

**Instructions for Application to the
Accelerated Nursing Major at Concordia College**

Concordia College
901 S. 8th St.
Moorhead, MN 56562

- Official **transcripts** must be submitted from all schools attended after high school (including Concordia College if applicable).
- The baccalaureate degree must be completed prior to February 15 in the year of application.
- Two **references** are required. (Only two references are accepted.) The Reference Forms provided with the application packet are to be used. References from relatives and family friends WILL NOT be accepted. Individuals who are asked to provide a reference must be able to evaluate the applicant on the evaluation criteria listed on the form. References are to be mailed directly from the evaluator to the nursing department as noted on the form.
- A one-page resume is requested. Applicants are encouraged to be creative but professional on their resumes.
- An impromptu written essay is to be completed prior to February 15. Applicants must schedule a time to write the essay by calling the nursing department at 218-299-3879 after **January 16th**. Applicants who require special accommodation to write this essay should communicate these concerns when scheduling the appointment.
- All application materials must be received in the nursing department (or be postmarked) by **February 15** of the year in which application is made. It is the applicant's responsibility to verify that the nursing department has received all application materials by the deadline. Incomplete applications WILL NOT be considered after February 15th. (Application materials are not retained in the department for reapplication in subsequent years.)
- An interview may be requested by the Admissions Committee. If so, the applicant will be contacted after the application deadline.
- The following **checklist** may be helpful in completing the application: Note all required materials are to be mailed directly to the nursing department NOT the Concordia College Admissions Department.
 - Completed application to the Accelerated Nursing Major. (Please sign all indicated "applicant signature" areas on this application.)
 - One-page resume
 - Official transcripts from all schools attended after high school including baccalaureate degree granting institution. (To be sent directly to the nursing department.)
 - Two references sent directly to the nursing department.
 - Written essay scheduled (after January 16th).

Send the completed application to: Nursing Department
Concordia College
901 S. 8th St.
Moorhead, MN 56562

If you have questions, please call the Concordia College Nursing Department at (218)299-3879.

Application to the Accelerated Nursing Major

Concordia College
901 S. 8th St.
Moorhead, MN 56562

The Application Deadline is FEBRUARY 15.

Name _____
Last First Middle Former name, if applicable

Current Mailing _____
Address Street City State ZIP Phone Number (cell or home)

Permanent _____
Address Str City State ZIP Phone Number (cell or home)

Colleges/Universities attended:

List **all** colleges/universities/vocational institutions you have attended in order of most recent attendance. Please have official transcript(s) sent directly to the Nursing Department.

Name of Institution and Location	Dates Attended	Reason For Leaving or Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever attended or been admitted to another program of nursing at a hospital, college or university? _____

If yes, please indicate the name and address of the program and your reason for leaving. _____

References: All applicants are requested to supply two confidential references (relatives and family friends are not accepted). References should be from an employer, supervisor, clergy, counselor, or college professor.

Name	Position	Address	Telephone
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Please sign your name and date to indicate you understand the references are confidential and you waive access to the information.

Applicant's Signature _____ Date _____

Coursework/GPA:

I certify that my cumulative college Grade Point Average is ≥ 3.0 (4.0 scale) at the time of application to the nursing major.

Applicant's Signature _____ Date _____

Prerequisite Coursework:

The following are prerequisite courses for the nursing major that must be completed with passing letter grades prior to May 7th, 2012. For each course listed, indicate date completed, in progress, or planned date of completion.

_____ College Algebra (or higher Math) _____ General/Introductory Psychology

_____ *Human Anatomy & Physiology _____ General Sociology

_____ *Microbiology

_____ *One semester of Chemistry
(2 semesters are highly recommended if no previous chemistry, one of which should include organic or biochemistry.)

must include lab*Essential Qualifications**

The curriculum leading to a Baccalaureate degree in Nursing from this program requires that students engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing skills and functions. Possession of certain abilities are necessary to ensure the health and safety of patients and oneself. These abilities are needed for successful admission and progression by candidates in the nursing program. They relate to motor skills, sensory abilities, communication, cognitive processes, behavioral and emotional health, and professional conduct. The Essential Qualifications of Candidates for Undergraduate Admission and Progression document is included in this packet.

To enter or continue in the nursing program, the applicant/student must be able to perform all of the essential qualifications (either with or without accommodation) to ensure personal safety and the safety of clients. The nursing program will make reasonable accommodations, but is not required to make modifications that would alter the nature of the requirements of the nursing program or present an undue burden to the nursing program. (Review the enclosed document.)

“I certify that I have read and understand the Essential Qualifications document. I am able to perform all abilities, with or without reasonable accommodation, as set forth in the Department Essential Qualifications document.”

Applicant's Signature _____ Date _____

Departmental Requirements

Applicants admitted to the nursing major will be notified of various requirements to be completed for progression in the program. The requirements include:

- Completion of all prerequisite course work prior to May 7, 2012, with a cumulative GPA ≥ 3.0 .
- Annual Criminal Background Checks (If the review disqualifies a student from providing care, the circumstances will be individually evaluated)
- Semester Fees in addition to Concordia tuition to cover necessary program requirements and standardized testing
- Submission of a physical exam and health record, including annual screening for tuberculosis
- Acquisition of professional liability/malpractice insurance (1 million each claim/3 million aggregate)
- Proof of CPR Certification at the health care professional level. This must include single and two person rescuer, infant, child and adult. **(On-line courses are not accepted.)** This requirement may be fulfilled during the first nursing course.

“I certify that I have read and understand that I must complete these departmental requirements if I am admitted to the Concordia College Nursing Program.”

Applicant's Signature _____ Date _____

Information Regarding Future Licensure by Boards of Nursing

In order to insure safety for clients and to avoid denial of a license by a state board of nursing, it is important that you are aware of the following:

- Substance abuse and certain physical or mental conditions can be a cause for denial of a license to practice nursing.
- Certain criminal conduct or offenses can be a cause for denial of a license to practice nursing.
- Clinical agencies reserve the right to deny students access to clinical experiences based on findings revealed in the criminal background check.

If you need further information, please contact the program chair or a state board of nursing representative. The following questions are similar to those that appear on an application for professional nursing licensure.

Affirmative answers to these questions do not exclude you from review for admission. Your circumstances will be individually evaluated.

- Yes No 1. Have you ever been convicted of a crime other than a minor traffic offense, or been involuntarily confined based on harm to self or others?
- Yes No 2. Have you ever been disciplined for cheating or any other offense at any college?
- Yes No 3. Have you ever had a nurse aide registry listing marked for abuse, neglect or misappropriation of property?

If "yes," please describe on a separate sheet the offense(s), circumstances, and any disciplinary action taken against you. This information will be reviewed by the Department of Nursing's Admissions and Academic Progression Committee.

"I certify that all information given on this application and supporting documentation is correct and complete. I understand any omission, misinformation, or misrepresentation may void my admission or result in dismissal or revocation of the completion of the nursing major based upon this admission."

Applicant's Signature _____ Date _____

I understand that submission of this application and admission to Concordia College does not guarantee admission to the major.

Applicant's Signature _____ Date _____

Reference Form for the Nursing Major

Concordia College
Moorhead, MN 56562

1. Name of Applicant _____

NOTE: The person whose name appears above has applied for admission to the Concordia College Nursing Program. It would be helpful to the nursing department admissions committee if you would give us an assessment of the applicant as called for below. If you are not able to evaluate the applicant on the qualities listed, please notify the applicant. The information you provide will be **confidential and the applicant has waived his/her right to access this evaluation.**

2. How long have you known the candidate and in what capacity? _____

3. Please rate the applicant on each of the 10 criteria. Mark your responses with an 'X.'

	Exceptional	Average	Needs Improvement	Unable to Assess
Integrity/Honesty				
Initiative/Motivation				
Maturity				
Ability to work with others				
Communication skills				
Empathy/caring				
Judgment				
Ability to make decisions				
Dependability				
Critical thinking				
Overall rating				

4. If you have additional comments you believe may be of value to the admissions committee, please include them below. (If more space is needed, continue on the back.)

Name _____ (please print) Title _____

Address _____

Telephone (_____) _____ Date _____
Area Code

SEND COMPLETED REFERENCE FORM TO:

**Nursing Department
Concordia College
901 S. 8th St.
Moorhead, MN 56562**

Phone: (218) 299-3879
FAX: (218) 299-4309

Deadline: FEBRUARY 15

Revised 1/12

It is the policy of Concordia College to provide equal opportunity for all qualified persons in its educational programs and activities. The college is in full compliance with the laws of the United States and all applicable regulations. The college does not discriminate on the basis of race, creed, color, national origin, age, sex or physical handicap in the educational programs that it operates. © 2011 Concordia College, Moorhead, Minnesota

Reference Form for the Nursing Major

Concordia College
Moorhead, MN 56562

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