



Practical Nursing Program

Admissions Information

The Practical Nursing program accepts students through portfolio review. Portfolio requirements may take around six months to complete. Students are considered for admission in the order their portfolios are submitted. A submitted portfolio does not guarantee admission. **The next evening Practical Nursing cohort is August 2021 and the deadline to submit a completed portfolio is June 10, 2021. The next day Practical Nursing cohort is January 2022 and the deadline to submit a completed portfolio is October 2, 2021.**

The evening cohort is 18 months and classes are held on Tuesday and Thursdays from 5:00 – 9:00 p.m. Clinical rotations are on Saturdays and Sundays but schedules may vary. The daytime program is 11 months and classes are held Monday through Thursday from 7:30am-4:30pm. Clinical schedules for the program vary and could be held on any day of the week or weekend.

The program is approved by the Colorado State Board of Nursing and is accredited by the Accreditation Commission for Nursing Education (ACEN). It is a rigorous program that requires a minimum of 2 hours of self-study for each hour spent in class/clinical. Reliable transportation and childcare are necessary for success in this program. Please visit www.emilygriffith.edu/practical-nursing for more program information.

STEP 1: Apply to Emily Griffith Technical College

- Complete the free online admissions application at www.emilygriffith.edu
- Complete the online new student orientation at www.emilygriffith.edu/admission-steps
- To apply for financial aid, complete the FAFSA at www.fafsa.ed.gov with EGTC school code 005596.
- To schedule a virtual appointment for help with your FAFSA, call 303-352-8746.
- Apply for scholarships at www.emilygriffith.edu/scholarships.

STEP 2: Practical Nursing Admission Portfolio

- Complete all items on Part 1 of the Admission Portfolio Checklist and submit ALL documentation at one time as a completed portfolio to Patricia Gallagher.
 - To schedule an appointment to submit your portfolio, email patricia@emilygriffith.edu. Patricia will reply to confirm an appointment.
 - Required options to Demonstrate Program Readiness are available on our **Testing Center page**. When you complete one of these, submit one copy to admissions@emilygriffith.edu AND include in your Portfolio to Patricia in the Health Sciences Office at patricia@emilygriffith.edu.
 - Please *request that transcripts (HS, College, etc.) be emailed directly to patricia@emilygriffith.edu* unless you are requesting Program Transfer credit. Program transfer credits should be emailed directly to student.records@emilygriffith.edu.
 - If you need to include official EGTC transcripts in your portfolio, they will be provided for you when you submit your portfolio.
 - Please see the PN program admissions policy below for questions regarding documentation required for education completed outside of the United States.
- Attend a mandatory Practical Nursing Program Informational Admission Meeting as scheduled each year in October.

STEP 3: Practical Nursing Program Admission

Questions? Call the Welcome Desk at 720-423-4702. Information and dates are subject to change. Revised 8/3/2020. Pg. 1/2

- The Director of Nursing Education Programs (DNEP) will notify students by email regarding admission into the Practical Nursing program. This will occur one to two weeks after the Practical Nursing Program Informational Admission Meeting.
- Students who are not admitted into the program for the current academic year may re-apply by submitting a new/current portfolio for the next academic year. There are no admissions deferrals or waitlist roll-overs.

Practical Nursing Program Admission Policy

High School Transcript/High School Equivalency Certification: All applicants must provide official documentation of having completed a U.S. high school transcript or its equivalent (GED, HSED). An applicant who completed their secondary education outside of the U.S. must submit an official evaluation by a National Association of Credential Evaluation Services (NACES) approved evaluation organization <http://www.naces.org/members.html>, such as WES or ECE, to verify equivalency from the applicant's native country. An applicant who is unable to obtain official evaluation may provide a translated copy of documentation showing high school completion and must meet Emily Griffith's program readiness. In the event an applicant is unable to obtain documentation of high school completion from their native country, the applicant must meet Emily Griffith's requirements and successfully complete an additional support program(s) as required by the Director of Nursing Education Programs. Examples of support programs include HSE/GED, Vocational Transitions, CAREERS program and/or tutoring.

Background Check - Health and Nursing Programs - Disqualifying Criminal Offenses

The Colorado Community College System ("CCCS") and the State Board for Community Colleges and Occupational Education authorize the health and nursing programs to conduct a background investigation of all student applicants. The clinical sites used in the programs require background checks of all potential interns. The purpose is to maintain a safe and productive educational and clinical environment. All students must comply with the background investigation to participate in a CCCS health or nursing program.

An Applicant will be disqualified from a CCCS health or nursing program based on the following guidelines:

- Any violent felony conviction of homicide. (No time limits)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C. R. S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

Students who have successfully completed the terms of a **deferred adjudication agreement** will not be disqualified. To

discuss your personal situation, please contact Colorado State Board of Nursing 303-894-2430 or www.dora.state.co.us/nursing.