

## **ASN 1-YEAR PROGRAM APPLICATION CHECKLIST**

ALL APPLICABLE ITEMS ARE DUE BY 12PM ON THE DAY OF THE PROGRAMS APPLICATION DEADLINE

### Recommended Order of Steps:

- Bring/email transcripts (official or unofficial) for review to ensure you meet the preparatory requirements to apply:**
  - Completion of A&P I with lab and A&P II with lab *(part of LPN program, completed degree/program or within 5 years, final grade of 80% (B-) or higher)*
  - Completion of English Comp I, Intro to Psychology and Life Span Development *(part of LPN program, completed degree/program or within 10 years, final grade of 78% (C+) or higher)*
  - Graduated from an accredited school and Board of Nursing approved LPN program or equivalent education
  - Completion of required PN nursing courses with a final grade of B- (80%, 2.7 GPA) or better
  
- NACE (pre-entrance exam) Official Results - please follow the directions in the NACE Information and NLN Testing Guide.**
  - Exam is E-NRF\_1 - Foundations of Nursing (NACE Foundations of Nursing) cost \$120
  - [NACE Information](#)
  - [NLN Testing Guide](#)
  - A score of 74 or higher is required
  - To study review PN NCLEX material
  
- If you meet NACE requirement, register for TEAS (pre-entrance exam)- Required overall minimum score: 64**
  - Register at [www.atitesting.com](http://www.atitesting.com); Cost \$102
  - Individual scores reviewed as well.
  - Exams valid for one year from date of test.
  - If taken elsewhere, you must request an official copy of your scores be sent to SJSON electronically from ATI.
  
- If TEAS requirement is met, submit Online Application, \$50 fee and typed essay** (approx. 500 words, topic on the application)
  
- Submit Official Transcripts:**

**PLEASE NOTE: All transcripts must come from the institution(s) directly either by email, US mail, or if hand carried must be in an unopened official school envelope with seal.**

  - High School, GED or HiSET (required of all applicants regardless of college attendance)
  - College, all postsecondary schools attended
  - Official [CED](#) (Boston) or [WES](#) (New York) Translation of Foreign Transcript(s)
  
- Submit 1 Proficiency Evaluation Form:** (Forms found on website)
  - [Employer Clinical Proficiency Evaluation form](#) (by current work supervisor) or
  - [Instructor Clinical Proficiency Evaluation form](#) (by clinical instructor, ONLY if recent LPN grad with no work experience)
  
- Submit Proof of Health Insurance:** copy of card
  
- Submit Proof of Legal Residence in U.S.** -Copy of US Birth Cert., Cert. of Naturalization or unexpired US Passport or Perm. Resident Card
  
- If you attended, but did not complete a nursing program, submit a letter from the Dean of the program indicating that you were not dismissed for ethical reasons.**
  
- SJSON validates current LPN License**

**APPLICANTS, born in a country where English is NOT an Official Language are required to send:**

- Official TOEFL Exam Results** – Results are good for 2 years. Register at <http://www.ets.org/toefl> School Code: 1677  
(Passing scores: 20 in Speaking & Listening; 17 in Writing; 16 in Reading and 73 Overall)
  - ONLY a foreign born applicant who became a US Permanent Resident or Naturalized Citizen before age six may request a TOEFL exemption. A letter requesting the exemption must be submitted in person to the Admission Office along with your original permanent resident card or certificate of naturalization at least six (6) weeks before the application deadline. The exemption will be reviewed and the applicant notified if the exemption has been granted.