

This checklist of action items is intended to provide you with an overview of what to expect as you proceed through the *First Year Entry RN to BSN Degree Program* with UW Bothell and the EvCC Nursing Program. In addition to meeting the academic degree requirements and keeping your financial aid up to date, you will need to complete the following items by the deadlines provided in order to commence your nursing studies at EvCC.

Questions? If so, please contact the Health Professions Service Center

EvCC Liberty Hall, Room 251 | 425.388.9461 | healthprofessions@everettcc.edu

First Quarter (Fall)

1. Locate all your immunization records and create a file of the originals.
2. Pay particular attention to the Hepatitis B immunization series. As this takes approximately **8 months to complete**, we strongly suggest you start the series during this quarter if you have not had it before.*
 - a. The series consists of three injections, followed by an antibody titer (blood test).
 - b. If you had the immunization previously (i.e. as a child), you must get a titer with a positive result. If the result is negative, then you will have to redo the full series of three shots and get a second titer.
 - c. At a minimum, you **MUST** have series 1 and a titer completed by the deadline date of September 5th. If the result of your titer is negative, you must have a second series of vaccinations in progress (at least the first shot) by the deadline.
3. During this quarter, you should begin to study for the PAX (Pre Admission eXam).
 - a. You can purchase a study guide for the PAX; ISBN: 978-0763762711 (3rd Edition).

***All documentation submitted through Complio MUST be on official letterhead from an authorized healthcare provider.**

Second Quarter (Winter)

1. Complete a general application for Everett Community College and complete the online college orientation. To get your student identification number (SID) go to:
<http://www.everettcc.edu/enrollment/registration/how-apply/>.
 - a. There is no application fee.
 - b. You will be required to complete a short online college orientation.
 - c. You do not need to take the 'Math/English assessment.'
 - d. You will receive your SID number by e-mail, typically within 3-5 business days of submitting the application.

Third Quarter (Spring)

1. Complete a seven-hour HIV/AIDS training course.
 - a. HIV/AIDS courses are offered for varying numbers of hours. You must take a 7-hour course, and the certificate must state you trained for 7 hours.
 - b. This course can be taken at EvCC, online or in person. It is called Health 080.
 - c. If you take the class elsewhere, first call the training facility to ask if their certificate will note it was 7 hours. If not, find another place.
 - d. Certificate of completion will need to be uploaded to the Complio website (discussed below) by the deadline date of September 5th.

2. Obtain or renew a Basic Life Support (BLS) CPR card [valid for two years]
 - a. The course must be BLS for Healthcare Providers and from the **American Heart Association**.
 - b. Courses that make claims such as 'meets the requirements of AHA' or 'meets AHA standards' are not acceptable.
 - c. Find a course: www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp
 - d. A copy of the card will need to be uploaded to Complio by the deadline date of September 5th.
3. Towards the end of spring quarter, go to the Health Professions Services Center at EvCC in Liberty Hall Room 251 to receive a registration code to enroll in the required Online Transition Course for summer.
 - a. This is an online course (Canvas) that will provide you with the necessary information for your transition process.
 - b. Course fee: \$51
 - c. Deadline to enroll: Before the first day of the EvCC Summer Quarter (varies yearly).

Fourth Quarter (Summer)

1. Complete the Online Transition Course
 - a. The course will provide the necessary information for completing all the steps below. The deadline date for completion of these steps and the health requirements of the Clinical Passport is September 5th.
2. Complete immunization requirements of the Clinical Passport.
 - a. You can use this form as a guide for the documentation you will need to submit: www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/clinical-passport.pdf
 - i. Your doctor/physician does not fill out this form. It is intended to be a checklist for you to keep track of what you need.
 - b. All immunization information must be submitted on official letterhead from the doctor or clinic where it was completed.
 - c. US Healthworks is a resource that provides discounted immunizations and tests for EvCC students: www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/us-healthworks.pdf
3. Create an online account with Complio.
 - a. This is an online site you'll use to upload all your documents and request your background checks. The Complio website is found in the Online Transition Course.
 - b. Keep a record of everything you submit to Complio, as you will need it throughout your nursing career.
4. Pass national and state background checks.
 - a. These are submitted and results obtained through Complio with annual updates required.
 - b. Cost for background checks starts at \$55, and varies depending on residential history.
5. While you are not officially applying to the EvCC Nursing Program, you are still required to complete the online application.
 - a. It is mandatory for you to list a **personal** e-mail address. All nursing communication will occur through this e-mail. (You will still need to check your EvCC e-mail for other college communication, including financial aid.)
6. Professional liability insurance is provided through the College (EvCC) and is covered through your quarterly fees.

7. You will be required to provide proof of comprehensive health coverage.
8. Sign up for the required PAX-NLN pre-entrance nursing exam.
 - a. Cost of exam: \$39
 - b. If you encounter problems registering for the exam, please contact NLN
<https://www.nlnonlinetesting.org/cgi/login.pl>
 - c. It is recommended that you take the exam **after** you complete A&P II.
 - d. You must achieve at least a 58th percentile in PAX-NLN pre-entrance to nursing exam.

Testing dates will be posted to the EvCC Nursing Website the first week of summer quarter. FYE students will receive an email from the Health Professions Service Center one week before these dates are posted to let them know the exact date and time they will be made available. **You should log on to reserve your date the day the tests are released as the dates fill up quickly and no other testing dates will be added after they are full.**

Fifth Quarter (Fall)

1. EvCC will be sending a welcome e-mail by the end of September, with detailed instructions on purchase of uniforms, books, name pins, and the First Quarter Nursing Orientation.
 - a. Complete the Critical Thinking Assessment prior to starting Winter quarter at EvCC, typically offered during the last week of Fall quarter.
 - i. You will be required to create an ATI account for the critical thinking test by following the instructions on the ATI website: <https://www.atitesting.com/Home.aspx>
 - b. Purchase your uniform, books and other related materials as directed in the letter, and have them ready by the first day of class at EvCC.
 - c. Attend the mandatory First Quarter Nursing Orientation the first day of Winter quarter!

Final Steps to Start your Nursing Program Coursework

1. Come to EvCC's Health Profession Services Center at Liberty Hall, room 251 to have your Complio account reviewed, and to receive your permission code for enrolling in your Winter Quarter at EvCC.
2. Submit your official UWB and other college transcripts to EvCC by the **first Thursday of your first quarter** in the EvCC Nursing Program.
 - a. Order all official transcripts immediately after your fifth quarter in the program.
 - b. Submit the transcripts, along with the Transfer Credit Evaluation Form to the Health Professions Service Center at EvCC, Liberty Hall, room 251.