

Practical Nursing Roadmap to Application

Step 1

Obtain an application packet:



Call or click!

www.ccsnh.us/PracticalNursing

Refer to the HESI information in your packet to **prepare for the entrance exam.**

Step 2

Step 3

Register for and take the HESI exam. When you pass, print your score sheet and go to step 4.

Step 4

Read the financial aid information in your packet. Go to [FAFSA® Application | Federal Student Aid](#) to file your FAFSA. If you have questions, call our financial aid office: **380.997.7620**

Step 5

Locate your **high school diploma**, or **High School Equivalency scores** or order your transcripts sent to our school. **Foreign high school transcripts will need to be evaluated for U.S. equivalency by a credential evaluation service.**

If you have questions, please call **380.997.7618**

Step 8

OPTIONAL: If you are seeking transfer credit for completion of prior coursework (A&P or Nutrition), complete the **Request for Advanced Standing**. Follow all directions and attach official transcripts and syllabi for each course.

Step 7

Order a **BCI and FBI criminal background check** sent directly to our school. You may go to the sheriff's office or most BMV offices in Columbus. If they ask for a code, it is **4723.09**. **Save your receipt; you**

Step 6

Take a **BLS Provider** class or locate your current card. **It must say BLS Provider.** Online CPR/BLS training is not acceptable. If necessary, we can help you locate a class.

Watch your email!

We will notify you of your acceptance, and provide information about the **mandatory Student Success class** and **mandatory new student orientation**; please check your application packet for those dates.

Last step: Orientation

At the orientation, you will be given information on obtaining your **drug screening**, which must be done during orientation and prior to the first day of nursing classes.

Welcome to the Columbus School of Practical Nursing!

Step 9

Complete your program application, and sign the **Criminal History Attestation**.

Step 10

Visit your doctor to have your **physical forms completed**, and **shot records verified**.

Almost there...

Review your **application checklist**. When you have all items on the checklist completed, gather them up and bring everything into the office.