

## **CHECKLIST FOR NEW APPLICANTS**

NUMBERS 1 – 14 MUST BE INCLUDED IN STUDENT'S FILE PRIOR TO BEGINNING CLASSES

1. Completed and Signed Enrollment Agreement
2. Copy of Driver's License or State ID
3. Copy of Social Security Card
4. Copy of High School Diploma\* or Signed Permission Waiver *(Must include copy of DL or State ID)*
5. Official and Sealed Copy of College Transcript\* *(If applicable)*
6. Results of Entrance Exam (TEAS)
7. Signed Copy of Code of Ethics & Confidentiality Agreements *(available upon registration)*
8. Copy of CPR Certification with BLS *(Must be from American Heart Assoc.)*
9. Criminal Background Check *(Private Company or County Public Safety Office)*
10. Sex Offender Registry *(copy of web page acceptable)*
11. Proof of Current Immunizations (Including Hepatitis B, Varicella, MMR and TB Test or Chest X-Ray)
12. Drug Screen
13. Three Letters of Reference            One            Two            Three
14. Interview with Nursing Director

**SIGNATURE OF SCHOOL OFFICIAL VERIFYING CONTENTS AND DATE:**

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\*Any foreign high school or college transcript or diploma must be accompanied by a translation and evaluation. See Handbook for details.