

## Practical Nursing – Application Checklist

*Application deadlines:*

*Summer start: February 15 - 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).
- 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](http://www.naces.org).
- Attend a mandatory [Nursing Information Meeting](#) (valid 12 months).
- 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.
- 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.
- 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
- Complete Health Selection Exam - HESI A2 exams will only be available in-person. Exams can be taken at any COTC campus. Scores can be sent from any testing location as long as they meet the following criteria:
  1. It must be administered in-person. No remote exams will be accepted. HESI scores are valid for 12 months.
  2. The test must have exactly the same subjects our HESI A2 covers - no more, no less. That is:
    - Reading Comprehension
    - Vocabulary & General Knowledge
    - Basic Math Skills
    - Biology
    - Chemistry
  3. The score transcript must be ordered from HESI and sent directly to [cotcrecords@mail.cotc.edu](mailto:cotcrecords@mail.cotc.edu) to be verified. \*Additional fees will apply.

