

Before applying, please check the minimum requirements for this program. Applicants who do not meet the minimum eligibility requirements will not be admitted.

Please review the lists below to ensure that all required documents are submitted. The items in the left section are items to submit with the application which can be mailed or dropped off during regular business hours. The items in the right section should be mailed (not faxed) by the individuals or organizations submitting the documents and should be mailed directly to:

**Admissions Office**  
2001 William Street  
Cape Girardeau, MO 63703

<b>Applicant should submit with application:</b>	<b>Individuals or organizations sending these items should mail them directly to College:</b>
<b>Basic Nursing applicants must submit:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fully completed Application Form</li> <li><input type="checkbox"/> \$100 Application Fee</li> <li><input type="checkbox"/> Copy of valid Photo Identification</li> <li><input type="checkbox"/> Medical History Form</li> <li><input type="checkbox"/> Immunization Records</li> <li><input type="checkbox"/> Background Check Form</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Official High School or high school equivalency transcript</li> <li><input type="checkbox"/> Official transcripts from all colleges, universities, and vocational schools attended</li> <li><input type="checkbox"/> ACT scores taken less than 5 years ago (waived if age 23 or older)</li> <li><input type="checkbox"/> ATI TEAS total score of 70% with a TEAS Science score of 45% or higher (both scores received on the same administration)</li> </ul>
<b>LPN to RN and applicants must submit:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fully completed Application Form</li> <li><input type="checkbox"/> \$100 Application Fee</li> <li><input type="checkbox"/> Copy of valid Photo Identification</li> <li><input type="checkbox"/> Medical History Form</li> <li><input type="checkbox"/> Immunization Records</li> <li><input type="checkbox"/> Background Check Form</li> <li><input type="checkbox"/> Copy of LPN license (unless still in progress)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Official High School or high school equivalency transcript</li> <li><input type="checkbox"/> Official transcripts from all colleges, universities, and vocational schools attended</li> <li><input type="checkbox"/> NLN Nursing Acceleration Challenge Exam (NACE) I Scores</li> <li><input type="checkbox"/> ATI TEAS total score of 70% with a TEAS Science score of 45% or higher (both scores received on the same administration)</li> </ul>
<b>Paramedic to RN applicants must submit:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fully completed Application Form</li> <li><input type="checkbox"/> \$100 Application Fee</li> <li><input type="checkbox"/> Copy of valid Photo Identification</li> <li><input type="checkbox"/> Medical History Form</li> <li><input type="checkbox"/> Immunization Records</li> <li><input type="checkbox"/> Background Check Form</li> <li><input type="checkbox"/> Copy of Paramedic License</li> <li><input type="checkbox"/> Paramedic Work Experience form</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Official High School or high school equivalency transcript</li> <li><input type="checkbox"/> Official transcripts from all colleges, universities, and vocational schools attended</li> <li><input type="checkbox"/> ACT scores taken less than 5 years ago (waived if age 23 or older)</li> <li><input type="checkbox"/> ATI TEAS total score of 70% with a TEAS Science score of 45% or higher (both scores received on the same administration)</li> </ul>

- Copy of valid photo identification includes any U.S. state or federal photo identification.
- Immunization records and ACT scores may be included with high school transcripts.
- Complete only the highlighted sections of the background check form and return form to College. The fees for the background checks are included in the \$100 application fee.
- ATI TEAS exam may be taken at the Cape Girardeau Career and Technology Center, 573-334-0826 extension 6509.

**All items listed above must be received before the application will be reviewed.**  
**It is the applicant's responsibility to make sure items are received.**

**A week or two after submitting your application you will receive an email with instructions on how to access our database to view the missing checklist items and the current status of your application.**