



To be considered for enrollment, the applicant must submit the information listed below (*Application Requirements*). A Student Financial and Financial Aid Handbook is available online through the website. The Financial Aid officers communicates with prospective (and current students) through email/phone/in-person. Additionally, financial aid information is provided within the School brochure and is available through the Financial Aid Office. Financial aid packet can be submitted at a later date. Each applicant is reviewed on an individual basis by the Admissions and Promotions Committee.

Application Requirements

- Eligibility Criteria Form (ECF) found online is completed by the applicant
- Applicant must be 18 years of age upon application
- If English is not applicant's first language, applicant must have taken TOEFL iBT within the past 2 years, and achieved a minimum score of:
 - 18 listening → 18 reading → 26 speaking → 17 writing
- High school graduate with official transcript or official GED results
 - High school GPA of 2.5 is required, unless college GPA meets or exceeds 2.5
 - GED results will be reviewed and considered according to test series
 - If an applicant's high school grades/GPA were achieved in another country, they must be translated to English prior to submission (translated at applicant's expense). CSPN does not offer translation services.
- Prospective students with an online high school transcript/diploma must have a minimum of six academic college-level courses from an accredited college, completed after high school. ESL courses will not be accepted as part of the six college courses.
- College transcript(s) – official, or a copy of the official transcript
- Student Nursing Perspective questionnaire
- Proof of medical insurance
- Signed Statistical Data Form
- Background check, and Drug Screening (BCI - \$30 / Drug Screening - \$40) through Integrity Verifications
 - BCI report must not contain any convictions other than traffic violations, DUI/OVI, and disorderly conduct
 - Drug screening: All applicants must submit a drug test through Integrity Verifications (\$40) at the time of the BCI. CSPN has a zero-tolerance policy and drug test results must be negative.
- Non-refundable \$30 fee for applicant file review

To be considered for enrollment, the applicant must submit the information listed above by applying online, and following all instructions. Each applicant is reviewed on an individual basis by the Admissions and Promotions Committee. The Admissions and Promotions Committee does not guarantee enrollment, as CSPN is a private, non-profit school, and reserves the right to select the best candidates.

Note: Enrollment is contingent on passing a drug test per CSPN guidelines.

The Admissions and Promotions Committee (described below) does not guarantee enrollment, as CSPN is a private, non-profit school, and reserves the right to select the best applicants.

The Admissions and Promotions Committee is composed of the Executive Director, the Director of Operations, and a representative group of faculty members.

The purposes of this committee are to:

1. Review applicants for admission, as appropriate
2. Serve in advisory capacity to faculty regarding academic matters
3. Develop standards and policies for admission and promotion of students
4. Develop methods for evaluating standards and policies
5. Serve as a disciplinary committee for students
6. Promote students



Eligibility Criteria Form

By checking each box, I acknowledge I meet the eligibility criteria listed below:

General Requirements:

- I am a high school graduate, with a minimum 2.5 GPA or hold a GED. I understand a High School GPA of **2.5 is required**, unless college GPA meets or exceeds 2.5. GED scores are reviewed on a case-by-case basis.
- I am over the age of 18, and currently residing in Ohio.
- My background check (BCI report) does not contain any convictions or any convictions other than traffic violations, DUI/OVI, and/or disorderly conduct.
- I understand I am required to carry medical insurance. I understand I will need to provide proof immediately upon acceptance into the program.
- If applicable:** I understand as a non-native English speaker, I have completed the TOEFL iBT with the minimum scoring requirements of: **18 listening/18 reading/26 speaking/17 writing**
- I understand that if I am a student with an online high school transcript/diploma I must have a minimum of six academic college-level courses from an accredited college, completed after high school. ESL courses will not be accepted as part of the six college courses.

Technology Requirements:

- I understand, that in the event of an emergency (COVID-19), CSPN reserves the right to convert to a solely online program. With current Ohio Department of Health restrictions, CSPN is offered in an online format.
- I understand, that I will be required to complete online assignments utilizing my home computer.
- I understand that owning my own printer is important to the learning process, as instructors reserve the right to email you handouts for printing.

- I am familiar with “Zoom” and would require little or no training to utilize it for my course/clinical work.
- I understand, that I will need to connect to my home WiFi to access CSPN “Zoom” classes and meetings, and tutoring sessions.
- I understand, I will be expected to communicate on a daily basis with faculty and staff of CSPN through my personal email address
- I understand that I will receive training on CSPN Learning Management System and will be required to utilize it to complete my classwork and clinical work.
- I understand CSPN reserves the right to utilize your email address to send school announcements or updates in the status of the program.
- I understand that misrepresentation or omission of facts in the **CSPN Online Application** can result in termination from the application process and/or program. This Application will be void if someone other than the applicant has input or falsified any of the requested information. By typing my name into the box below and entering a date I indicate my agreement to these terms.