



**HEALTH SCIENCES DIVISION  
CERTIFIED NURSING ASSISTANT PROGRAM**

Dear Applicant:

Thank you for your interest in the Certified Nursing Assistant Program.

A six-week CNA program is offered at both Panama City and Gulf/Franklin Campuses during the summer. Students are expected to attend class and clinical labs four to five days per week.

The Gulf/Franklin Campus also offers a Hybrid CNA program that begins each January. This hybrid option takes approximately four months to complete. Students are expected to attend one class session each week for lecture and hands-on skills.

The summer Gulf/Franklin Campus CNA curriculum is presented in the first two courses of the Practical Nursing program. If any PN program students have already completed the first two courses, there may be space available for someone seeking CNA training only.

Upon successful completion of the CNA program, the student will be eligible to take the state examination to become a Certified Nursing Assistant (CNA). Students obtaining a CNA certificate may be eligible for advanced placement into the PN program in the future if they are interested in continuing their education.

Enclosed you will find an application packet that you will need to read and complete to begin the application process. Please be sure to indicate the program option you are interested in attending (i.e., four-month Hybrid, 6-weeks at the Panama City Campus, or 6-weeks at the Gulf/Franklin Campus). There is also a checklist that gives you information on how to proceed.

If you have any questions after reading the enclosed information, please feel free to contact one of us or you may contact Craig Wise, our Assistant Coordinator of Health Sciences Admissions, at 850.913.3311, or e-mail him at [cwise@gulfcoast.edu](mailto:cwise@gulfcoast.edu). For the Gulf Franklin Campus programs, you may contact Ryan Walding, Senior Administrative Assistant, at 850.769.1551, ext. 5522, or email him at [jwalding@gulfcoast.edu](mailto:jwalding@gulfcoast.edu).

We look forward to hearing from you.

**Deborah Brzuska, MSN, RN, CMSRN**  
**Asst. Coordinator, G/F Campus Nursing Programs**  
Gulf Coast State College, Gulf / Franklin Campus  
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## GULF COAST STATE COLLEGE – CERTIFIED NURSING ASSISTANT CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
<b>Critical Thinking</b>	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Make rapid decisions under pressure</li> <li>• Handle multiple priorities in stressful situations</li> <li>• Assist with problem solving</li> </ul>
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and colleagues</li> <li>• Cope effectively with high levels of stress</li> <li>• Cope with anger/fear/hostility of others in a calm manner</li> <li>• Cope with confrontation</li> <li>• Demonstrate high degree of patience</li> </ul>
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> <li>• Explain treatment procedures</li> <li>• Initiate client education</li> </ul>
<b>Mobility</b>	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> <li>• Move around in patient's rooms, workspaces, and treatment areas</li> <li>• Administer cardio-pulmonary resuscitation procedures</li> <li>• Walk the equivalent of 5 miles per day</li> <li>• Remain on one's feet in upright position at a workstation without moving about</li> <li>• Climb stairs</li> <li>• Remain in seated position</li> </ul>
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> <li>• Calibrate and use equipment</li> <li>• Position patients/clients</li> <li>• Perform repetitive tasks</li> <li>• Able to grip</li> <li>• Bend at knee and squat.</li> <li>• Reach above shoulder level</li> <li>• Lift and carry 25 pounds</li> <li>• Exert 20-50 pounds of force (pushing/pulling)</li> </ul>
<b>Hearing</b>	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> <li>• Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help</li> <li>• Hear tape recorded transcriptions</li> <li>• Hear telephone interactions</li> </ul>
<b>Visual</b>	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> <li>• Observe patient/client responses</li> <li>• Identify and distinguish colors</li> </ul>
<b>Environmental</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Adapt to shift work</li> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> </ul>

**SOURCES:**

1. Red Alert: The Americans With Disabilities Act Implications for Nursing Education Core Performance Standards for Admission and Progression Framework. Southern Regional Education Board, Southern Council on Collegiate Education for Nursing, March 1993.
2. Dictionary of Occupations and Professions, Vol. II, 4<sup>th</sup> ed. 1991, Nurse, General Duty.

**GULF COAST STATE COLLEGE  
Certified Nursing Assistant Program**

**Admission Requirements:**

The ***initial*** application process to enter the Certified Nursing Assistant Program includes:

- \_\_\_\_\_ 1. **Apply for general college admission:**  
If you are a new student to GCSC or it has been more than a year since you have taken a credit course, complete a general college application online at [www.gulfcoast.edu/admissions/steps.htm](http://www.gulfcoast.edu/admissions/steps.htm). Choose planned course of study: **CNA-VC**. **Students must pay the application fee; failure to pay the college application fee at the time of submission can result in your ineligibility for program consideration.**
  
- \_\_\_\_\_ 2. **Complete the Certified Nursing Assistant Health Sciences Division application:**  
Return the completed application (in this packet) to the main desk at Gulf/Franklin Campus or Building D-101 or to the Health Sciences Building, Room 200 on the Panama City Campus.
  
- \_\_\_\_\_ 3. **Provide high school / GED transcript and any college transcripts:**  
Applicants should have official high school transcripts or GED scores, and all college transcripts, sent to GCSC Enrollment Services on the main campus for evaluation.
  
- \_\_\_\_\_ 4. **Take the Test of Adult Basic Education (TABE): Scores must be active (scores more than 2 years old will not be accepted).** A minimum score of “10” is required in each category to enter the program. TABE tests are given at the Gulf/Franklin Campus and the Testing Center on the Panama City Campus.
  - If you would like to schedule your appointment to take the TABE test at the Gulf/Franklin Campus, please call 850.227.9670, ext. 5522.
  - If you would like to schedule your appointment to take the TABE test at the Panama City Campus, please call 850.872.3827.
  - If you have acceptable TABE scores on file with another institution and wish to have those scores considered, an electronic version or a sealed envelope from the institution that administered the test may be forwarded to GCSC for evaluation. The information should include the date the test was taken, the level of the TABE administered and the scores from each subtest along with the complete battery score.

**-OR-**

Equivalent College Placement Test (CPT) or Post-Secondary Education Readiness Test (PERT) scores may be substituted; however, TABE scores are strongly recommended. Check with your advisor for further information.

**Based on above test scores, students may be referred to a counselor for advising on remediation or some other preparatory work to help strengthen reading, English, and arithmetic skills, before entering into the program.**
  
- \_\_\_\_\_ 5. **See Nursing Faculty Advisor:**  
After meeting the above criteria (1-4), **it is necessary** that the applicant see a nursing program advisor.
  - If you want to attend a CNA program offered at the Gulf/Franklin Campus, please contact 850.913.3317 to schedule an advising appointment with the Nursing Program Coordinator.
  - If you want to attend the CNA program on the Panama City Campus, please contact 850.913.3314 to schedule an advising appointment with the Nursing Program Coordinator.

**All criteria must be completed before the deadline date in order to be considered for the program.**

***NOTE: Space in the program is limited.***

**<OVER>**

**UPON CONDITIONAL ACCEPTANCE into the Certified Nursing Assistant Program, the applicant will need to meet the following additional requirements.**

- \_\_\_\_\_ 1. **Satisfactory Fingerprint / Criminal Background Check**
- \_\_\_\_\_ 2. **Satisfactory 10-panel Drug Screening**
- \_\_\_\_\_ 3. **Current CPR Card:**  
From either American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support), or the American Red Cross CPR for the Professional Rescuer. Students are expected to present a current CPR card on the FIRST DAY OF CLASS.
- \_\_\_\_\_ 4. **Medical Examination – With Satisfactory Results:**  
An applicant **must** submit a **complete** physical exam report signed by a physician (MD), Physician assistant (PA), or an Advanced Registered Nurse Practitioner (ARNP). A form will be provided and applicant will be given a deadline date for submission.
- \_\_\_\_\_ 5. **Current TB Test or Declination with X-Ray Results**
- \_\_\_\_\_ 6. **Current Immunization Record**  
An applicant **must** submit a **complete** and current immunization record **signed** by a primary care physician or Health Department Staff. A form will be provided and applicant will be given a deadline date for submission.

**Upon completion of all admission requirements, and acceptance into the CNA Program, the student must maintain a 2.0 GPA to continue in the program.**

➤ ***TO BE CONSIDERED FOR THE SPRING PROGRAM, applications must be completed (with all the above information) no later than October 15th. It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.***

➤ ***TO BE CONSIDERED FOR THE SUMMER PROGRAM AT THE GULF / FRANKLIN CAMPUS, applications must be completed (with all the above information) no later than the last working day in April. It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.***

➤ ***TO BE CONSIDERED FOR THE SUMMER PROGRAM AT THE PANAMA CITY CAMPUS, applications must be completed (with all the above information) no later than the last working day in April. It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.***

➤ **IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN COMMUNICATION WITH HIS / HER ADVISOR TO ENSURE THAT THE APPLICATION PACKET IS COMPLETE AND UP-TO-DATE WITH CURRENT ADMISSION REQUIREMENTS.**

***Notification of class selection will take place (via United States Postal Service) within four weeks after the application deadline date.***

**Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.**

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-872-3866.

# GULF COAST STATE COLLEGE – HEALTH SCIENCES DIVISION APPLICATION FOR ADMISSION

**HEALTH SCIENCES DIVISION**  
5230 West U.S. Highway 98  
Panama City, FL 32401-1058  
(850) 872-3827 or 913-3311  
FAX – (850) 747-3246

**GULF FRANKLIN CAMPUS**  
3800 Garrison Avenue  
Port St. Joe, FL 32456  
(850) 913-3317  
FAX – (850) 873-3524

## Certified Nursing Assistant (CNA) Program

**Select One:** \_\_\_\_\_ G/F; Spring Hybrid      \_\_\_\_\_ G/F; Summer      \_\_\_\_\_ PC; Summer

**Answer ALL Questions: Please TYPE or PRINT – (Please submit form as soon as possible)**

Name: \_\_\_\_\_  
First
Middle
Last
Maiden Name

Home Address: \_\_\_\_\_  
Street & Number
City
State
Zip
County

GCSC Student ID #: \_\_\_\_\_ SS#: \_\_\_\_\_ Male  Female   
*(absolutely must have this!)*

Permanent or Mailing Address (If different from above): \_\_\_\_\_

Preferred e-Mail: \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Business Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

### EDUCATION

**OFFICIAL TRANSCRIPT(s) must be received** by the Office of Admissions & Records.

**ALL schools and colleges attended must be listed** for the application to be complete. **Use additional sheets if necessary**

Name of School	Location of School	From (Month/Year)	To (Month/Year)	Did you Receive Diploma, Degree or Certificate?	What was your Major/Minor?
High School or GED:					
Vocational / Other Technical Program					
College or University:					
College or University:					

### LICENSES AND CERTIFICATION

Type	Issued by Which State or Agency?	License / Cert. Number	Date Issued/Expired

**CONTACT INFORMATION**

Please provide information about three people who will always know where to locate you:

Name	Mailing Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**HEALTH RELATED WORK EXPERIENCE and/or VOLUNTEER EXPERIENCE**

Use additional sheets if necessary

**1. EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_ Extension \_\_\_\_\_  
 Street & Number City State

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Nature of your Job Duties: \_\_\_\_\_  
 Mo./Yr. Mo./Yr.

Reason for Leaving \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

**2. EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_ Extension \_\_\_\_\_  
 Street & Number City State

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Nature of your Job Duties: \_\_\_\_\_  
 Mo./Yr. Mo./Yr.

Reason for Leaving \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING**

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission or falsification of information is cause for denial of admission to the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the student being allowed clinical placement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**RETURN APPLICATION TO:**  
Gulf Franklin Campus – Nursing  
Gulf Coast State College  
3800 Garrison Avenue  
Port St. Joe FL 32456

**IN CASE OF EMERGENCY NOTIFY:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**OR**  
Gulf Coast State College  
Health Sciences Division – Room 200  
5230 West U.S. Highway 98  
Panama City, FL 32401-1058

**GULF COAST STATE COLLEGE  
CERTIFIED NURSING ASSISTANT PROGRAM  
COST SHEET**

**Tuition: \$87.87** per vocational hour (in-state rate); Tuition rates are subject to change.  
**LAB FEES AND INSURANCE** approximately \$29 total

COURSE TITLE	VOCATIONAL HRS	TUITION (IN-STATE)
Health Careers Core	3	\$263.61
Basic Nursing Care	2.5	219.68
<b>Approximate Total for CNA Courses</b>	<b>5.5</b>	<b>\$483.29</b>

<b>REQUIRED BOOKS:</b> <i>(prices are approximate – subject to inflation – does not include tax)</i>		
TITLE	EDITION	COST
Textbook of Basic Nursing	10 <sup>th</sup>	\$109.95
<b>Approximate Total for <u>Required</u> Text :</b>		<b>\$109.95</b>

**NOTE:** *Approximate cost of **Learning Activity Guides (LAGs)** and **supplemental (optional) books** is **\$65.00**. You are encouraged to purchase supplemental books, as they are books that will assist you throughout your nursing education. LAG's and textbooks are available through the Gulf Coast State College Bookstore and at the Gulf/Franklin Campus.*

**NOTE:** **Fees are approximate and subject to change**

<b>UNIFORM</b>		
<b>Students are required to wear a standard white uniform.</b>		
<b>Uniforms are special order.</b>		<b>Approximate Cost of Two Uniforms</b>
<i>Male</i>	Two Uniforms ( <i>White Top and Black Pants and White Lab Coat</i> )	71.15
<b>Female</b>	Two Uniforms ( <i>White Top and Black Pants and White Lab Coat</i> )	67.95
<b>ACCESSORY ITEMS</b>		
<i>The following items may be purchased at a variety of vendors.</i>		
White Hose, duty shoes ( <i>cost variable depending on style, etc.</i> )		60.00
Stethoscope (style must have bell & diaphragm)		25.00
Black Ballpoint Pen		1.50
Watch with second hand ( <i>cost variable depending on style, etc.</i> )		and up 20.00
Warm-up jacket ( <i>optional</i> )		25.00
Protective Eye Goggles - OSHA approved ( <i>optional</i> )		(approx.) 6.00
<b>MISCELLANEOUS</b>		
Background Check (must be done through/at GCSC)		85.00
10-panel Drug Screen		33.00
Hepatitis B Vaccination Series		170.80
Physical Exam required at beginning of nursing program		150.00
CPR for Healthcare Provider Certification (includes textbook for class)		70.00

## IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

### Criminal Background Checks

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC and be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his/her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website ([www.doh.state.fl.us/](http://www.doh.state.fl.us/)) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

**Please read the following information carefully:** Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and/or clinical rotations. The statute listed below can also be found online:

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0400-0499/0456/Sections/0456.0635.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html)

### **456.0635 Health care fraud; disqualification for license, certificate, or registration.—**

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
  - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
    1. For felonies of the first or second degree, more than 15 years before the date of application.
    2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
    3. For felonies of the third degree under s. 893.13(6)
      - (a) more than 5 years before the date of application;
      - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
      - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
      - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
      - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.



July 1, 2012

Individuals who are considering entering the nursing profession and who have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current Florida law.

The Board of Nursing makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the board staff and possibly referred to the Board of Nursing for action.

Each application is reviewed on its own merit. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules change over time. Applications that involve violent crimes and repeat offenses are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

The Board may issue a license under conditions such as placing the license on probation with supervision, requiring additional education, or the Board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and possibly to sign a contract with the Intervention Project for Nurses (800-840-2720).

Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for students to complete the required clinical hours in order to obtain a nursing degree; therefore making such a student ineligible for licensure in Florida.

The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

#### **Important Notice for Initial Licensure Applicants and Renewals:**

Pursuant to [Section 456.0635](#), Florida Statutes, you are being notified that effective July 1, 2012, health care boards or the department shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters [409](#), [817](#), or [893](#), Florida Statutes; or [21 U.S.C. ss. 801-970](#) or [42 U.S.C. ss 1395-1396](#), or similar offenses in other state. unless the sentence and any probation or pleas ended more than 15 years prior to the application for 1<sup>st</sup> and 2<sup>nd</sup> degree felony; 10 years prior to the application for 3<sup>rd</sup> degree felony; and 5 years prior to the application for 3<sup>rd</sup> degree felony under Section [893.13\(6\)\(a\)](#).
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years).

**The Florida Board of Nursing receives numerous questions from applicants regarding prior criminal offenses. The following are the most frequently asked questions:**

- Question:** What types of crimes must be reported on the application?  
**Answer:** All convictions, guilty pleas and nolo contendere pleas must be reported, except for minor traffic violations not related to the use of drugs or alcohol. This includes misdemeanors, felonies, "driving while intoxicated (DWI)" and "driving under the influence "(DUI)." Crimes must be reported even if they are a suspended sentence.
- Question:** Can a person obtain a license as a nurse if they have a misdemeanor or felony crime on their record?  
**Answer:** Each application is evaluated on a case-by-case basis. The Board of Nursing considers the nature, severity, and recency of offenses, rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.
- Question:** Do I have to report charges if I completed a period of probation and the charges were dismissed or closed?  
**Answer:** Yes. Offenses must be reported to the Board even if you received a suspended sentence and the record is now considered closed.
- Question:** What types of documentation do I need to submit in support of my application if I have a prior criminal record or license discipline?  
**Answer:**
- Official court document(s) regarding each of your criminal offenses, showing the date(s) and circumstance(s) surrounding your arrest(s), sections of the law violated, and disposition of the case. This includes the complaint or indictment, the judgment, order of probation, docket sheet or other documents showing the disposition of your case(s). You may obtain these documents at the clerk of court where the offense(s) occurred.
  - Copies of documents regarding disciplinary action taken against any healthcare license. The documents must come from the agency that took the disciplinary action.
  - A detailed description in your own words of the circumstances surrounding your criminal record or disciplinary action. Include a description of the changes in your lifestyle since the time of the offense(s) which would enable you to avoid future incidents. List factors in your life, which you feel, may have contributed to your crime or disciplinary action and what you have learned.

**Note:** The burden of proof lies with the applicant to demonstrate evidence of positive lifestyle changes. Examples include, but are not limited to:

- Documented evidence of professional treatment and counseling you have completed. Provide a discharge summary, if available.
- Letters of professional recommendation on official letterhead from employers, nursing program administrators, nursing instructors, health professionals, professional counselors, support group sponsors, parole or probation officers, or other individuals in positions of authority.
- Proof of community service, education and self-improvement.
- Court-issued certificate(s) of expungement, proof of compliance with criminal probation or parole.

**Applicants with previous arrest(s) or disciplinary action on a license will not be authorized to practice nursing until all documentation is cleared by staff or reviewed by the Board.**