



# **PRACTICAL NURSING PROGRAM**

## **APPLICATION GUIDE**

**2024-2025**

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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 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:

<b>Subject area</b>	<b>Eligible courses</b>
<b>1. English</b>	English 3201
<b>2. Mathematics</b>	One of: <ul style="list-style-type: none"><li>• Math 3200</li><li>• Math 3201</li></ul>
<b>3. Laboratory Science</b>	<ul style="list-style-type: none"><li>• Biology 2201 and Biology 3201 or;</li><li>• Chemistry 3202</li></ul>



Subject area	Eligible courses
<b>4. Social Studies or Modern/Classical Language (MCL)</b>	<i>One of:</i> <ul style="list-style-type: none"> <li>• 3000 level Geography/ History/ Religion/ French</li> <li>• Social Studies 3201,</li> <li>• Sciences Humaines 3231</li> <li>• French 3200/3201</li> <li>• World Religion 3201/3206</li> <li>• Enseignement Religieux 3131/3136;</li> <li>• Level III ABE</li> </ul>
<b>5. Elective</b>	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 1<sup>st</sup>, 2024**. **Any documents received after March 1<sup>st</sup>, 2024 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_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**
- **If applying with education completed outside of Canada, please submit your education credential evaluation**

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

### **International Applicant:**

If you are applying with international education documents, including high school or post-secondary, an education credential assessment (such as World Education Services [WES]) must be completed and submitted by the application deadline.

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 1st, 2024***. **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: [catherine.e.rice@mun.ca](mailto:catherine.e.rice@mun.ca)



**PROGRAM COSTS 2023 – 2024**

<b>PROGRAM SERVICE</b>	<b>COST</b>
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) <b>Refer to Student Financial Assistance</b>	1500.00
Tuition Per Semester ( <i>Sept, Jan, Apr, Sept, Jan</i> ) for International Students	5565.00
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 (approximate)	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: al4415@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](http://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](mailto:employmentprograms@gov.nl.ca)



**Centre for Nursing Studies  
Practical Nursing Program  
2023-2024**

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

Email: [catherine.e.rice@mun.ca](mailto:catherine.e.rice@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](mailto: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 1<sup>st</sup>, 2024. 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](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.
- If applying with education completed outside of Canada, please submit your education credential evaluation

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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: [al4415@mun.ca](mailto:al4415@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](mailto:catherine.e.rice@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 1<sup>st</sup>, 2024.**

<input type="checkbox"/>	Becoming a Licensed Practical Nurse in Canada- Requisite Skills and Abilities
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Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit to:**

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



**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:

	<b>Strong</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unable to Assess</b>
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.

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Please sign and date this form and forward directly to The Centre for Nursing Studies **postmarked on or before March 1<sup>st</sup>, 2024.** 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: [catherine.e.rice@mun.ca](mailto:catherine.e.rice@mun.ca)

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100 Forest Road - Southcott Hall

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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:

	<b>Strong</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unable to Assess</b>
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.

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Please sign and date this form and forward directly to The Centre for Nursing Studies **postmarked on or before March 1st, 2024.** 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: [catherine.e.rice@mun.ca](mailto:catherine.e.rice@mun.ca)