

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. All requirements must be completed by the application deadline date applying for.

- Complete the COTC admission application: www.cotc.edu/apply (this is not the 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.
- Attend a mandatory [Nursing Information Meeting or complete the online Nursing Information Course](#). (Valid for 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 equivalent.
- Maintain active status as a Certified Nurse Aide (CNA). [Verification of status](#) will be completed during the pre-selection review process.
 - CNA course is available through COTC – NURS-002 Basic Health Care Skills
- Complete [Health Selection Exam](#) - HESI A2 Exams can be completed at any COTC campus.
 - Exams completed at other institutions will only be accepted if 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

