



REGISTERED NURSING PROGRAM
APPLICATION FOR ENTRY
OPTION "A": ENTRY INTO FIRST SEMESTER

STEP ONE: PREPARING TO TURN IN YOUR APPLICATION:

You need to:

1. Be sure that you have applied to Cerritos College (if not already a student) and obtain a student ID. You must be at least 18 years of age.
2. Attend an Application Workshop with the Counseling Department to complete the preliminary transcript evaluation.
3. Applicants with International transcripts must make an individual counseling appointment.
4. Complete your nursing application and sign it, confirming you have completed the application accurately and to the best of your understanding.
5. Attach high school graduation transcripts or GED results (graduation transcripts or GED results are not needed if you have a college degree showing on your college transcripts).
6. Attach OFFICIAL sealed transcripts from pertinent United States colleges/universities you have attended:
 - If the course was not completed in the state of California, include a copy of the course description.
 - International transcripts must be evaluated, an unofficial copy of the evaluation is to be submitted (an official evaluation will be required if selected).
7. Attach ATI TEAS (or HESI) results score sheet. Do NOT have ATI send your scores for your application.
8. Attach other supporting documentation for Multi-Selective Criteria.
9. Submit your application, supporting documents, and transcripts to the Health Occupations Office **in person or by mail** by the deadline of March 15 at the end of business day.

Applications will be accepted on the first day of Spring semester through March 15 at the end of the business day. Incomplete applications or incomplete / inaccurate transcripts will not be accepted and the application will be deemed ineligible.

You are encouraged to make a copy of your application as it will not be returned. Your application must be completed and signed with all of the materials attached or your application will not be considered. We will not check documents upon submission. We will not contact you

if materials are missing. You will not be allowed to turn in additional documents after the application has been submitted. Therefore, please be sure that when you submit your application packet, ALL ITEMS are included.

**You can mail your application to the Nursing Department:
CERRITOS COLLEGE
c/o Nursing Department
11110 Alondra Blvd., Norwalk, CA 90650**

**If mailed, your application and documents must be postmarked by
the deadline date.**

STEP TWO: PREPARING TO TURN IN YOUR APPLICATION:

NAME: _____

STUDENT ID: _____

APPLICATION CHECKLIST: A REQUIRED DOCUMENT

This Checklist is to assist you in gathering necessary paperwork. This will NOT be double checked by a Counselor nor an administrative assistant in the nursing department. It is your responsibility to assure that all steps have been completed and all documents have been attached to the application for consideration. **INCLUDE THIS CHECKLIST WITH YOUR APPLICATION PACKET.**

- Applied at Cerritos College to obtain a student ID
- I am at least 18 years of age
- Attended an Application Workshop with a Counselor to have my transcripts evaluated
- Completed all prerequisites required for admission with a 2.5gpa or higher
- Have maintained an overall 2.5 or higher gpa in all college coursework
- Fully Completed Application with signature included
- High School/GED Transcripts
- OFFICIAL Colleges/Universities Transcripts (in a sealed, un-opened envelope) – please include any pertinent schools attended. If you have a college degree showing on your college transcripts, then the high school/GED transcripts are not required. Unofficial evaluated international transcripts must be included, if applicable.
- UNOFFICIAL Test of Essential Academic Skills (TEAS) Results (HESI will be accepted) – Do not need to have official results sent from ATI to the department. Results need to have student’s name and result score clearly legible.
- Proof of relevant work experience (if applicable)
- Proof of relevant volunteer Hours (if applicable)
- Veteran status (if applicable)
- Statement of relevant life experience (if applicable)
- Proficiency in a second language (if applicable)

I _____, have completed this checklist and am certain that I have fully completed the application for admission to the Nursing Program. I have gathered all necessary documents to support my application, as well. I have also attended an Application Workshop with a Counselor to have my transcripts evaluated. I understand that when I turn in my application packet to the nursing department, it must be fully completed. I will not be able to add documents to it at a later date.

Signature: _____

STEP THREE: APPLICATION FORM - REQUIRED DOCUMENT

STUDENT NUMBER _____

**CERRITOS COLLEGE
HEALTH OCCUPATIONS DIVISION
APPLICATION FOR ADMISSION TO NURSING PROGRAM – OPTION A**

When the application is completed, return application with official transcripts and required documents to:
Cerritos College, Nursing Department, 11110 Alondra Blvd. Norwalk, CA 90650
APPLICATION MUST BE SUBMITTED NO LATER THAN MARCH 15th

I. GENERAL INFORMATION - Please PRINT clearly. Be sure to include Apartment and/or space or suite number.

NAME:

MAIDEN OR PREVIOUS NAMES USED:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE #: Home _____ Cell: _____

Email: _____

Circle One: HIGH SCHOOL GRAD / GED / COLLEGE DEGREE

II. MILITARY SERVICE

_____ Military Service (Branch/Active/Discharged) _____ Dates/Years

III. COLLEGES ATTENDED

NAME	CITY, STATE	DID YOU GRADUATE?	DEGREE AWARDED	GRADUATION DATE

This form must be completed and signed by a Cerritos College Counselor.
The applicant should plan to attend an Application Workshop OR make an individual appointment with a Counselor in order to fulfill this page.

PRELIMINARY TRANSCRIPT EVALUATION - OPTION A APPLICATION:

NAME: _____ DATE: _____

High School Graduate or Equivalent: Yes _____ No _____ Date _____

English Clearance Yes _____ No _____ Test Score/Clearance Code _____ Course _____

Algebra Clearance Yes _____ No _____ Test Score/Clearance Code _____ Course _____

Reading Clearance Yes _____ No _____ Test Score/Clearance Code _____ Course _____

PREREQUISITES	Term Completed	Grade	College	Pre-Requisite Repeated Additional Comments
A&P 150				
A&P 151				
MICR 200				
ENGL 100				

GENERAL EDUCATION	Equivalent Course	Term Taken	Grade	College Where Taken
SPEECH 100, 120, 130, 132, or 150				
U.S. HISTORY 101, 102, or 103 OR Pol 101 or 201				
PSYCHOLOGY 251				
**SOCIOLOGY 101 (*PHIL 104 advised)				
*HUMANITIES (PHIL 104 advised) OR				
FINE ARTS				

*PHIL 104 satisfies **BOTH** the Board of Registered Nursing SOCIOLOGY and the HUMANITIES requirement for the Cerritos College Associate Degree Nursing program **only**.

** The following courses may be completed instead of Sociology 101 for the Cerritos College Nursing program: ANTH 100, 101, SOC 201, 210, 215, or PHIL 104.

Date: _____

Counselor's Signature: _____ Date: _____

The following was verified from Official _____ or Unofficial _____ Transcripts

MULTISELECTIVE CRITERION – OPTION A ADMISSION ONLY

Applicant is to initial the criterion for which the student is providing supporting documents. Student will also place their points as they tally them in each box and then total at the end. The applicant is responsible for submitting ALL supporting documents with the application and the checklist at one time. Late documents will not be accepted.

Admission Criteria	Total Points Possible	Point Distribution	Required Supporting Documentation	Student's Initials and Points
Grade Point Average Overall College Coursework All eligible applicants must carry an overall 2.5gpa or higher to be eligible for admission	20 Points	4.0 + = 20 points 3.5 – 3.99 = 15 points 3.0 – 3.49 = 10 points 2.75- 2.99 = 7 points 2.5 – 2.74 = 5 point <2.5 = unqualified	Official, sealed transcripts to be enclosed. Failure to provide these will disqualify the applicant. Submit all required transcripts to reflect gpa and only transcripts that are relevant to required coursework for nursing program and for degree.	
Grade Point Average Nursing Prerequisites Microbiology, Anatomy, Physiology, English	20 Points	4.0 + = 20 points 3.5 – 3.99 = 15 points 3.0 - 3.49 = 10 points 2.75 – 2.99 = 7 points 2.5 – 2.74 = 5 points <2.5 = unqualified	Official, sealed transcripts to be enclosed. Submit all required transcripts. Failure to provide these will disqualify the applicant.	
Previous Academic Degree Only one degree / highest degree will be counted	10 Points	MS/MA/Doctorate = 10 points BS/BA = 10 points AS/AA = 5 points Healthcare Related Certificate = 2 points	Transcript to show completion of degree OR copy of the degree certificate. Must be from a US regionally accredited institution or WASC accredited college. Degree posting / completion must be clearly identified. Do not simply submit transcripts that are not clear.	
Recency of Science Prerequisites: A&P 150, A&P 151 and MICR 200 are <u>recommended</u> to be completed within six (6) years of admission.	5 Points	If <u>all</u> science prerequisites completed within: 3 years = 5 points 4 years = 3 points 5 – 6 years = 1 point >6 years = 0 points	Official, sealed transcripts to be enclosed. Submit all required transcripts. Failure to provide these will disqualify the applicant.	
TEAS Score All students need to pass TEAS test with a \geq 62% composite score to be eligible for admission	30 Points	Composite Score: \geq 90-100%= 30points \geq 85-89.9%=25points \geq 80-84.9%=20points \geq 75-79.9%= 15points \geq 70-74.9% = 10 points \geq 66-69.9% = 8 points \geq 62-65.9% = 5 point	ATI TEAS Student Report to be sent to the nursing department from ATI via the student's account or results page submitted with application. *HIGHLY recommended to have the TEAS test completed prior to the application cycle. The nursing program does conduct one TEAS testing session per	

			year; however, limited spaces are available.	
HESI Score (If TEAS not taken) All students need to pass the HESI Exam with a $\geq 70\%$ Composite Score to be eligible for admission		Composite Score: $\geq 95-100\% = 30$ points $\geq 90-94.9\% = 25$ points $\geq 85-89.9\% = 20$ points $\geq 80-84.9\% = 15$ points $\geq 75-79.9\% = 10$ points $\geq 70-74.9\% = 5$ points	HESI Student Report to be sent to the nursing department from the student's HESI account or results page submitted with the application. *The nursing department does not conduct HESI testing.	
Relevant Healthcare Experience Healthcare experience includes paid work in a healthcare environment, including, but not limited to CNA, MA, phlebotomy, RCP, PT, Radiology Tech, Surgical Tech, Unit Clerk, EMT, etc. Relevant work will be determined on case-by-case basis. Must have been in the past 3 years.	5 Points	Must be able to show ≥ 500 hours worked in healthcare	Letter from a current / former employer verifying employment. The letter must be on organization letterhead, include the applicant's name, start date, end date, employment status, number of hours worked, job title.	
Healthcare Volunteer Hours Must have been in the past 3 years. Healthcare work experience (above) will not be double counted as volunteer experience. However, a student may have hours eligible for work experience and other hours / experiences eligible for volunteer points.	5 Points	50 – 100 hours = 1 point 100 – 200 hours = 2 points 200 – 400 hours = 3 points 400 – 500 hours = 4 points >500 hours = 5 points	Letter from current / former organization verifying volunteer services. The letter must be on organization letterhead, include the applicant's name, start date, end date, number of hours volunteered, and examples of duties including patient interaction.	
Life Experiences Applicants may have one or more in this category, however maximum points awarded are 2 points	Max 2 Points	<ul style="list-style-type: none"> ▪ Low family income ▪ First Generation college student ▪ Disadvantaged social or educational circumstances ▪ Refugee status ▪ Need to work at least PT ▪ Disability 	<ul style="list-style-type: none"> ▪ Pertains to: single parent, deployed spouse, family caregiver, death of family member within 6 months, medical problem, financial issue. Written statement from applicant. ▪ Documented copy of eligibility of Financial Aid, Cal Works, BOGFW-B, Federal Pell Grant or EOPS. ▪ Copy of the card indicating refugee status. ▪ Copy of DD214 ▪ Letter from Physician documenting disability 	

			<ul style="list-style-type: none"> ▪ Documentation from employer on company letterhead verifying dates of employment OR recent paycheck stub OR W-2 ▪ Written bio statement from applicant. 	
Veteran Status	2 Points	Submit copy of Defense Form DD-214 Honorable Discharge	DD-214 showing above a dishonorable discharge or document showing AD status	
Second Language	1 Point	Proficiency in the following languages: American Sign language; Arabic; Farsi; Spanish; Tagalog; Chinese; Russian; Indian subcontinent	<p>American Sign Language, Arabic, Chinese, Farsi, French, Russian, Spanish, Tagalog, and the various languages of the Indian subcontinent and Southeast Asia.</p> <ul style="list-style-type: none"> • Letter stating fluent in speaking, reading, and writing language and explaining how fluency was obtained is required OR • transcript showing 3 years of HS completion of foreign language OR • transcript showing 2 semesters of college level foreign language (up through intermediate) • AP or SAT Subject test score in the language 	
	TOTAL POSS. POINTS			STUDENT'S POINTS – according to student's tallies
	100			

I certify that my answers are true and complete to the best of my knowledge for all pages of this application. If this application leads to enrollment, I understand that false or misleading information in my application may result in denial of admission and/or dismissal from the nursing program.

Applicant's Signature: _____

Date: _____

***Applicant to turn in PAGES 3-9 of this application packet, along with supporting documents and official transcripts to the Nursing Office by March 15.**

STEP FOUR: SELECTION AND ACCEPTANCE

The nursing department takes applications once a year, from January to March 15. That application cycle is to secure the new nursing student admissions for the following fall and spring terms.

OPTION A Applicants are evaluated according to the number of points accrued in the areas designated in the Multi-Selective Criterion. Applicants are ranked accordingly. The nursing program will fill the first 50% of admission seats with the top point scorers. In case of a tie, a lottery draw will be utilized for selection. The remaining applicants will be placed into a Random Selection (Lottery) process and the next 50% of admission seats will be filled through the lottery. The nursing program will then maintain a list of alternates who will be utilized to fill admission seats as needed for applicants who do not end up enrolling.

*Please Note: The Nursing Department will first fill any vacancies with qualified students who withdrew from the first semester and who are returning to complete.

Applicants who are selected are notified in writing.

Note: Any change to your contact information must be submitted in writing through email to VVaja@cerritos.edu or submitted to the Health Science Building, Nursing Office. If we are unable to contact you at the information provided, and you do not respond to our mail, email, or phone contact, your application may be disqualified.

There is no waitlist maintained. Applicants who do not gain enrollment must reapply the following application cycle.