



Practical Nursing – Application Checklist

Application deadlines:

Summer start: February 1 - Knox

Autumn start: June 1- Newark & Pataskala

Spring start: October 1- Newark & Coshocton

This checklist is provided as a self-help guide to assist you in meeting all application requirements.

- Complete [online application](#) for general admissions (separate program application).
- Attend a mandatory [Nursing Information Meeting](#) (valid 12 months).
- Submit official high school transcript with graduation date or official GED transcript. High school seniors must send a current transcript during their senior year and a final transcript after graduation.
- Submit official transcripts from **all** career centers, colleges and universities attended past and current with GPA. **ALL** foreign transcripts (high school and colleges) must be evaluated by a NACES Member - www.naces.org.
- Complete any required remedial coursework with a grade of “C” or higher based upon the multiple measures placement policy. Courses may include co-requisite English and co-requisite Statistics.
- Maintain active status as a State Tested Nurse Aide (STNA). [Verification of status](#) will be completed during the pre-selection review process.
 - STNA course is available through COTC – NURS-002 Basic Health Skills
- Provide proof of completion **with grade of “C” or higher** of the following courses:
 - A full unit of high school Biology or Intro to Biology (BIO-010) or higher-level college equivalents.
- Complete the Health Selection Exam - HESI and submit official score report. Must be completed within 12 months of application deadline. Only the most recent scores will be considered.
 - COTC will automatically receive the official score report for HESI exams proctored by our testing center.
 - If the HESI exam is proctored by another testing center, the student is responsible to request HESI to send official exam scores to COTC.
- Submit Practical Nursing Application (provided by academic advisor).

NOTE: *FBI & BCI background checks are required upon notification of admission into the program. Final admission is contingent upon a cleared background check.*

CPR (EMS 100)- American Heart Association is required for clinical rotations.

