 3.0 and each course must have a grade of “C” or higher. All prerequisite BIO courses must be completed within ten years of the application.
  - If pre-requisite courses are in progress, you must upload an email from your instructor that states what your projected grade will be upon completion of the course. All letters must be submitted with your application.
    - Final grades will be verified prior to ranking your completed application

Transcripts will also be reviewed for co-requisite courses that have been completed: BIO 2102; BIO 2104; and BIO 2116. No ranking points will be awarded for in-progress co-requisite courses.

**Transfer Students:** If you have taken your prerequisites at another institution you need to have those credits evaluated by ACC after you are contingently accepted into the nursing program, so that they appear on your unofficial ACC transcript. ACC only accepts official transcripts sent to the Records and Enrollment Services Office from the issuing institution. You will have to have your official transcripts evaluated by ACC by a specified date that will be emailed to you if you are accepted into the program.

Records will accept official transcripts electronically or by mail, but only if they are sent directly to ACC Records & Enrollment. Transcripts issued to the student, hand-carried, or faxed cannot be accepted.

- Colleges using electronic transcripts should send transcripts to: [records@arapahoe.edu](mailto:records@arapahoe.edu).
- Colleges using paper transcript should mail them to:

Arapahoe Community College

Attn: Records & Enrollment Services - Transcript Evaluator

5900 S. Santa Fe Drive

Littleton, CO 80160

**\*How to view your unofficial ACC transcript online:**

- Log in to [myACC](#)
- Click on the Student tab
- Locate the Degree Requirements information in the center column
- Click the Unofficial Transcript link
- Print and upload with your application

**Health Care Employment (optional).** Any employment within the last 5 years that had *direct interaction with patients in any way*. Upload a completed [Employment Verification form](#) for each employer. If you have none then check “not applicable”. (Please review the [Ranking Table](#) to determine points allotted for number of hours worked).

**Volunteer Hours (optional).** Any volunteer hours of at least 40 hours within 5 years. Upload the [Volunteer Hours Verification Form](#). May submit up to 120 hours = 3 points

**Health Care National Certification or State License (optional).** Upload a copy of each. Please do not include your CNA license in this category. If you have none then check “not applicable”. Here are examples of accepted certifications and licenses. This list is not all-inclusive and each submission will be reviewed by the admissions team.

- Veterinary Technician
- Q-Map
- Phlebotomist
- Medical Assistant
- Emergency Medical Technician
- Pharmacy Technician
- Physical Therapy Assistant
- Occupational Therapist
- Wilderness/First Aid Certification
- Licensed Practical Nurse
- Massage Therapist

**HESI Exam (required).** You need to take the A2 also called the RN Admission Assessment. **Subjects required:**

(Sections 1 to 3 go into the English Language Composite Score)

1. Reading Comprehension
  - a. Meaning - word use
  - b. Conclusions
  - c. Implications
  - d. Understanding
2. Grammar
3. Vocabulary and General Knowledge

4. Biology
5. Anatomy and Physiology
6. Math

Upload your test summary that shows at least 70% English Composite Score and at least 70% Math Score. You may take the exam a maximum of two times in the 12 months prior to submitting your application. The HESI exam is only good for 2 years.

Only one summary page is allowed; you cannot combine different tests.

☐ **CNA (Certified Nurse Aide) License (required)**. Upload a copy of your active CNA license from Colorado DORA (Department of Regulatory Agencies).

**Immunizations, health insurance, BLS card, background check and random drug screening will be required upon acceptance**. Any acceptance will be contingent upon completion of these requirements. We recommend you do BLS class and get your TB test after July 1<sup>st</sup> for a fall start and between December 5<sup>th</sup> and January 5<sup>th</sup> for a spring start. This is so that your BLS is good for the entire 2 years and your TB is good for a full 2 semesters. Your BLS card must be from **American Heart Association**, and it is the BLS Provider Class. You will be asked for the following immunization records:

- COVID-19 vaccine - one dose of J&J or two doses of Pfizer, Moderna, or Novavax.
- COVID-19 booster- can receive 5 months after finishing your primary series and any future boosters recommended by the CDC will be required. No titers will be accepted at this time.
- TB Skin Test – PPD test within the last 6 months is required and will be due annually. If positive PPD or BCG vaccine, a chest x-ray will be required within the past 5 years.
  - A QuantiFERON blood test is not accepted
- Measles, Mumps and Rubella – two doses or lab documentation of positive titer.
- Hepatitis B – three doses or lab documentation of positive titer.
- Varicella (Chickenpox) – two doses or lab documentation of positive titer.
- TDAP – proof of vaccine, within the last 10 years.
- Influenza Immunization – Required annually.

**\*Note that students may apply for religious exemptions through the college. However, many of our clinical sites that are required for program completion will not allow student vaccine exemptions. Therefore, unless you have a documented medical reason for not receiving a specific vaccine, all the above vaccines and/or testing will be required.**