PRACTICAL NURSING PROGRAM

APPLICATION GUIDE

2018-2019
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The CNS is the lead institute for Practical Nursing Education in Newfoundland and Labrador.

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Centre for Nursing Studies

The Centre for Nursing Studies (CNS) offers a continuum of educational opportunities for individuals who wish to pursue nursing careers that are challenging and relevant to the changing health care system. These opportunities include a Bachelor of Nursing (Collaborative) Program and a Practical Nursing Program. The CNS also offers Post-Basic Specialty Programs, Professional Development Courses, Re-Entry Programs for Registered and Licensed Practical Nurses and Internationally Educated Nurse (IENs). Competency-Based Assessments for Practicing Nurses and Internationally Educated Nurses are also provided through Continuing Nursing Studies.

The CNS is the lead institute for Practical Nursing Education in Newfoundland and Labrador. The College of the North Atlantic offers the CNS Practical Nursing Program at various campuses throughout the province. Priority for admission is given to applicants who are residents of Newfoundland and Labrador.

Please note the application process is competitive.

Admission Requirements

Academic Admission Requirements

Applicants who have followed the High School Curriculum of Newfoundland and Labrador

Applicants shall have completed Graduation Requirements for high school as set by the Department of Education and obtained an overall average of not less than 65% in 3000 level courses.

OR

Applicants in their final year of high school who will complete the graduation requirements for high school as set by the Department of Education and obtained an overall average of not less than 65% in 3000 level courses may be conditionally accepted prior to the writing of final exams. This conditional acceptance will be subject to verification that the applicant has obtained an overall average of not less than 65% in 3000 level courses, when final examination results are released.

Applicants who have followed the High School Curriculum of other Provinces of Canada

Applicants from other provinces of Canada are required to have successfully completed Grade XII in the University Preparatory Program (in the case of Quebec students, Secondary V Certificate) and obtained an overall average of not less than 65%.
Applicants who have followed the College of the North Atlantic Comprehensive Arts and Science College Transition Program (CAS)

Applicants who do not meet the requirements for admission under one of the two categories listed above but do hold a high school diploma may be eligible for admission under this category. Students applying under this category must successfully complete all qualification requirements for the award of the CAS certificate from the College of the North Atlantic.

Applicants who have followed the Adult Basic Education Program (ABE)

Applicants shall have completed the Level III Adult Basic Education Certificate (ABE) with the approved combination of thirty-six credits as set by the Department of Education.

Applicants for Mature Student Status

A mature student is an applicant 21 years of age or older who has not fulfilled the admission criteria outlined previously. These candidates are expected to provide an official transcript of the highest level of education completed.

Note: All applicants must follow the Application Process outlined in this guide and must supply all documentation described therein.

General Admission Requirements

English Language Requirement

Applicants must be competent in the English Language. A test of English language will be required for:

- applicants whose first language is not English;
- applicants who have completed high school in a language other than English;

Applicants who do not meet the criteria above but have postsecondary courses completed in English should contact the Chair of CNS Admissions for further instruction regarding testing.

The tests with the acceptable scores are:

1. IELTS (International English Language Testing System – Academic version). Scores: overall score of 7.0 with scores of 7.0 speaking, 7.5 listening, 6.5 reading and 7.0 writing

2. CELBAN (Canadian English Language Benchmark Assessment for Nurses). Scores: 8 speaking, 10 listening, 8 reading and 7 writing.

The official results of test score must be submitted before a decision will be made on your application.
Test scores are valid for two years from the testing date.

All cost associated with the English language requirements are the responsibility of the applicant.

**Interviews**

The Centre for Nursing Studies reserves the right to interview applicants in any of the admission categories.

**Assessments**

An applicant may be recommended to write *The Canadian Adult Achievement Test (CAAT)* or other assessment type test.

Testing takes place April or May.
APPLICATION PROCESS

The number of students admitted to the Practical Nursing Program is determined annually by the provincial human resource needs for Licensed Practical Nurses (LPNs). The application and selection process is competitive.

Applications to the Program at the Centre for Nursing Studies (CNS) will be reviewed for admission when all documentation has been provided. Incomplete applications will not be processed if all documentation is not received by March 2, 2018. Any documents received after March 2, 2018 will not be reviewed.

Check List:
- Application Form
- Application Processing Fee
- Personal Statement
- A photograph of your official Birth Certificate
- A photograph of your official High School Transcript from the Department of Education or equivalency certificate
- A photograph of your official Post-Secondary Transcript(s) of all post-secondary courses/programs
- References x 2 (Referees should forward references directly to Barbara Peters, Registrar either by mail, fax, or email
- If applying as an Indigenous Applicant, please submit a letter of request with your application and provide documentation of Indigenous ancestry.

International Applicant:

If you are an International Applicant but have a permanent Residency Card or Canadian Citizenship please provide documents.

Personal Statement Guidelines
Applicant must complete a personal statement by answering the questions outlined on the Personal Statement Form.

Reference Guidelines

Please remove the two applicant reference forms from your application package and give to your referees. Referees should forward the references directly to Barbara Peters, Registrar on your behalf.

Your references should be provided by individuals that you have had a professional relationship with, such as previous or current employers and/or teachers or professors. If you have been involved in a significant capacity with a volunteer organization, a formal representative from that organization may also be an appropriate reference. Please do not obtain references from family, friends, co-workers, or your health care provider.
Application Deadline

The deadline for the receipt of applications and all data required to complete the application is March 2, 2018. Incomplete applications will not be processed. For more information, please contact the address noted below.

All correspondence regarding your application will be provided through the email address you list on the application.

Barbara Peters
Registrar, Non-Degree Programs
Centre for Nursing Studies
Office 1007, Southcott Hall
100 Forest Road
St. John’s, NL A1A 1E5

Telephone # (709) 777-8174
Fax # (709) 777-8176
E-mail: barbara.peters@mun.ca
## Program Costs 2018 – 2019

<table>
<thead>
<tr>
<th>Program Service</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Application Processing Fee <em>(non-refundable)</em></td>
<td>50.00</td>
</tr>
<tr>
<td>Confirmation Fee Payable on Acceptance <em>(non-refundable)</em></td>
<td>100.00</td>
</tr>
<tr>
<td>Administration Fee (per semester)</td>
<td>100.00</td>
</tr>
<tr>
<td>Tuition Per Semester <em>(Sept, Jan, May, Sept)</em> <em>(Non-funded students)</em></td>
<td>1500.00</td>
</tr>
<tr>
<td><strong>See below for AESL Funded</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition Per Semester <em>(Sept, Jan, May, Sept)</em> for International Students</td>
<td>5465.00</td>
</tr>
<tr>
<td>Textbooks and Lab Kits <em>(approximate) (purchased by student at MUN Bookstore)</em></td>
<td>2300.00</td>
</tr>
<tr>
<td>Uniforms/lab coat <em>(approximate) (purchased by student individually)</em></td>
<td>250.00</td>
</tr>
<tr>
<td>Canadian Practical Nurse Registration Examination Fee <em>(payable to CLPNNL)</em></td>
<td>395.00</td>
</tr>
<tr>
<td>The Canadian Nursing Students’ Association <em>(CNSA)</em></td>
<td>10.00</td>
</tr>
<tr>
<td>CNS Nursing Society Fee</td>
<td>5.00</td>
</tr>
</tbody>
</table>

The above costs are subject to change without notice.

*Students funded by the Department of Advanced Education, Skills and Labour (AESL) should notify the Centre for Nursing Studies Business Office at 709-777-6644.*
Canada-Newfoundland and Labrador Student Financial Assistance

The Government of Canada and the Government of Newfoundland and Labrador work together to provide student financial assistance in the form of loans and grants for eligible applicants. The Student Financial Services Division administers this program for residents of Newfoundland and Labrador.

Students are encouraged to visit the Student Financial Services website at www.gov.nl.ca/studentaid for complete details on the programs and services available including the application process. The website allows students to check on the status of their application and provides assessment information.

Students can also contact Student Financial Services by:
E-mail studentsaid@gov.nl.ca
Telephone (709) 729-5849 or 1-888-657-0800 (toll free)
Fax (709) 729-2298

The Student Financial Service office is located at Coughlan College, 216 Prince Phillip Drive on the St. John’s campus of Memorial University.
Business hours Monday to Friday 9:00 a.m. to 4:30 p.m.
Counter service 10:00 am to 4:00 pm
Mailing address Student Financial Services
P.O. Box 8700
St. John's, NL A1B 4J6

Include your Social Insurance Number on all correspondence and have it available when calling the Student Financial Services Division.

- You can apply for both provincial and federal student financial assistance
- Apply online, the expected processing time is 10 business days

The Department of Advanced Education, Skills and Labour (AESL)

Students may be eligible for income support through the Department of Advanced Education Skills and Labour (AESL). Income Support telephone inquiries can be made to the following numbers depending on region:

Avalon: Toll-free: 1-877-729-7888
Central: Toll-free: 1-888-632-4555
Western: Toll-free: 1-866-417-4753
Labrador: Toll-free: 1-888-773-9311
Or via email to aesl@gov.nl.ca
The application and selection process is competitive.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>MAIDEN NAME</th>
<th>SURNAME</th>
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<tr>
<th>Home Address:</th>
<th>Current Address:</th>
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<table>
<thead>
<tr>
<th>Postal Code:</th>
<th>Postal Code:</th>
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<thead>
<tr>
<th>Telephone #</th>
<th>Cell#</th>
<th>Telephone #</th>
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<thead>
<tr>
<th>E-mail Address (compulsory)</th>
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<tr>
<td>MUN (if applicable)</td>
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<table>
<thead>
<tr>
<th>Birthday:</th>
<th>Gender:</th>
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<tr>
<td>Day/Month/Year</td>
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<tr>
<th>Emergency Contact Person</th>
<th>Telephone #</th>
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<tr>
<th>Is English your first language?</th>
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<tbody>
<tr>
<td>Yes  No  If no, did you complete high school in English? Yes No</td>
</tr>
</tbody>
</table>

Did you study English at a post-secondary institute? If yes, how many years did you study English? ______

Please check your method of payment for tuition and fees: Out-of-pocket Student Aid Funded

<table>
<thead>
<tr>
<th>Category that best fits your status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently in High School  High School  ABE  Mature  CNA Comprehensive Arts &amp; Science Program (CAS)  International  Indigenous  Post Secondary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC RECORD: List academic experiences beginning with most recent, including high school and post-secondary institutions. Supporting transcripts must be provided.</th>
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</thead>
<tbody>
<tr>
<td>Institution</td>
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</table>
Applicants Name: ________________________________
Applicants Date of Birth: ________________________

WORK EXPERIENCE: List your work experiences beginning with most recent.

<table>
<thead>
<tr>
<th>Employer/Agency</th>
<th>Position Held</th>
<th>Dates</th>
<th>Name of Supervisor</th>
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</table>

REFERENCES: Please indicate the names of two referees from whom we can expect to receive letters of reference. Forms are enclosed (see criteria for acceptable references in application guide).

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Position</th>
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</tbody>
</table>

FOR STATISTICAL PURPOSES ONLY:

Are you applying to the BN (Collaborative) Nursing Program? Yes ____ No ____

Are you applying to the CNS PN Program offered at a College of the North Atlantic Site? Yes ____ No ____

If yes, specify which site: Clarenville □ Grand Falls-Windsor □ Corner Brook □ Other □

Have you applied to the PN Program in previous years? Yes ____ No ____

Have you been enrolled in a PN Program in previous years? Yes ____ No ____

If yes, specify site and year(s): __________________________

Have you completed the Anatomy and Physiology I course? Yes ____ No ____

If yes, please provide a copy of your transcript.

Have you completed the Anatomy and Physiology II course? Yes ____ No ____

If yes, please provide a copy of your transcript.
Applicants Name: ________________________________

Applicants Date of Birth: __________________________

It is the applicant’s responsibility to ensure all references and documents are submitted by March 2, 2018. Incorrect and/or missing information will jeopardize your inclusion in the selection process.

Check List:
- Application Form
- Application Processing Fee
- Personal Statement
- Birth Certificate
- High School Transcript
- Post-Secondary Transcript(s)
- References x 2 (Referees should forward references directly to the CNS either by mail or fax @ (709) 777-8176)
- If applying as an Indigenous Applicant, please submit a letter of request with your application and provide documentation of Indigenous ancestry.

International Applicant:

If you are an International Applicant but have a permanent Residency Card or Canadian Citizenship please provide documents.

I hereby verify that the information given on this application form is true and correct. Permission is granted to the Centre for Nursing Studies to contact previous employers and/or educational institutions to obtain personal references, to verify educational background, and/or to obtain senior high school marks, equivalency, and/or post-secondary educational transcripts.

$50.00 processing fee required

Date ____________________________  Signature of Applicant ____________________________

The CNS acknowledges and respects the privacy of individuals. The personal information included on this form is collected under the authority of Sections 32 and 33 of the Access to Information and Protection of Privacy Act, and will be used for processing your application, the administration of student records, and coordinating your academic program. Contact information may be shared with other agencies as it pertains solely to the administration of the program/course for which you have applied or as authorized by law. If you have any questions about the collection, use, or disclosure of information on this form, please contact the Centre for Nursing Studies at barbara.peters@mun.ca.
Centre for Nursing Studies - Practical Nursing Program

PERSONAL STATEMENT

Please respond to the following:
1. What is your reason for choosing the Practical Nursing Program? 

2. Describe how your work/volunteer/life experiences will help you succeed in this Program. 

3. Describe your strengths/personal qualities that you bring to this Program. (work ethic, communication skill, awards and achievements) 

4. Please provide any additional information that you feel is relevant to your application. 

Date ___________________ Signature ___________________
APPLICANT REFERENCE FORM [Professional Referee Only]

NAME OF APPLICANT: __________________________________________

ADDRESS OF APPLICANT: _______________________________________

Name of person providing reference __________________________________

Address of referee: _____________________________________________

In what context do you know this applicant? ___________________________

Employer _______ Manager/Supervisor _______ Teacher _______ Other (Specify) _______

How long have you known the applicant in this context? ________________

Please rank the following characteristics of the applicant:

<table>
<thead>
<tr>
<th>Initiative/ Quality of Work</th>
<th>Strong</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unable to Assess</th>
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<tr>
<td>Ability to Handle Stress</td>
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<tr>
<td>Sense of Responsibility/ Dependability</td>
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<tr>
<td>Leadership Qualities</td>
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<tr>
<td>Interpersonal Communication Workplace/School</td>
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<tr>
<td>Maturity</td>
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<tr>
<td>Attendance Workplace or Schoo.</td>
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</tbody>
</table>
Please provide written information that would be helpful in the assessment of this individual’s application, considering the characteristics highlighted in the previous table (i.e. Quality of work/initiative, ability to handle stress, dependability, communications and maturity, etc). Please feel free to provide additional information beyond the areas listed.


Please sign and date this form and forward directly to The Centre for Nursing Studies **postmarked on or before** **March 2**\textsuperscript{st}, **2018**. Thank you for your time and cooperation.

DATE  

SIGNATURE

ORGANIZATION

TELEPHONE NUMBER

References can be mailed, faxed or emailed directly to the Practical Nursing Program Registrar.

Barbara Peters  
Registrar, Practical Nursing Program  
Centre for Nursing Studies  
100 Forest Road  
St. John’s, NL A1A 1E5  
Fax: (709) 777-8176  
Email: barbara.peters@mun.ca
APPLICANT REFERENCE FORM [Professional Referee Only]

NAME OF APPLICANT: ____________________________________________

ADDRESS OF APPLICANT: _______________________________________

Name of person providing reference _______________________________________

Address of referee: ________________________________________________

In what context do you know this applicant? ____________________________

Employer _______ Manager/Supervisor _______ Teacher _______ Other (Specify) _______

How long have you known the applicant in this context? ________________

Please rank the following characteristics of the applicant:

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<th></th>
<th>Strong</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>Initiative/ Quality of Work</td>
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<tr>
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<tr>
<td>Interpersonal Communication Workplace/School</td>
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<tr>
<td>Maturity</td>
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<tr>
<td>Attendance Workplace or School</td>
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Please sign and date this form and forward directly to The Centre for Nursing Studies postmarked on or before March 2nd, 2018. Thank you for your time and cooperation.

DATE

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TELEPHONE NUMBER

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Fax: (709) 777-8176
Email: barbara.peters@mun.ca