![Central School of Practical Nursing logo]

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 2.0 is required, unless college GPA meets or exceeds 2.0
  - ➤ 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.
- Applicants that have attended any other nursing school(s), transcript(s) must be submitted from all other attended programs.
- 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 through Integrity Verifications, and a Drug Screening
  - ➤ Applicant that has not lived in Ohio for the past 5 years, will also have to complete a federal background check (FBI) at the same time as the 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 screening. CSPN has a zero-tolerance policy and drug screening results must be negative.
  - ➤ Applicants may submit fingerprinting (BCI-Background Check) and Drug Screening results, directly from an employer that is no older than 60 calendar days from the date of application to the program. Drug screening must be a minimum of a 9-panel screening. Both results must be sent directly from the employer to apply@cspnohio.edu

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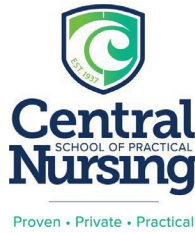
Note: Enrollment is contingent on passing a drug screening per CSPN guidelines.

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 I will have a full- time schedule, M-Th and will be expected to be in the building 8 am – 4 p.m., and/or anywhere from 6:45am-4pm for clinicals depending on the schedule.

- ☐ 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 September 23rd, 2024. The following vaccines are required: COVID, Hep B, Varicella, MMR, TDaP, and Flu Shot. Students not in compliance may be dismissed from the program.

Technology Requirements:

- ☐ CSPN uses various software packages to support your learning experience. A laptop is necessary for our learning environment. For more detailed requirements on technology, please refer to complete list of application requirements on website.

Background Check (fingerprinting) and Drug Screening

☐ I understand I am required to complete a background check (BCI report) and drug screening 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. The Ohio Board of Nursing (OBN) requires FBI checks prior to sitting for state boards, and reserves the right to deny a graduate the ability to test (based on their criminal history) please refer to OBN website.

☐ Applicants may submit fingerprinting (BCI-Background Check) and directly from an employer that is no older than 60 calendar days from the date of application to the program. Drug screening must be a minimum of a 9-panel screening. Both results must be sent directly from the employer to apply@cspnohio.edu

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

☐ Once submitted, background checks become part of the prospective student's confidential admissions file and are subject to review. At no time will Central School of Practical Nursing (CSPN) copy, mail, or release this information to a third party. An applicant's failure to disclose any criminal history within the state of Ohio or nationally upon application to CSPN may result in dismissal. A student admitted with a contingent BCI/FBI is subject to being put on a Leave of Absence (LOA) if results are not received by the last day of the first month of the program.

High School, College, and Previous Nursing School Transcripts

☐ I understand high school transcripts reflecting a minimum of 2.0. GPA are required, unless college transcripts reflect a minimum of 2.0 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 approved 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.

☐ 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.

Print Name: _____

Sign Name: _____ **Date:** _____

CSPN Technical Requirements

Cspn uses Blackboard (a Saas software product) Learning Management System to house all course content. You will access your course materials, take assessments, and upload assignments on Blackboard.

MINIMUM TECHNOLOGY REQUIREMENTS for Blackboard

To access classes and complete coursework using the core features of Blackboard Learn, your system must meet these minimums. However, additional hardware specifications, software, or browser plug-ins may be required to complete course work as assigned by some instructors or programs. It is the student's responsibility to check with instructors/programs for special technology requirements.

Operating System Requirements

Operating System: Windows 10 or newer; Mac OS 10.14 Mojave or newer

- Processor: 1 GHz or faster
- RAM: 4 GB or higher
- 20 GB of available hard-drive space
- Screen resolution: 1280x1024 or higher
- Internet connection: Download speed of at least 1.5 Mbps, 750 kbps upload
- Webcam, microphone, and speakers
- If you are using a satellite internet provider, you may experience timeouts, IP address issues, session problems, or course mail issues caused by latency. Please try to use a different provider when accessing Blackboard Learn.

NOTE: Chromebooks operate with the Chrome OS, which is not supported by Blackboard Learn, although you may experience success with some features. Please do not plan to rely solely on a Chromebook for your course work; you must ensure access to a device running a full-featured operating system within the supported versions noted above.

NOTE: Although you can perform many tasks in Blackboard Learn on a mobile device (iPad, iPhone, Android tablet or phone), either through a mobile browser, or the Blackboard mobile application, not all of Blackboard's features support a mobile format. As such, you cannot rely solely on a mobile device to fully complete course work and must ensure access to a device running a full-featured operating system within the supported versions noted above.

Recommended Browsers and Software

For best performance, use Mozilla Firefox or Google Chrome.

We do not recommend using Apple Safari or Microsoft Edge. Microsoft Internet Explorer is no longer a supported browser.

Browser Settings

- Enable third-party cookies
- Enable Javascript
- Disable pop-up blocker

Additionally, you may need to download these software applications if needed.

- Microsoft Office is required to open and upload most assignments in Blackboard Learn. Students will receive a version of Office 365 from the school to use.

- Download the latest version of Java
- Adobe Acrobat Reader
- QuickTime Player (**Mac Only. Not recommended for PCs.**)
- Windows Media Player

Please note that Blackboard Learn does not support Google Docs, OpenOffice, or Apple's versions of the Office apps, such as Pages, Numbers, and Keynote.