

Nursing Program Registration Checklist

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

✓ Date Completed	Requirement - - - Application Deadline is March 15th
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	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.
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	5	Completion of written interview/written essay.
	6	Purchase TEAS Study Manual for preparation for test (optional). www.atitesting.com
	7	Reserve a TEAS testing date and time through the nursing department at 913-758-4381. Cost: \$30.00 Due the day of testing. Test time: 3 hours 29 minutes to complete.
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.
	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.
	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.