

# Practical Nursing Roadmap to Application

## Step 1

Obtain an application packet:



Call or click!

<https://www.ccsoph.us/Page/2202>

## Step 2

Refer to information in your packet to **prepare** for the HESI entrance exam.

## Step 3

Register for and take the HESI exam. When you pass, print your score sheet and go to step 4.

## Step 4

Read the financial aid information in your packet. Go to [FAFSA® Application | Federal Student Aid](#) to file your FAFSA. If you have questions, call our financial aid office: **380.997.7620**

## Step 5

Locate your **high school diploma**, or **High School Equivalency scores** or order your transcripts sent to our school. **Foreign high school transcripts will need to be evaluated for U.S. equivalency by a credential evaluation service.** Information on the process is provided in the application packet.

## Step 6

Take a **BLS Provider** class or locate your current card. **It must say BLS Provider.** Online CPR/BLS training is not acceptable.

## Step 7

Order a **BCI and FBI criminal background check** sent directly to our school. You may go to the sheriff's office or most BMV offices in Columbus. Our school code is **4723.09**. **Save your receipt; you will submit it with your application packet.**

## Step 8

### OPTIONAL:

If you are seeking transfer credit for completion of prior coursework (A&P or Nutrition), complete the **Request for Advanced Standing**. Follow directions and attach official transcripts and syllabi for each course.

Questions? Call  
**380.997.7617**

## Step 9

Complete your program application, and sign the **Criminal History Attestation**.

## Step 10

Visit your doctor to have your physical forms completed, and shot records verified.

## Almost there...

Review your application checklist. When you have all items on the checklist completed, gather them up and bring everything into the office.

## Watch your email!

We will notify you of your acceptance, and provide information about the **mandatory Student Success class** and **mandatory new student orientation**. Dates are in the application packet.

## Last step: Orientation

At orientation, you will obtain a **drug screening**, which must be done prior to the first day of nursing classes.

**Welcome to the Columbus School of Practical Nursing!**