

Practical Nursing Certificate (PNC) Selective Admission (Progression) Application Packet

- Complete applications must be submitted by the published application deadline.
- Incomplete applications will not be reviewed.
- **Submit via Email:** PNapplications@cincinnatiastate.edu
- **Applications MUST be submitted from the applicant's Cincinnati State email account.**

A Complete Application Packet Includes:

1. Completed Practical Nursing Certificate (PNC) Selective Admission Application Packet
 - Page 2: Applicant Information Sheet
 - Page 3: Eligibility Checklist (all items must be marked "Yes" or "Not Applicable")
 - Pages 4-5: Admission Scoring Sheet
2. Verification of active status and good standing on the Ohio Nurse Aide Registry
 - Submit printer-friendly pdf verification from the [Ohio Nurse Aide Registry website](#).
3. Documentation for any experiential points claimed:
 - a. Healthcare experience:
 - Submit a letter from Human Resources or an immediate supervisor on official company letterhead.
 - The letter must verify:
 - Position held
 - A minimum of 1,000 hours of direct patient care experience worked within the past three years
 - Satisfactory job performance
 - Signature and contact information
 - **Paystubs will not be accepted**
 - b. Military Service
 - Submit documentation verifying current or prior military service (e.g., DD214, current military orders, statement of service, or other official military documentation).
 - c. Previous Degree or Certificate
 - Points may be awarded only if an official transcript documenting the awarded degree or certificate is on file with Cincinnati State Admissions. ***STNA/CNA certification is not applicable since it is an admission requirement.**

Questions? See *Practical Nursing Certificate Selective Admission FAQs* for details on filling out application and required documentation.



Practical Nursing Certificate Selective Admission Applicant Information Sheet

Name:

College ID:

College Email:

@cincinnati.state.edu

Mailing Address:

STREET APT/SUITE

CITY STATE ZIP

Preferred Phone Number:

PRACTICAL NURSING CERTIFICATE SELECTIVE ADMISSION APPLICANT ELIGIBILITY CHECKLIST

Applicant Name: _____ Date of Submission: _____

CHECKLIST CRITERIA	REQUIRED
Current active listing on Ohio Nurse Aide Registry	YES ☐ No ☐
Overall GPA minimum of 2.50 at Cincinnati State Current Cincinnati State GPA: _____	YES ☐ No ☐
Admitted to Cincinnati State with PNC program major	YES ☐ No ☐
Met with an academic advisor within the past year	YES ☐ No ☐
Completion of ENG 101A with a C or higher, or Readiness for ENG 101 required	YES ☐ No ☐
Completion of MAT 101A with a C or higher, or Readiness for MAT 101 required	YES ☐ No ☐
Completion of a college biology course within the past five years with a grade of C or higher	YES ☐ No ☐
Met with financial aid counselor to review eligibility and funding needed to complete the Practical Nursing curriculum.	YES ☐ No ☐ Not Applicable ☐
Applicant understands the following requirements will need to be completed after acceptance to program: • Criminal background check (FBI and Ohio BCI fingerprints) • CPR certification (BLS/ CPR for Healthcare Provider) • Health care form completed with immunization requirements (See student handbook for more details) • Proof of health insurance	YES ☐ No ☐
If a criminal charge or conviction may appear on a background check, the applicant has made an appointment to discuss this with the Program Director. Any offense on the Ohio Board of Nursing "List of Potentially Disqualifying Offenses" will likely prevent you from attending clinical and progressing in the program.	YES ☐ No ☐ Not Applicable ☐

***Applicant must have a "Yes" or "Not Applicable" on ALL criteria above, to apply.**

PRACTICAL NURSING CERTIFICATE SELECTIVE ADMISSION APPLICANT SCORING SHEET

Applicant Name: _____ Date of Submission: _____

CRITERIA		POINTS															
I. Cumulative Grade Point Average (GPA) Maximum 30 points <table border="1"> <thead> <tr> <th>Cumulative GPA Range</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>2.50-2.74</td> <td>10</td> </tr> <tr> <td>2.75-2.99</td> <td>15</td> </tr> <tr> <td>3.00-3.49</td> <td>20</td> </tr> <tr> <td>3.50-3.79</td> <td>25</td> </tr> <tr> <td>3.80-4.0</td> <td>30</td> </tr> </tbody> </table> Cincinnati State Cumulative GPA: _____		Cumulative GPA Range	Points Awarded	2.50-2.74	10	2.75-2.99	15	3.00-3.49	20	3.50-3.79	25	3.80-4.0	30	Section I. Total:			
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II. College Biology Course Maximum 12 points <table border="1"> <thead> <tr> <th>College Biology Grade</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>12</td> </tr> <tr> <td>B</td> <td>8</td> </tr> <tr> <td>C</td> <td>4</td> </tr> </tbody> </table> Highest College BIO grade completed within past 5 years. BIO course: _____ Grade: _____ Year completed _____ *Receive 1 point deduction for repeated courses _____		College Biology Grade	Points	A	12	B	8	C	4	Section II. Total:							
College Biology Grade	Points																
A	12																
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C	4																
III. Cincinnati State Curriculum Experience Maximum 20 points Points are awarded for each course completed. A=4, B=3, C=2 *Receive a 1-point deduction for repeated courses. <table border="1"> <thead> <tr> <th>Eligible Cincinnati State Curriculum Courses (check course completed)</th> <th>Grade Received</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td> ☐ Human Body in Health & Disease (BIO 117) ☐ Human Body in Health & Disease Lab (BIO 127) OR ☐ Anatomy and Physiology 1 (BIO 151) ☐ Anatomy and Physiology 2 (BIO 152) </td> <td></td> <td></td> </tr> <tr> <td> ☐ Healthcare Informatics (MCH 100) OR ☐ NUR 101 (for MCH 100 credit) </td> <td></td> <td></td> </tr> <tr> <td> ☐ English Composition (ENG 101) OR ☐ English Composition (ENG 101A) </td> <td></td> <td></td> </tr> <tr> <td> ☐ Psychology (PSY 110) </td> <td></td> <td></td> </tr> </tbody> </table>		Eligible Cincinnati State Curriculum Courses (check course completed)	Grade Received	Points	☐ Human Body in Health & Disease (BIO 117) ☐ Human Body in Health & Disease Lab (BIO 127) OR ☐ Anatomy and Physiology 1 (BIO 151) ☐ Anatomy and Physiology 2 (BIO 152)			☐ Healthcare Informatics (MCH 100) OR ☐ NUR 101 (for MCH 100 credit)			☐ English Composition (ENG 101) OR ☐ English Composition (ENG 101A)			☐ Psychology (PSY 110)			Section III. Total :
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IV. Experiential Points Maximum 9 points		Section IV. Total :							
Experiential Criteria	Points								
Healthcare Experience Receive 3 points for documentation of a minimum of 1000 hours of direct patient care experience within the past three years. * Submit letter stating position held, minimum of 1000 hours worked, satisfactory job performance, and signature and contact information from supervisor or HR. A copy of your paystub is NOT acceptable.									
Military Service Receive 3 points for documentation verifying current or prior military service. * Submit DD214, current military orders, statement of service, or other official military documentation									
Previous Degree or Certificate Receive up to 3 points for prior awarded degree or certificate. *Points only awarded if an official transcript is on file with Cincinnati State Office of Admissions, an additional transcript does not need to be submitted. STNA/CNA certification is not applicable since it is an admission requirement. <table border="1" data-bbox="126 787 979 934"> <thead> <tr> <th>Degree Received</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>1</td> </tr> <tr> <td>Associate's degree</td> <td>2</td> </tr> <tr> <td>Bachelor's or master's degree</td> <td>3</td> </tr> </tbody> </table>	Degree Received		Points Awarded	Certificate	1	Associate's degree	2	Bachelor's or master's degree	3
Degree Received	Points Awarded								
Certificate	1								
Associate's degree	2								
Bachelor's or master's degree	3								
Maximum Total Score of 71 Points		Total Score:							

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