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 pass both sections of the entrance exam with a 68% or better in math, and a 70% or better in reading.
- Entrance Exam is waived for applicants meeting one of the following criteria:
  - ➢ Applicant with a minimum of a two or four-year degree form an accredited college, or HESI scores reflecting a minimum score of a 70% both in reading and math (up to 3 years), or ACT reflecting a minimum score of a 19 for math, and a 20 for reading (up to 3 years), or WorkKeys reflecting a minimum score of a 3 (72-75 scale) in math and a minimum score of a 4 (76-77 scale) in reading. Official test scores/or Transcripts must be emailed to apply@cspnohio.edu
- Applicant must be 18 years of age upon application
- Applicant must currently be an Ohio resident
- 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 (or transcripts from an approved OSBCCS online 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 - $40 / Drug Screening - $40) through Integrity Verifications
  - ➢ Applicant that has not lived in Ohio for the past 5 years, will also have to complete a federal background check (FBI) in addition to a State criminal background check (BCI screening).
  - ➢ BCI report must not contain any convictions other than traffic violations, DUI/OVI, and disorderly conduct (no weapon involvement)
  - ➢ 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:

Age and Ohio Residency Requirements:

- ☐ I am 18 years old or older
- ☐ I meet CSPN's mandatory requirement of currently residing in Ohio.
- ☐ I understand that if I have not lived in Ohio consecutively for the past 5 years, I will need to complete a federal background check (FBI screening) in addition to an Ohio criminal background check (BCI screening).

General Requirements:

- ☐ I understand that I am required to take and pass CSPN's entrance exam meeting the minimum benchmark of 68% in math, and a 70% in reading. Passing this exam does not guarantee 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 I am required to carry medical insurance. I understand I will need to provide proof immediately upon acceptance into the program.

- ☐ I acknowledge that courses and clinical experience are remote and/or blended. Students will have a full-time schedule and will be expected to be on the computer (online learning) or in the building 8 am - 4 p.m. or anywhere from 6:45 am - 4:00 pm for clinicals, depending on the schedule. Monday through Thursday, the first six months and, Tuesday through Friday, the final six months. The ratio of online and in-person instruction is subject to change through the program.

- ☐ I understand that study requirements will fall outside of the school schedule. Study schedules are at the discretion of the student, and will include weeknight and weekend study hours.

- ☐ I understand that my physician will need to sign off that one of the essential functions of clinical is to be able to lift, move, and support people and objects (up to 50 lbs.) frequently throughout the entire program.

- ☐ ACCEPTED students will be required to be FULLY vaccinated by April 4, 2023. The following vaccines are required: COVID, Hep B, Varicella, MMR, Tdap, and Flu Shot. Students not in compliance will be dismissed from the program.

Background Check (fingerprinting) and Drug Testing

☐ I understand I am required to complete a background check (BCI report) and drug test as part of the application process. FBI background checks are an additional requirement for applicants that have not resided in Ohio for 5 consecutive years. All costs associated with FBI/BCI/Drug Testing are incurred by the applicant.

☐ In accordance with CSPN policy, my background check (BCI report) does not contain any convictions other than traffic violations, DUI/OVI, and/or disorderly conduct.

☐ I understand that CSPN policy states, that no applicant with any conviction(s) beyond the acceptable ones stated above, will be considered for admission into the program.

High School, College, and Previous Nursing School Transcripts

☐ I understand high school transcripts reflecting a minimum of 2.5. GPA are required, unless college transcripts reflect a minimum of 2.5 GPA.

☐ I understand submission of college transcripts are optional, but should be submitted when high school GPA does not meet a cumulative of 2.5 GPA.

☐ I understand CSPN will not consider any transcripts that are not fully translated into English. All transcripts must contain a standard GPA grading scale.

☐ GED scores can be submitted (in lieu of high school transcripts), and are reviewed on a case-by-case basis.

☐ I understand that if I am a student with an online high school transcript/diploma, I must have a minimum of six (6) academic, college-level courses from an accredited college, completed after high school (or transcripts from an approved OSBCCS online high school). ESL courses will not be accepted as part of the six college courses.

☐ I understand that if I have attended any other nursing school(s), transcript(s) must be submitted from all other attended programs.

Technology Requirements:

☐ I understand that in the event of an emergency, such as COVID-19, CSPN reserves the right to convert to a solely online program. CSPN is currently offered in as blended (online and in-person format).

☐ I understand that starting day one of the program, I will need a PC with a Windows 10 operating system, and that an Apple Macbook, Chromebook, or Tablet is not compatible with CSPN's learning management system program.

☐ I understand that I must install Office 365 software onto my personal computer.

☐ I acknowledge I will need to have access to a printer with scanning capabilities by the first day of the program. Instructors reserve the right to email you handouts or create assignments which will require printing, scanning and submission of assignments through Blackboard (Learning Management System (LMS)).

☐ Must have basic knowledge of the functions of creating, saving, and downloading a Word document in addition to uploading and attaching documents.

☐ I will be familiar with "Zoom" and would require little or no training to utilize it for my course/clinical work by the first day of instruction.

☐ I understand I will be required to spend a minimum of 5 hours in a self-directed Blackboard (CSPN's Learning Management System) orientation course provided to me through CSPN's IT department.

☐ I understand, that I will need to connect to my home WiFi to access CSPN online classes and meetings, and tutoring sessions. Per the FCC, the minimum download speed of broadband internet connection is 25 Mbps, and 3 Mbps upload speed. You will be required to show proof of WiFi speed once accepted.

☐ I understand, I will be expected to communicate on a daily basis with faculty and staff of CSPN through the email address provided by CSPN.

☐ CSPN reserves the right to monitor testing through live proctors and/or artificial intelligence (AI)

☐ 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 checking this box, I indicate my agreement to these terms.