



## 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. **We have two upcoming Practical Nursing cohorts. One is a full-time day program, beginning January 2024, and the other is a part-time evening program, beginning August 2024. The deadline to submit a completed portfolio is three months prior to the program start date or until the program is full.**

The full-time day program is 11 months and classes are held Monday through Thursday from 7:30 a.m. - 4:00 p.m. Clinical schedules for the program vary and could be held on any day of the week or weekend. The part-time evening cohort is 18 months and classes are held on Tuesdays and Thursdays from 5-9:00 p.m. Clinicals are on Saturdays and Sundays but schedules may vary.

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](http://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](http://www.emilygriffith.edu)
- ☐ [Complete the student orientation](#)
- ☐ To apply for financial aid, complete the FAFSA at <https://studentaid.gov/> with school code 005596.
- ☐ For help with your FAFSA, call [303-423-4700](tel:303-423-4700).
- ☐ Apply for scholarships at <https://www.emilygriffith.edu/financial-aid-and-scholarships/>.

#### **STEP 2: Practical Nursing Admission Portfolio Checklist**

- ☐ Complete the [Admission Portfolio Checklist](#).
  - Once your portfolio is completed, your Navigator will submit documentation to the Practical Nursing Department on your behalf. To confirm portfolio submission, please reach out to [LPNPortfolio@emilygriffith.edu](mailto:LPNPortfolio@emilygriffith.edu).
  - Options to meet Program Requirements are available on our [Program Requirements Page](#). When you complete one of these, submit a copy to [admissions@emilygriffith.edu](mailto:admissions@emilygriffith.edu).
  - Please request that transcripts (high school, college, etc.) be emailed directly to [admissions@emilygriffith.edu](mailto:admissions@emilygriffith.edu) unless you are requesting Program Transfer credit. Program transfer credits should be emailed directly to [student.records@emilygriffith.edu](mailto:student.records@emilygriffith.edu).
  - If you need to include official Emily Griffith transcripts in your portfolio, they will be provided for you when you submit your portfolio.
  - Please see the Practical Nursing program admissions policy below for questions regarding documentation required for education completed outside of the United States.
- ☐ **Attend a mandatory Practical Nursing Program Orientation.**

### **STEP 3: Practical Nursing Program Admission**

- The Director of Nursing Education Programs will notify students by email regarding admission into the Practical Nursing program. This will occur one to two weeks after the Practical Nursing Program Information 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. [View a list of disqualifying offenses.](#)

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 at [303-894-2430](tel:303-894-2430) or by visiting <https://dpo.colorado.gov/Nursing>.