

Creighton University Medical Center Graduate School/School of Nursing Admission Requirements/Application Instructions

Dear Applicant:

We are pleased to learn of your interest in the advanced practice nursing programs at Creighton University School of Nursing.

Admission to the various programs is limited; therefore, we encourage you to begin the application process as soon as possible. We look forward to your application and will help you in every way possible to complete the process. Once the School of Nursing receives your *completed* file, the Admissions Committee will review your record and submit their recommendation to the Graduate School. The Dean of the Graduate School will notify you regarding final admission decision.

Admission into the Graduate School Nursing major is a two-tiered process:

- **Academic acceptance by the Graduate School -- based *solely on academic credentials and submitted materials and***
- **Completion of the School of Nursing “Conditions of Enrollment -- *each of which must be met before the student will be able to enroll in graduate nursing courses.***

ACADEMIC ADMISSION: Use the checklist below to make sure your application for admission is complete.

___ Graduate School Application Form

Complete the application form and return it to Graduate School, Creighton University, 2500 California Plaza, Omaha, NE, 68178.

___ Personal Statement of Goals

Write a short essay of approximately 500-1000 words describing your short-term and long-term professional goals and how you think the educational program for which you are applying might help you in attaining them. Describe your strengths and abilities that will enhance achievement of your goals in the advanced practice role you have chosen.

___ Professional Experience

List your professional positions, via a resume or curriculum vitae. Include dates of employment, title and duties of position, and name and address of agency/institution. Prospective students may be asked to provide verification of work history from the employer.

___ RN Licensure Documentation (Photocopy of your current license)

___ Three Evaluations/References

It is necessary that degree-seeking applicants submit on their behalf three (3) evaluations/recommendations from a mix of faculty involved in the applicant’s most recent degree program and an employer or clinical supervisor (**required**) who can judge the applicant’s academic and clinical capacity for advanced practice. The reference forms that must be used are available in a pdf file: http://www2.creighton.edu/fileadmin/user/GradSchool/pdf/evaluation_form.pdf

___ Official Transcripts from All Colleges and Universities Attended

___ Accredited school from which BSN obtained

___ ALL additional colleges or universities

You are required to request from the Registrar of each higher education institution you have previously attended, or are attending, to send directly to the Office of the Dean of the Graduate School, a complete official transcript of your academic record, regardless of the period of attendance. Photocopies of transcripts or transcripts issued to students are not acceptable. All credentials submitted become the property of the University and are not returnable. ***Cumulative Quality Point Average (QPA) should be 3.0 on a 4.0 scale.***

___ Application Fee

The application must be accompanied with the required \$50.00 application fee. If paying by check or money order, please make the item payable to "Creighton University". In no circumstance is this money refundable or waived.

International Students only:

- ***TOEFL (Test of English as a Foreign Language) examination*** – Written and oral communication is extremely important to academic success and clinical proficiency. The School of Nursing reserves the right to require evidence of written and oral proficiency. International students whose first language is not English or who have obtained a degree outside of the United States must present a TOEFL score of:
 - 600 for the Paper-Based Test, or
 - 250 for the Computer-Based Test (CBT), or
 - 100 for the Internet-Based Test.
- ***Evaluation of Credentials*** - Creighton requires a course by course evaluation from an organization experienced in the evaluation process. Here are two commonly used evaluation services:
 - World Education Service, P. O. Box 745, Old Chelsea Station, New York, NY 10113-0745; Phone: (212) 966-6311 and fax: (212) 966-6395;
<http://www.wes.org>.

If you should have further questions or need additional information, please contact us at (402) 280-2870 or email LuAnnSchwery@creighton.edu in the Graduate School. We will be pleased to assist you.

LuAnn Schwery
Assistant to the Dean
Graduate School

CONDITIONS OF ENROLLMENT

Prior to enrolling in any clinical course, you must show evidence of the following conditions of enrollment. Each of these conditions must be met to assure access to placement in clinical agencies. The conditions must be met *before* enrollment of Graduate Nursing students:

- ***Validation of the ability to meet the cognitive, affective and psychomotor requirements*** of the challenging graduate nursing curriculum, with or without reasonable accommodations, consistent with the Americans with Disability Act.
 - ***The “Safety & Technical Standards for the Graduate Nursing Program” (S&T) form*** (<http://nursing.creighton.edu/pdf/satfgrad.pdf>) is sent to the applicant with the Graduate School academic acceptance letter and is to be returned within fourteen (14) days.
 - If there are any concerns about the “S&T Standards” form, a follow-up letter will be sent addressing the issues raised by the form and the status of enrollment in Graduate Nursing.
 - Any requests for accommodations will be evaluated to determine the adequacy of the supporting documentation and the reasonableness of the requested accommodation.
 - *All current students verify that they meet these technical standards yearly when they receive a new Graduate Student Handbook.*
- ***Completion of immunizations required for all Creighton University Health Sciences students.***
 - A complete listing may be found at <http://www.creighton.edu/StudentHealthServices/Immunizations.html>. Participation in clinical experiences will be denied if these immunizations are not completed.
 - Accepted students will complete the student health history form sent with the acceptance letter and return it to Student Health Services.
 - If almost all of the immunizations are complete but will not be entirely complete by the end of the first semester, indicate the circumstances on that form. If not complete by semester end, a “hold” will be placed on registration.
- ***Verification of licensure to practice Nursing in Nebraska***, via a Nebraska or compact state license. A copy of your current license may be submitted.
- ***Completion of the “Background Investigation Acknowledgement and Authorization” form to assure the safety and well-being of patients in the various clinical agencies.*** The background investigation will be conducted and will include but not be limited to, a combination of the following screenings for every state and county of residence. (See the Background Investigation policy and forms pertaining to the investigation:
http://nursing.creighton.edu/resources.htm#background_check).
 - County Criminal Record Search (Required)
 - Alias Name Search (Required)
 - Found Wants and Warrants (Required)
 - Found Protection Orders (Required)
 - Residential History Search (Required)
 - Social Security Number Search (Required)
 - Abuse Registry (Required)
 - Sex Offender Registry (Required)
 - Office of the Inspector General (OIG) Cumulative Sanction Report (Required)
- ***Completion of certification in Basic Life Support (BLS)*** by completing Basic Life Support for the Professional Rescuer (Red Cross) or Health Care Providers (Heart Association) – both of which should include instruction in Automated External Defibrillator (AED).

In addition to these conditions, the following pre-requisites must be completed prior to specific courses:

- ***Validation of professional nursing experience.***
 - A minimum of 2000 hours of employment in a direct care setting is required before students may enroll in NUR 653/654 and advanced practice clinical courses.
 - Applicants to the Neonatal Nurse Practitioner track must verify 4000 hours of NICU practice prior to enrollment in NUR 633/639.
- ***Successful completion of undergraduate courses in Statistics and Physical Assessment*** (or equivalent) prior to enrolling in NUR 604 and NUR 653/654, respectively.

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