

Practical Nursing Roadmap to Application

Step 1

Obtain an application packet:



Call or click!

<https://www.ccsnh.us/Page/2202>

Step 2

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

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.** Information on the process is provided in the application packet.

Step 6

Take a **BLS Provider** class or locate your current card. **It must say BLS Provider.** Online CPR/BLS training is not acceptable.

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. Our school code is **4723.09.** **Save your receipt; you will submit it with your application packet.**

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 directions and attach official transcripts and syllabi for each course.

Questions? Call
380.997.7617

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.

Watch your email!

We will notify you of your acceptance, and provide information about the **mandatory Student Success class** and **mandatory new student orientation.** Dates are in the application packet.

Last step: Orientation

At orientation, you will obtain a **drug screening**, which must be done prior to the first day of nursing classes.

Welcome to the Columbus School of Practical Nursing!