


Nursing Program Registration Checklist

4100 South 4th Street, Leavenworth, KS 66048 (913) 758-4386 Fax: (913) 758-4356

	Date Completed	Requirement
		1 Enrollment in or admitted to University of Saint Mary (USM).
		2 Completion of pre-requisite nursing courses. (See USM Undergraduate Catalog or Nursing Admission Policies and Procedures)
		3 Completion of Department of Nursing Application including Release Consent for Criminal History Information.
		4 Include 2 recommendations for admission.
		5 Completion of written interview/written essay.
		6 Purchase TEAS Study Manual for preparation for test (optional). For pre-licensure students only
		7 Pay \$20 in advance at theBusiness Office for TEAS test by check, cash or money order. For pre-licensure students only
		8 Reserve a TEAS testing date and time through the nursing department at 913-758-4386. Test time: 3 hours 29 minutes to complete. For pre-licensure students only
THE FOLLOWING ITEMS ARE DUE 30 DAYS AFTER YOUR ACCEPTANCE TO THE UNIVERISTY OF SAINT MARY NURSING PROGRAM.		
		1 Include a copy of your current health history and current physical exam. www.stmary.edu/studentlife/medforms.asp
		2 Complete the required background check at https://www.validityacademics.com Enter the Username and Password - Username: stmary4773 --- Password: background
		3 Include a copy of your Immunization Record including Hep B and TB Skin test (2 step if not current) results. www.stmary.edu/studentlife/medforms.asp
		4 Include a copy of your current certification in American Heart Association's basic CPR (BCLS).
		5 Proof of current health insurance coverage.
		6 Meet standards of functional abilities, with reasonable accommodation.
		7 Include RN license number & expiration date in each State where licensed. RN-BSN only