

Practical Nursing Roadmap to Registration

Step 1

Obtain an application packet:



Call or click!

www.ccsnh.us/PracticalNursing.aspx

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

Step 2



Step 3

Register for the HESI, and take the exam. If you passed, **print your score sheet** and go to step 4.

Step 4

Read the financial aid information in your packet. **Go to fafsa.ed.gov to file your fafsa.**

Questions? Call our financial aid office: **614.365.6000, ext. 244**



Step 5

Locate your **high school diploma**, or **GED 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 or concerns at any time, please call!
614.365.6000, ext. 239



Step 6

Take a **CPR** class or locate your current card. **It must say Healthcare Provider, BLS Provider or Professional Rescuer.** We cannot accept any other types. Online CPR training is not acceptable. If necessary, we can help you locate a class.

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 DMV offices in Columbus. If they ask for a code, it is **4723.09** **Save your receipt; you will submit it with your application packet.**



Step 8

Refer to the instructions in your packet to **complete your essay.**

Step 9

OPTIONAL:

If you are seeking transfer credit for A&P or Nutrition, complete the **Request for Advanced Standing**. Follow all directions and attach official transcripts and syllabi for each course.

Step 10

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

Step 11

Visit your doctor to have your **physical forms completed**, and shot records verified. Complete your **2-step TB test**, or obtain a chest X-ray if indicated.

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 mail!

We will notify you of your acceptance, and provide information about the **mandatory** new student orientation; please call the office for the dates if you need to know prior to receiving your acceptance letter.

Last step: Orientation

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

Welcome to the Columbus School of Practical Nursing!