

Practical Nursing Roadmap to Registration

Step 1

Obtain an application packet:



Call or click!

www.csoh.us/PracticalNursing

Study on your own or take the free Nursing Bridge class to **prepare for the HESI entrance examination.**

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: **380.997.7620**



Step 5



Locate your **high school diploma**, or **High School Equivalency Scores** or have your transcripts sent to our school. **Foreign high school transcripts will need to be evaluated for U.S. equivalency by a credential evaluation service.** Check your application packet for details.

If you have questions or concerns at any time, please call!
380.997.7617

Step 6

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 or IGRA test if indicated. **Note: a 2-step TB test takes at least 12 days to complete, so start this process early!**

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 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

Take a **BLS Provider** class or locate your current CPR card. **It must say BLS Provider** We cannot accept any other types. Online CPR/BLS training is not acceptable. If necessary, we can help you locate a class. We offer a class at our school near the end of each enrollment period.



Almost there...

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



Watch your email!

We will notify you of your acceptance, and provide information about the 2-week **mandatory Student Success class** and **mandatory New Student Orientation**; please check your application packet for orientation and class dates.

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 nursing classes.

Welcome to the Columbus School of Practical Nursing!