



PRACTICAL NURSING PROGRAM

APPLICATION GUIDE

2023-2024

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

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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 email catherine.e.rice@mun.ca

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CENTRE FOR NURSING STUDIES

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 Science in 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

To be eligible for Academic admission, you will need to successfully receive an average of 50% or more in the following 3000 level high school courses, or equivalent:

| Subject area | Eligible Grade 12 courses |
|-----------------------|---|
| 1. English | English 3201 |
| 2. Mathematics | One of: <ul style="list-style-type: none">• Math 3200• Math 3201 |
| 3. Laboratory Science | One of: <ul style="list-style-type: none">• Biology 3201• Chemistry 3202 |

| Subject area | Eligible Grade 12 courses |
|---|--|
| 4. Social Studies or Modern/Classical Language (MCL) | <i>One of:</i> <ul style="list-style-type: none"> • 3000 level Geography/ History/ Religion/ French • Social Studies 3201, • Sciences Humaines 3231 • French 3200/3201 • World Religion 3201/3206 • Enseignement Religieux 3131/3136; • Level III ABE |
| 5. Elective | Two credits in any subject area at the 3000 level |

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 average of not less than 50% in 3000 level core courses as listed above 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 average of not less than 50% in 3000 level core 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 shall have successfully completed graduation requirements for high school as set by the home province and obtained a passing grade in 3000 level core courses.

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

Applicants shall have completed the Level III Adult Basic Education Certificate (ABE) Academic Stream as set by the Department of Education.

Applicants for Mature Student Status

Mature student status is meant to allow individuals the opportunity to demonstrate academic potential if they have not fulfilled the admission criteria outlined previously.

A mature student is an applicant 19 years of age or older, has been away from full-time highschool studies for at least two years, and can demonstrate potential for success through

academic, professional or volunteer activities and other accomplishments. These candidates are expected to provide an official transcript of the highest level of education obtained.

*Meeting the mature student criteria will not guarantee admission to the Practical Nursing Program.

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 do not meet the criteria above but have educational courses completed in English should contact the CNS PN Program Registrar 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 or equivalent.**

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 31st, 2023**. **Any documents received after March 31st, 2023 will not be reviewed.**

Check List:

- **Application Form**
- **Application Processing Fee**
- **Personal Statement**
- **A copy of your official Birth Certificate**
An official High School Transcript from the Department of Education or equivalency certificate (If still in high school submit most recent grades including grade 11).
- **An official Post-Secondary Transcript(s) of all post-secondary courses/programs**
- **References x 2 (Referees should forward references directly to Catherine Rice, Registrar either by mail, fax, or email)**
- **All potential nursing students must read the College for Licensed Practical Nurses of Newfoundland and Labrador document entitled: “Becoming a Licensed Practical Nurse in Canada: Requisite Skills and Abilities” to determine their ability to meet the requirements of the program (please submit the attached confirmation with your application [https://www.clpnnl.ca/sites/default/files/inline-files/Requisite Skills and Abilities 1.pdf](https://www.clpnnl.ca/sites/default/files/inline-files/Requisite%20Skills%20and%20Abilities%201.pdf))**
- **If applying as an Indigenous Applicant, please submit a letter of request with your application and provide documentation of Indigenous ancestry**

Please note: Photocopies or photographs of transcripts will not be accepted

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 Catherine Rice, Registrar, Non-Degree Programs.

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 31st, 2023. 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.

Catherine Rice
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
E-mail: pnadmissions@mun.ca

PROGRAM COSTS 2023 – 2024

| PROGRAM SERVICE | COST |
|--|-------------|
| Application Processing Fee (<i>non-refundable</i>) | 50.00 |
| Confirmation Fee Payable on Acceptance (<i>non-refundable</i>) | 100.00 |
| Administration Fee (per semester) | 200.00 |
| Tuition Per Semester (<i>Sept, Jan, Apr, Sept, Jan</i>) (Non-funded students) | 1500.00 |
| Refer to Student Financial Assistance | |
| Tuition Per Semester (<i>Sept, Jan, Apr, Sept, Jan</i>) for International Students | 5465.00 |
| Textbooks and Lab Kits (approximate) (<i>purchased by student at MUN Bookstore</i>) | 2300.00 |
| Uniforms/lab coat (approximate) (<i>purchased by student individually</i>) | 250.00 |
| CPR/BLS (approximate) (initial completion and re-certification) | 100.00 |
| First Aid | 50.00 |
| Canadian Practical Nurse Registration Examination Fee (payable to CLPNNL)(approximate) | 690.00 |
| The Canadian Nursing Students' Association (CNSA) | 11.00 |
| CNS Nursing Society Fee | 5.00 |

The above costs are subject to change without notice.

The Centre for Nursing Studies accepts online payment by Visa and MasterCard. A *non-refundable* 2.50% convenience fee will be applied to credit cards. Online payments can be completed at <https://payments.easternhealth.ca/Default> or via direct e-transfer to: bhaines@mun.ca

Payment by cash, cheque or debit card can be made by visiting the Business Office at Southcott Hall, room number 1032 during regular business hours.

For payment by mail, please use:

Business Office
 Centre for Nursing Studies
 Room # 1032 Southcott Hall
 100 Forest Road
 St. John's, NL A1A 1E5
 Canada

*Students funded by the Department of Immigration, Population Growth and Skills 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 studentaidenquiry@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 Immigration, Population Growth and Skills

Students may be eligible for income support through the Department of Immigration, Population Growth and Skills. Income Support telephone inquiries can be made to the following numbers depending on region:

Eastern: Toll-free: Toll Free: 1-800-563-6600
Western: Toll-free: 1-800-563-6600
Or via email to: employmentprograms@gov.nl.ca



Centre for Nursing Studies
Practical Nursing Program
2022-2023

100 Forest Road - Southcott Hall
St. John's, NL A1A 1E5
Tel #: (709) 777-8174
Email: pnadmissions@mun.ca

The application and selection process is competitive.

FIRST NAME _____ MIDDLE NAME _____ SURNAME _____ MAIDEN NAME _____

Home Address: _____

Current Address: _____

Postal Code: _____

Postal Code: _____

Telephone # _____ Cell# _____

Telephone # _____

E-mail Address (**compulsory**) _____
Personal MUN (if applicable)

Birthdate: ____/____/____
Day/Month/ Year

Gender: _____

Emergency Contact Person _____ Telephone # _____

Is English your first language? Yes No If no, please contact Catherine Rice, Registrar, Non-Degree Programs at: catherine.e.rice@mun.ca to discuss your application further.

Category that best fits your status (Please check all that apply):

- Currently in High School High School ABE Mature Post-Secondary
 International Indigenous

ACADEMIC RECORD: List academic experiences beginning with most recent, including high school and post-secondary institutions. Supporting transcripts must be provided.

| Institution | Location | Program | Dates Attended | Education Obtained |
|-------------|----------|---------|----------------|--------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Have you been a student in a PN Program at the Centre for Nursing Studies in previous years? Yes _____ No _____

If yes, specify year(s): _____

Have you been a student in a PN Program at the College of the North Atlantic in previous years? Yes _____ No _____

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

Applicants Name: _____ Applicants Date of Birth: _____

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

| Employer/Agency | Position Held | Dates | Name of Supervisor |
|-----------------|---------------|-------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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).

| Name | Address | Telephone | Position |
|-------|---------|-----------|----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

FOR STATISTICAL PURPOSES ONLY:

Are you applying to the BScN (Collaborative) Nursing Program? Yes _____ No _____

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

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

Happy Valley-Goose Bay Other _____

Have you applied to the PN Program at the Centre for Nursing Studies in previous years?

Yes _____ if Yes, what year(s) _____ No _____

Have you applied to the PN Program at the College of the North Atlantic in previous years?

Yes _____ if Yes, what year(s) _____ No _____

Have you completed the Anatomy and Physiology I course at the Centre for Nursing Studies? Yes _____ No _____

If yes, please provide a copy of your transcript.

Have you completed the Anatomy and Physiology II course at the Centre for Nursing Studies? Yes _____ No _____

If yes, please provide a copy of your transcript.

It is the applicant's responsibility to ensure all references and documents are submitted by March 31st, 2023. Incorrect and/or missing information will jeopardize your inclusion in the selection process.

Check List:

- Application Form
- Application Processing Fee
- Personal Statement
- Photocopy of Birth Certificate
- An official High School Transcript from the Department of Education or equivalency certificate (If still in high school submit most recent grades including grade 11).
- Official Post-Secondary Transcript(s)
- References x 2 (Referees should forward references directly to the CNS either by mail, email or fax @ (709) 777-8176)
- All potential nursing students must read the College for Licensed Practical Nurses of Newfoundland and Labrador document entitled: **“Becoming a Licensed Practical Nurse in Canada: Requisite Skills and Abilities”** to determine their ability to meet the requirements of the program (please submit the attached confirmation with your application) https://www.clpnnl.ca/sites/default/files/inline-files/Requisite_Skills_and_Abilities_1.pdf
- 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.

\$50.00 processing fee required

The Centre for Nursing Studies accepts online payment by Visa and MasterCard. A *non-refundable* 2.50% convenience fee will be applied to credit cards. Online payments can be completed at: <https://payments.easternhealth.ca/Default> or via direct e-transfer to: bhaines@mun.ca

Payment by cash, cheque or debit card can be made by visiting the Business Office at Southcott Hall, room number 1032 during regular business hours.

For payment by mail, please use:**Business Office**

Centre for Nursing Studies
Room #1032 Southcott Hall
100 Forest Road
St. John's, NL A1A 1E5
Canada

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.

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 catherine.e.rice@mun.ca.

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

Centre for Nursing Studies - Practical Nursing Program

100 Forest Road - Southcott Hall

St. John's, NL A1A 1E5

Telephone #: (709) 777-8174 Fax #: (709) 777-8176

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:

| | Strong | Good | Satisfactory | Needs Improvement | Unable to Assess |
|--|---------------|-------------|---------------------|--------------------------|-------------------------|
| Initiative/ Quality of Work | | | | | |
| Ability to Handle Stress | | | | | |
| Sense of Responsibility/ Dependability | | | | | |
| Leadership Qualities | | | | | |
| Interpersonal Communication Workplace/School | | | | | |
| Maturity | | | | | |
| Attendance Workplace or School | | | | | |

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 3^{1st}, 2023**. Thank you for your time and cooperation.

DATE

SIGNATURE

ORGANIZATION

EMAIL ADDRESS

TELEPHONE NUMBER

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

Catherine Rice
Registrar, Non-Degree Programs
Centre for Nursing Studies
100 Forest Road
St. John's, NL A1A 1E5
Email: pnadmissions@mun.ca

Centre for Nursing Studies - Practical Nursing Program

100 Forest Road - Southcott Hall

St. John's, NL A1A 1E5

Telephone #: (709) 777-8174 Fax #: (709) 777-8176

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|--|---------------|-------------|---------------------|--------------------------|-------------------------|
| Initiative/ Quality of Work | | | | | |
| Ability to Handle Stress | | | | | |
| Sense of Responsibility/ Dependability | | | | | |
| Leadership Qualities | | | | | |
| Interpersonal Communication Workplace/School | | | | | |
| Maturity | | | | | |
| Attendance Workplace or School | | | | | |

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 3^{1st}, 2023**. Thank you for your time and cooperation.

DATE

SIGNATURE

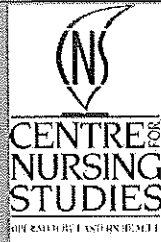
ORGANIZATION

EMAIL ADDRESS

TELEPHONE NUMBER

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

Catherine Rice
Registrar, Non-Degree Programs
Centre for Nursing Studies
100 Forest Road
St. John's, NL A1A 1E5
Email: pnadmissions@mun.ca



Please confirm with your signature that you have read and understand the “Requisite Skills and Abilities” that were included in your Application Guide. **Form must be submitted by Friday, March 31st, 2023.**

| | |
|--------------------------|---|
| <input type="checkbox"/> | Becoming a Licensed Practical Nurse in Canada- Requisite Skills and Abilities |
|--------------------------|---|

Name (please print): _____

Signature: _____

Date: _____

Submit to:

Debra Green
Centre for Nursing Studies
10th Floor Southcott Hall, Room 1024
100 Forest Road
St. John's, NL A1A 1E5
Email: nondegree.docs@mun.ca
Fax: (709) 777-8176