



GRAND FALLS-WINDSOR CAMPUS
5 Cromer Avenue
Grand Falls-Winsor, NL A2A 1X3
Canada

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PRACTICAL NURSING PROGRAM INFORMATION BOOKLET 2011 – 2012



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PRACTICAL NURSING PROGRAM:

The Practical Nursing program will be offered at the Grand Falls-Windsor Campus **September 2011** to meet the need for Licensed Practical Nurses throughout the central region. This program will be delivered over four semesters (54 weeks). Information related to the program is included in this booklet.

The following selection process will be used:

- Seats will be allocated on a geographic basis to ensure that the training needs of the Central Regional Integrated Health Authority are met to the greatest degree possible.
- Applicants must meet the entrance requirements established by the Centre for Nursing Studies and College of the North Atlantic.
- The College will work closely with the Centre for Nursing Studies and the Central Regional Integrated Health Authority in the screening process.

ADMISSION REQUIREMENTS:

A. Admission Categories

1. Newfoundland and Labrador High School Graduate Applicants

1.1 Applicants Graduating Before 1983

Completion of graduation requirements as set by the Department of Education with a minimum 65% average in Mathematics, Chemistry or Biology, and Language.

1.2 Applicants Graduating After 1983

Completion of graduation requirements as set by the Department of Education with a minimum average of 65% in the following courses:

- **Language:**(1 credit) chosen from 3101, 3103, 4121
AND
Literature:(2 credits) chosen from Thematic Literature 3201 or Literary Heritage 3202
OR
English:(2 credits) chosen from 3201, 3211, 3202, 3212, 3231, 3232, 3281, 3282, 3291, 3292
- **Mathematics:** (2 credits) chosen from:
Advanced: 3201, 3205, 3211, 3215, 3221, 3231, 3271, 3281, 3291, 4225
Academic: 3203, 3200, 3210, 3230, 3270, 3280, 3290, 3204, 3214
- **Science:** One course at the 3000 level chosen from one of the following:
Biology 3201, Chemistry 3202, Physics 3204, or Earth Systems 3209
- **Two credits** at the 3000 level in **Social Studies**
- **Two elective credits** at the 3000 level
- **Keyboarding/ Word Processing 1101** and **Advanced Word Processing/ Desktop Publishing** are recommended.

2. Applicants currently enrolled in High School-Level 3

Applicants in their final year of high school with a strong academic record (i.e. normally an overall average of 75 % or above) may apply to enroll in the Practical Nursing Program. The applicant must be completing courses that meet the course requirements for admission to the program. **Applicants will be required to complete an admission form and submit an official high school transcript as well as a letter from the high school principal or guidance counselor clearly recommending admission to the program.** Acceptance in this category is considered **conditional**, pending receipt and review of final high school transcript (Level III).

3. Applicants who have followed the High School Curriculum of other Provinces of Canada

Applicants from other provinces of Canada are required to have successfully completed Grade XII in the University Preparatory Program (for Quebec students, Secondary V Certificate) and obtained an overall average of not less than 65%.

4. Applicants who have followed the College of the North Atlantic Comprehensive Arts and Science College Transition Program (CAS)

Applicants who do not meet the requirements for admission under one of the three categories above but do hold a high school diploma may be eligible for admission under this category. Students applying under this category must successfully complete all qualification requirements for the award of the CAS certificate from the College of the North Atlantic.

5. Applicants who have followed the Adult Basic Education Program (ABE)

Applicants shall have completed the Adult Basic Education Certificate (Level III), Academic Stream, with the approved combination of thirty-six (36) credits set down by the Department of Education and successfully completed with an overall average of not less than 70%.

6. Applicants for Mature Students Status

An applicant who is 19 years or older who has not met the requirements as above, is eligible to apply. Applicants are required to submit:

- Proof of age
- Two letters of reference from persons competent to assess the candidate's ability to proceed with studies
- A letter from the applicant outlining the grounds for requesting special consideration
- Official transcripts of high school marks and marks from post secondary institution

B. General Admission Requirements

All applicants must be able to demonstrate proficiency in the English language. College of the North Atlantic reserves the right to interview applicants in any of the admission categories. Canadian Adult Achievement Test (CAAT) may be administered if applicant is seeking admission as a Mature Student.

APPLICATION PROCESS:

Applications to the PN Program at the College of the North Atlantic will be reviewed for admission **only** when **all** of the following have been provided **within the identified time frames**. Incorrect and/or missing information may jeopardize an applicant's inclusion in the selection process.

- Completed application form
- Payment of application fee
- Copy of the **official birth certificate** (Baptismal certificate not acceptable)
- **Certified copy** of high school transcript from the Department of Education or equivalency certificate
- **Certified copy** of Level II grades (if presently attending high school), along with Level III Term One results
- Copy of **official transcript** of any post-secondary courses/programs
- Two references (forms provided) *Please note that **references cannot be relatives or friends.**
- Personal Statement (**handwritten**)
- A personal interview (if requested by the College)

Before an applicant's acceptance is final, the following **documentation must be submitted prior to registration:**

- **Current** certificate for CPR Level HCP (Health Care Provider) and Standard First Aid.
- Completed medical certificate.
- **Current** Letter of Conduct with Vulnerable Persons Check in good standing.
- Child Protection Records Check (Central Health)

APPLICATION DEADLINE:

The deadline for the receipt of applications is **April 8, 2011**. For more information or an application, please contact the address noted below.

**College of the North Atlantic
Grand Falls-Windsor Campus
5 Cromer Avenue
Grand Falls-Windsor, NL A2A 1X3
TEL: (709) 292 – 5600
FAX: (709) 489 – 5765**

PROGRAM FEES

Please refer to Appendix D.

COURSE DESCRIPTIONS:

The Practical Nursing Program consists of the following course work:

Introduction to Nursing Concepts

This course enables learner to develop an understanding of the nature of human needs across the developmental continuum. It introduces the learner to the role of practical nurse in promoting, protecting, restoring, maintaining and supporting the health status of individuals across the health and developmental continuum. This course contains a lab component.

Nursing Practice for Introduction to Nursing Concepts

This practice course provides the learner with the opportunity to integrate the knowledge and apply the competencies acquired from all learning experiences during semester one. Selected experiences in clinical settings provide the learner with opportunities to develop and enhance psychomotor and communication competencies.

Medication Administration

This course will provide the learner with knowledge and skills to prepare and administer medications to stable clients under the supervision of a clinical instructor. Opportunities to practice the administration of medications will begin in semester two.

Anatomy and Physiology I

This course is designed to provide information about the basic concepts of the structure and function of the human body. The integumentary, musculoskeletal, nervous, and endocrine systems are covered in this course. Emphasis is given to the relationship between structure, function, and homeostasis.

Caring Relationships

This course introduces the learner to the principles of effective communication. It is designed to enable the learner to develop effective communication skills in establishing and maintaining productive relationships with individuals and groups in institutional and community-based health care settings.

Medical-Surgical Nursing Concepts I

This course introduces the learner to nursing concepts unique to the needs of clients requiring medical-surgical nursing interventions. This course contains a lab component.

Mental Health Nursing Concepts

This course introduces the learner to nursing concepts unique to clients requiring mental health nursing interventions.

Nursing Practice for Mental Health Nursing Concepts

This practice course focuses on providing the learner with opportunities to develop competencies necessary to contribute to care of patients with mental-health needs. Selected experiences provide the learner with opportunities to develop and enhance therapeutic nurse-client relationships.

Long Term Care Nursing Concepts

This course introduces the learner to nursing concepts unique to clients with long term care and rehabilitative needs.

Nursing Practice for Long Term Care Nursing Concepts

This practice course provides the learner with opportunities to develop competencies necessary to care for clients in long term care settings. Selected experiences provide the learner with opportunities to develop and enhance medication administrations and health assessment.

Anatomy and Physiology II

Anatomy and Physiology II is an introductory level course designed to provide information about the basic concepts of the structure and function of the human body. The circulatory, respiratory, digestive, urinary, and reproductive systems are covered in this one semester course. Emphasis is given to the relationship between structure, function, and homeostasis.

Health Assessment

This course will provide the learner with knowledge and skills required to perform health assessment for stable clients. Course content focuses on history taking, physical examination, and mental status assessment. The emphasis is on the normal enabling the learner to distinguish normal from abnormal findings. This course contains a lab component.

Medical-Surgical Nursing Concepts II

This course introduces the learner to nursing concepts unique to clients requiring medical-surgical nursing interventions. This course contains a lab component.

Nursing Practice for Medical Surgical Nursing Concepts II

This practice course provides the learner with opportunities to develop competencies necessary to care for clients in adult medical-surgical settings. Selected experiences provide the learner with opportunities to develop and enhance medication administration and health assessment.

Community Health Nursing Concepts

This course introduces the learner to opportunities to develop competencies necessary to care for clients with community health and home care needs.

Nursing Practice for Community Health Nursing Concepts

This practice course provides the learner opportunities to develop competencies necessary to care for clients with community health and home care needs.

Maternal-Child Health Nursing Concepts

This course introduces the learner to nursing concepts unique to the needs of clients requiring maternal-child nursing interventions. This course contains a lab component.

Nursing Practice for Child Health Nursing Concepts

This practice course provides the learner with opportunities to develop competencies necessary to care for children in pediatric as well as day care settings.

Nursing Practice for Maternal Health Nursing Concepts

This practice course provides the learner with opportunities to develop competencies necessary to care for the mother and new born in obstetrical settings.

Professional Development

This course introduces the learner to the legal, ethical, and regulatory dimensions of practical nurse practice. It identifies principles and processes of change and empowerment. Learners develop an understanding of the factors that influence management and leadership in nursing practice.

Nursing Practice for Professional Development

The focus of this course is to provide learners with the opportunities to become proficient in medication administration and to engage them in clinical experiences where they can further enhance their professional development.

Preceptorship

This practice course provides learners with opportunities to apply all theoretical, lab and nursing practice competencies. Preceptorship takes place in selected clinical settings with direct supervision by an approved Licensed Practical Nurse Preceptor.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

College of the North Atlantic offers the opportunity for learners entering the Practical Nursing Program to apply for academic credit for prior learning. The purpose of **PLAR** is to recognize past learning and foster a learning environment that is responsive to the needs of the learner. Prior learning acquired both within the post secondary setting and informally through life experiences will be evaluated through the use of an appropriate assessment method(s). Credit will be awarded based upon the equivalency of past learning outcomes. Learners may apply for **PLAR** but assessment will be done **only after confirmation of acceptance**.

STUDENT FINANCIAL ASSISTANCE

Canada Student Aid Program

Practical Nursing learners are eligible to apply for a Canada Student loan. Applications and information can be obtained from the Grand Falls-Windsor Campus, College of the North Atlantic or Student Financial Services Division, P.O. Box 8700, St. John's NL, A1B 4J6. Telephone (709)729-5849, or 1-888-657-0800, or website www.edu.gov.nl.ca/studentaid.

Sponsorship

Learners may be eligible for sponsorship through HRLE, WCC and Native Band Councils.

COUNSELLING SERVICES:

Guidance and counselling by the faculty begins from the time the learner is officially registered in the program. Helping learners achieve their goals is a major focus of faculty at the College. In addition to faculty, an experienced counsellor assists learners to address academic and personal issues.

MEDICAL EVALUATIONS:

All learners must have a medical evaluation completed **prior** to registration. This mandatory screening includes:

- Medical history and examination, completed by Family Physician.
- Laboratory tests, for all learners, as follows (arranged through Family Physician):
 - CBC
 - Urinalysis
 - Rubella, Measles, Mumps, Varicella and Anti-HBs Immune Status
- Immunization Record and update – obtained from and updated by the Public Health Nurse in your area. **Vaccinations listed on the Applicant Medical Form are required.** Learners must update vaccinations as necessary. (Records are not available on persons born prior to 1954.)
- Two-step** Tuberculin Testing
- Chest x-ray is required by learners whose tuberculin test is positive
- Hepatitis B Vaccination (if vaccinated, Anti-HBs titre)

Medical evaluations are forwarded to the Coordinating Instructor for assessment prior to registration.

NOTE:

College of the North Atlantic reserves the right to deviate from what appears in this booklet. Changes may be made in order to serve what College of the North Atlantic considers to be in the best interests of the academic or student community or of the College itself.

College of the North Atlantic thereby disclaims liability to any person who may suffer loss as a result of reliance upon information contained in this booklet.

APPENDIX A

APPLICATION FOR ADMISSION

PROCEDURE FOR APPLYING TO COLLEGE PROGRAMS

THE APPLICANT MUST SUBMIT:

1. Fully completed application form.
2. Official transcript of high school marks or high school equivalency marks:
 - If you are presently in Level III of High School and will be writing exams in June, the college will obtain a copy of your high school marks directly from the Department of Education once final marks are available, provided you enter your MCP number on your application.
3. A non-refundable \$30 application processing fee must accompany the completed application.
 - Application fee is required for all college programs EXCEPT: Adult Basic Education, General Studies, individualized courses through Distributed Learning or Continuing Education programs or courses;
 - Cheques or money orders must be made payable to College of the North Atlantic;

NOTE: Some programs require additional supporting documentation. Refer to the college calendar for specific requirements related to your program of choice. Application is complete when ALL documentation is received.

**APPLICATION FORM SHOULD BE MAILED TO THE CAMPUS WHERE THE PROGRAM IS OFFERED.
REFER TO THE COLLEGE CALENDAR OR WEBSITE (www.cna.nl.ca) FOR PROGRAMS OFFERED AT EACH CAMPUS.**

Prince Philip Drive & Seal Cove Campuses
P.O. Box 1693
St. John's, NL
Canada A1C 5P7
Telephone: (709) 758 7284
Fax: (709) 758 7304

Ridge Road Campus
153 Ridge Road
St. John's, NL
Canada A1C 6L8
Telephone: (709) 758 7000
Fax: (709) 758 7059

Corner Brook & St. Anthony Campuses
P.O. Box 882
Corner Brook, NL
Canada A2H 6H6
Telephone: (709) 637 8530
Fax: (709) 634 2126

Carbonear & Placentia Campuses
4 Pike's Lane
Carbonear, NL
Canada A1Y 1A7
Telephone: (709) 596 6139
Fax: (709) 596 2688

Grand Falls – Windsor, Gander
and Baie Verte Campuses
5 Cromer Avenue
Grand Falls – Windsor, NL Canada
Telephone: (709) 292 5600
Fax: (709) 489 5765

Clarenville, Bonavista & DL Campuses
69 Pleasant Street
Clarenville, NL
Canada A5A 1V9
Telephone: (709) 466 6901
Fax: (709) 466 2771

Burin Campus
P.O. Box 370
Burin Bay Arm, NL
Canada AOE 1G0
Telephone: (709) 891 5600
Fax: (709) 891 2812
Toll Free: 1 800 838 0976

Bay St. George and
Port aux Basques Campuses
P.O. Box 5400
Stephenville, NL
Canada A2N 2Z6
Telephone: (709) 643 7838
Fax: (709) 643 7734

Labrador West Campus
Campbell Drive
Labrador City, NL
Canada A2V 2Y1
Telephone: (709) 944 7210
Fax: (709) 944 6581

Happy Valley – Goose Bay Campus
P.O. Box 1720 Stn 'B'
Happy Valley – Goose Bay, NL
Canada AOP 1E0
Telephone: (709) 896 6300
Fax: (709) 896 3733

TOLL FREE: 1-888-982-2268

Protection of Privacy

The personal information requested on this form is collected under the authority of the Access to Information and Protection of Privacy Act (**ATIPPA**) for authorized purposes including admission and registration, administration of records, scholarships and awards, learner services, alumni and college planning and research. Student personal information (as defined by **ATIPPA**) may be disclosed internally to academic and administrative units according to college policy, federal and provincial reporting requirements, and pursuant to information sharing agreements (as defined by **ATIPPA**). Direct questions related to the collection and use of this information may be directed to the Access and Privacy Coordinator (www.cna.nl.ca/about/atipppa.asp).

Student Declaration

In submitting this information, I declare that the information in this application is correct and complete. I acknowledge my understanding that any applicant who submits documents or forms that are falsified or fraudulent, and/or who does not fully and accurately disclose the requisite information as set forth herein or in related documents, may be denied admission to College of the North Atlantic (the "college") and if it occurs or is discovered after admission, may be expelled from the college. I further acknowledge my understanding that applicants are obligated to include attendance, past attendance and enrollment at other post-secondary institutions on the application. I understand that information on falsified documents or fraudulent admission is shared with the Association of Registrars of the Universities and Colleges of Canada and I hereby consent to same.

In signing this application, I agree to be bound by the policies, rules and regulations set forth by College of the North Atlantic.

APPLICANT - PERSONAL INFORMATION							
Name:	Previous Last Name:						
Address (Home):	Phone: Cell #:						
City: Prov:	Postal Code:						
Address (if different from home):	Phone:						
City: Prov:	Postal Code:						
E-mail:							
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth: <table border="1" style="display:inline-table; border-collapse: collapse;"> <tr> <td style="width:20px; text-align:center;">D</td> <td style="width:20px; text-align:center;">D</td> <td style="width:20px; text-align:center;">M</td> <td style="width:20px; text-align:center;">M</td> <td style="width:20px; text-align:center;">Y</td> <td style="width:20px; text-align:center;">Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		
MCP #:	SIN #: (Optional)						
Out of Province/International Student: Yes <input type="checkbox"/> No <input type="checkbox"/>	Health Care ID #:						
IMPORTANT: Please indicate Student ID number if you have previously attended CNA or one of the previous provincial colleges.							
Emergency Contact (In the event of an emergency this is the person you give CNA permission to contact):							
Name:							
Telephone:	Cell Phone Number:						
APPLICATION FOR PROGRAM							
Program for which you are applying:	<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Distributed Learning	Campus:					
If applying for individual courses as a part time student indicate the courses below:							
	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Distributed Learning				
	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Distributed Learning				
	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Distributed Learning				
If applying for a program that requires a drivers license please indicate if you have a valid drivers license below:							
Date Received:	Drivers License: Y <input type="checkbox"/> N <input type="checkbox"/>	Class:					
PREVIOUS EDUCATION							
Have you ever attended a public college or university in Newfoundland & Labrador? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If yes, please list the program, institution and date last attended.							
Program:	Institution:	Date:					
Are you in High School now? <input type="checkbox"/> Yes, anticipated date of graduation _____ <input type="checkbox"/> No, date last attended _____							
SPECIAL REQUIREMENTS							
CNA supports students with disabilities. Are you an applicant with a documented disability? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Do you wish to be contacted by Disability Services? Yes <input type="checkbox"/> No <input type="checkbox"/>							
International Students: Status in Canada: Landed Immigrant <input type="checkbox"/> Student Visa <input type="checkbox"/> Is English your first language: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, what is your first language? TOEFL Score: _____ Date written: _____							
STATISTICAL INFORMATION							
The following information is being gathered for statistical purposes:							
Primary source of funding support to attend College: <input type="checkbox"/> Student Loan <input type="checkbox"/> Provincial Income Support <input type="checkbox"/> Parents <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Personal Resource <input type="checkbox"/> EI <input type="checkbox"/> Other	Are you working now? Y <input type="checkbox"/> N <input type="checkbox"/>	Are you receiving /eligible for EI? Y <input type="checkbox"/> N <input type="checkbox"/>					
Do you have aboriginal status? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please indicate official status: <input type="checkbox"/> Inuit <input type="checkbox"/> Innu <input type="checkbox"/> Métis <input type="checkbox"/> Mi'kmaq <input type="checkbox"/> Other Please Specify _____							
How did you learn about this program? Choose all that apply below ...							
<input type="checkbox"/> High School Official <input type="checkbox"/> High School Counsellor <input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Government Agency <input type="checkbox"/> College Representative <input type="checkbox"/> Former Graduate	<input type="checkbox"/> Brochure: _____ <input type="checkbox"/> CNA Open House – Campus: _____ <input type="checkbox"/> Print Ad – Publication: _____ <input type="checkbox"/> TV Ad – Station: _____ <input type="checkbox"/> Internet Site: _____ <input type="checkbox"/> Radio – Station: _____						
I HEREBY AUTHORIZE THE COLLEGE TO HAVE ACCESS TO MY ACADEMIC RECORD FROM THE DEPARTMENT OF EDUCATION, OR ANY OTHER EDUCATIONAL INSTITUTION. I DECLARE THAT I HAVE COMPLETED THIS APPLICATION ACCURATELY TO THE BEST OF MY KNOWLEDGE AND BELIEF.							
Signature of Applicant _____		Date _____					
FOR OFFICE USE ONLY							
		NLCS Action <input type="checkbox"/>					
Completion Date: _____ WLC _____ CA _____							
EL	QM	QML					
QMP	QL	QP					
QMPL	QDA	INC.					
MD	IR						

APPENDIX B

APPENDIX C



GRAND FALLS-WINDSOR CAMPUS
 5 Cromer Avenue
 Grand Falls-Winsor, NL A2A 1X3
 Canada

T: 709 292 5600
 F: 709 489 5765
 Info@cna.nl.ca
 www.cna.nl.ca

APPLICANT REFERENCE FORM

Name of applicant: _____

Address of applicant: _____

Name of person providing reference: _____

Address of referee: _____

In what context do you know this applicant?

Employer ____ Co-Worker: ____ Teacher: ____ Other (Specify): _____

How long have you known the applicant? _____

Do you feel that you know the applicant well enough to be comfortable in supplying this reference?

Please rank the following characteristics of the applicant:

	Outstanding	Average	Needs Improvement	Unable to Assess
Initiative				
Integrity				
Ability to Handle Stress				
Sense of Responsibility				
Leadership Qualities				
Interpersonal Communications				
Maturity				
Interest / Involvement in Community				
Workplace / School Attendance				

AS AN OVERALL EVALUATION, PLEASE INDICATE HOW YOU WOULD RATE THIS APPLICANT:

EXCELLENT GOOD FAIR POOR



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Initiative				
Integrity				
Ability to Handle Stress				
Sense of Responsibility				
Leadership Qualities				
Interpersonal Communications				
Maturity				
Interest / Involvement in Community				
Workplace / School Attendance				

AS AN OVERALL EVALUATION, PLEASE INDICATE HOW YOU WOULD RATE THIS APPLICANT:

EXCELLENT GOOD FAIR POOR

APPENDIX D

PRACTICAL NURSING PROGRAM FEES (2011-2012)

Application fee payable when applying for program **\$30.00** Non-refundable

<u>Semester One</u>	
Confirmation Fee	\$ 95.00
Compulsory Fees	\$ 300.00
Tuition Fee	<u>\$ 1,500.00</u>
Student Insurance Fees are extra cost (see below)	
Total for Semester One	<u>\$ 1,895.00</u>

<u>Semester Two</u>	
Compulsory Fees	\$ 300.00
Tuition Fee	<u>\$ 1,500.00</u>
Total for Semester Two	<u>\$ 1,800.00</u>

<u>Semester Three</u>	
Compulsory Fees	\$ 300.00
Tuition Fee	<u>\$ 1,500.00</u>
Total for Semester Three	<u>\$ 1,800.00</u>

<u>Semester Four</u>	
Compulsory Fees	\$ 300.00
Tuition Fee	<u>\$ 1,500.00</u>
Total for Semester Four	<u>\$ 1,800.00</u>

Please note that there will be a cost of \$315.00 which the student will be responsible for submitting to the College of Licensed Practical Nurses of Newfoundland & Labrador (CLPNNL) for the Canadian Practical Nurses Registration Exam in Semester Four.

- Textbooks approximately \$500.00 for semesters 1 and 2
- Textbooks approximately \$300.00 for semesters 3 and 4

Please Note:

Health/Dental insurance mandatory unless you can provide proof of other coverage. Proof of coverage has to be a card with student's name stated and what the coverage is or letter from employer stating coverage with company. The yearly Health/Dental fee of \$414.00 has to be paid at the beginning of the first semester only. (Note: The Health/Dental fee has not yet been finalized for 2011-2012 and is subject to change)

APPENDIX E



GRAND FALLS-WINDSOR CAMPUS
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APPLICATION CHECK LIST

Please submit the following documents. The deadline for this application and all documentation is **April 8, 2011. Incorrect and/or missing information may jeopardize your inclusion in the selection process.** A decision cannot be made until your application is complete.

- Completed application form for College of the North Atlantic.
- Application fee of \$30.
- Certified copy of high school marks or transcript of high school equivalency.
- Certified copy of Level II marks (if presently attending high school).
- Certified copy of midterm marks (if presently attending high school).
- Personal statement.
- Two references (forms provided).
References may be submitted with application or mailed separately.
References cannot be relatives or friends.
- Photocopy** of official Birth Certificate.
- Photocopy** of Marriage Certificate (if applicable).
- Appropriate documentation of name change, if your current name differs from birth certificate.
- Official transcripts from post-secondary institutions.
- Mature Student documentation (if applicable).

AFTER ACCEPTANCE

- Current original copy of Letter of Conduct with Vulnerable Persons Check in good standing.**
Note: This document must be presented to the College on or before Registration day. No learner will be permitted to register for the program without a Letter of Conduct in good standing.
- Standard First Aid (expiry Jan 2013) and CPR Level C Certificates (expiry August 2012).
- Completed Medical Certificate.
- Confirmation fee of \$95.00.
- Photocopy** of Immunization Record.
- Child Protection Records Check