Fall 2017 Application Packet

Post-Master’s Certificate
(Nurse Educator & Family Nurse Practitioner)

Updated 11/30/16
Dear Applicant,

Thank you for your interest in Ball State University’s Post-Master’s Certificate (PMC) program. We are excited you are interested in earning your PMC from Ball State University. We offer two certificates: Nurse Educator, and Family Nurse Practitioner.

The application cycle for the Fall 2017 semester runs December 9, 2016 - February 9, 2017 and is for both certificates.

In this Fall 2017 Application Packet you will find information about the application process as well as the supplemental materials required for application. A separate Information Packet about the PMC is also available on the School of Nursing website and contains additional information about the program including: program expectations, clinical information, and frequently asked questions, etc. It is strongly recommended, prior to applying, applicants also read the Information Packet.

There are a few things to be aware of about the PMC program:

- The PMC program is only available to Indiana residents who hold an active Indiana nursing license
- All clinicals for the PMC program must be completed within the state of Indiana
- The PMC program is not eligible for federal aid

Before starting the application process, all applicants need to read both the Fall 2017 Application Packet and the Information Packet. If after reviewing all of the information you still have questions about the program please do not hesitate to contact the Graduate Advisor, Shantelle Estes, at smestes@bsu.edu or by phone at 765-285-9130. You will also want to save a copy of this packet for future reference.

We look forward to working with you in the near future!

Sincerely,

The Post-Master’s Certificate Program Staff
**APPLICATION PROCESS**

1) **Application cycle**
2) **On-campus requirement**
3) **Who is the FNP Certificate designed for?**
4) **How to apply**
5) **Supplemental materials for the School of Nursing**
6) **How to submit your supplemental materials**
7) **Application checklist**
8) **What to expect after the deadline**
Please do not start the application process until you have read this packet in its entirety, as well as the Fall 2017 Information Packet located on the School of Nursing website.

Fall 2017 Application Cycle for all Post-Master’s Certificates

December 9, 2016 - February 9, 2017

There are two (2) applications that must be completed. Both applications have supplemental materials that must be submitted before the application will be reviewed.

Submitting an application does not guarantee admittance into any program. Applications to both the Graduate School and the School of Nursing are only good for one semester; therefore both applications must be for the same semester and year.

On-Campus Requirement

* New for Fall 2017 - Effective Fall 2017, all students admitted into the Master’s Nursing Program and Post-Master’s Certificate are required to attend an on-campus orientation prior to starting the program.

Students are responsible for any travel-related expenses incurred with attending the orientation.

The orientation days for students admitted for the Fall 2017 semester are:

Friday, May 19, 2017

and

Friday, June 9, 2017

Students are only required to attend one of the days. The specific times of the orientations will be announced at a later time. RSVPs for the orientation time will be done on a first-come, first-served basis after admission decisions have been made and all responses have been received. Students should plan to be available both days in case their first choice is full.

In the orientation students will benefit from:

- Meeting the Master’s Nursing program faculty and staff
- Learning about the resources available to online students
- Becoming acquainted with the Health Clearance procedures and software used for tracking compliance
- Becoming acquainted with the Community of Master’s Students
- Learning about the registration process for nursing students
- Learning more about the requirements for your specific concentration
- Touring the Ball State campus
- Networking with fellow classmates
Who is the FNP Certificate Designed for?

The FNP Certificate is designed for:

- Applicants who hold a Master’s Degree in Nursing, but are not Nurse Practitioners
- Masters prepared nurses who are Adult NPs or Adult-Gero NPs wishing to become eligible to sit for one of the FNP certificate exams.

How to Apply

School of Nursing Application

Master’s Program Application will only be available on the School of Nursing website during the application cycle. This form will be submitted electronically. It is recommended applicants list their personal email address on the application and not their work or school email address as they may not always have access to those email accounts upon graduation or if they switch jobs.

The application will be posted online, after the start of the business day, on the first day of the application cycle. Should the application cycle begin on a weekend the application will be posted on the following Monday. The application will be available until, the close of the business day, on the last day of the application cycle. If the deadline falls on a weekend then the application will be made available until the close of the business day on the following Monday.

Once your School of Nursing application has been received you will receive an email confirmation from the Graduate Advisor within two business days. If you do not receive a confirmation email please contact the Graduate Advisor as your application may not have been received and may need to be resubmitted. If your application has been successfully submitted you should receive a copy of the completed application at the email address you provided on the application. The list of required supplemental materials for the School of Nursing is listed on the next page.

Graduate School Application

The Graduate School application is currently available on the Graduate School website. Submitting the Graduate School application and supplemental materials (application fee and official transcripts) early is strongly recommended. (The Graduate School review process can not start until all required items have been received.) Meeting the requirements of the Graduate School does not guarantee admission into the School of Nursing.

Once an applicant’s Graduate School application and all supplemental materials have been received their file will go though a review and clearing process. Applicants must complete the application process and be cleared for graduate studies at Ball State University by the School of Nursing application cycle deadline. Applicants who are cleared by the Graduate School after the Nursing application cycle has ended will not be considered for admission.

The review process may take several weeks to complete depending on the volume of applications received by the Graduate School. Please plan on having all of your materials submitted to the Graduate School at least one month prior to the School of Nursing application deadline. Questions regarding the Graduate School application or transcript submission should be directed to the Graduate School.
Transcripts
Request official transcripts, from all colleges and universities you attended, to be sent directly to the Graduate School. (You do not need to submit Ball State transcripts) Transcripts may be submitted by mail or electronically. Please plan on having all of your transcripts submitted to the Graduate School at least one month prior to the School of Nursing application deadline. Submitting transcripts to any other office other than the Graduate School will delay your application process. Applicants are responsible to make sure their transcripts were received by the Graduate School.

Ball State University Email Address
After applying to the Graduate School you will receive a couple of emails from the Graduate School and the HelpDesk@bsu.edu which will contain information about your username and password. These emails will be sent to the email address you provided on your Graduate School application. You will need to monitor your inbox as well as your junk mail folder so you do not miss these important emails. When you receive these emails please read them carefully and immediately take the necessary steps to set up your BSU email address.

It is important you set up your username and password within 30 days of receiving the Help Desk email.

You will need to retain your username and password for future use as it is needed for those admitted into the School of Nursing.
1) **Print out of applicant’s registered nursing license e-verification** which includes the applicant’s name, license number, expiration date, current status, and disciplinary action. Visit the Indiana state’s e-verification website and print out your information. Copies of your card will not be accepted. The e-verification website for Indiana is: [https://mylicense.in.gov/eVerification/](https://mylicense.in.gov/eVerification/)

2) **Entry Disclosure of Criminal Background Form** *(located at the end of this packet)*

3) **Essay/Personal Statement**
   Applicants will need to address why they are interested in pursuing their PMC from Ball State University.

   The essay should be a maximum of two (2) pages. The purpose of the essay is to provide the Admissions and Progressions Committee insight into why you choose Ball State for your certificate program and to evaluate your written communications skills.

4) **Three (3) recommendation forms** *(located at the end of this packet):* All recommendations forms are to be in sealed and signed envelopes from the recommender. Each recommendation form must be submitted in a sealed envelope with the recommender’s signature across the sealed flap. Envelopes not sealed or without a signature across the flap will not be accepted.

   Recommenders are to return the completed form in a signed and sealed envelope to the applicant. The applicant is responsible to check and make sure the envelope has been sealed and signed by the recommender. The applicant is also responsible to submit the signed and sealed envelopes along with the rest of their supplemental materials.

   Recommendation forms must meet the following criteria:

   - **If employed in a nursing capacity:** one must be from the applicant's current supervisor
   - **If still in school:** one must be from a current or former nursing faculty member
   - **If still in school, but not currently employed in a nursing capacity:** two must be from current or former nursing faculty members
   - At least two of the three references must be from health care professionals
   - At least two of the three references must hold a Master’s degree or higher
   - Family and friends are not appropriate to use for recommendations.

   Applicants are responsible for making sure the individuals they select as recommenders meet the above requirements. Do not assume that your recommenders, including direct supervisors, hold a Master’s degree or higher. If you are unsure of your recommender’s highest level of education, ask them.
How to Submit Your Supplemental Materials for the School of Nursing

1) Due to the volume of applications received, in order to accurately track and process your application, items #1, #2, #3, & #4, listed on the previous page, must be mailed together in one envelope. Failure to include all items in one envelope will result in an incomplete application packet and will not be considered for admission.

2) Any supplemental nursing materials submitted prior to the start of an application cycle or after an application cycle has ended will be discarded.

   The application cycle for the Fall 2017 semester is December 9, 2016 - February 9, 2017

All of your supplemental materials required for the School of Nursing should be submitted to the address listed below.

All supplemental materials must be received in the School of Nursing by the close of business day on the last day of the application deadline. If the application deadline falls on a weekend all application materials must be received in the School of Nursing by close of the business day on the following Monday. Close of business day is 5 p.m. (September - April) and 4 p.m. (May—August). Please allow adequate time for mailing and delivery of the materials.

Once mail is received on the Ball State University campus it is delivered to a “central receiving” office, from there it is sorted and delivered to the appropriate offices. This sorting and delivery could take up to 4 days to complete, so please allow extra time for your package to be delivered to the School of Nursing once it arrives on campus.

It is strongly recommended that you submit your application packet (2-3 weeks) prior to the deadline so there is time to resubmit any incomplete items if necessary.

It is also recommended you purchase a tracking option when mailing your supplemental materials to ensure your package was received.

Do not submit extra materials with your application packet such as resumes, awards, certifications, extra reference letters or forms, etc.

The School of Nursing is not responsible to notify applicants if their application is incomplete or contains outstanding documents. Applicants are welcome to check on the status of their School of Nursing application by emailing the Graduate Advisor, Shantelle Estes, directly at smestes@bsu.edu.

Address to Submit Supplemental Materials

Shantelle Estes, Graduate Advisor
ATTN: PMC Admissions
School of Nursing, CN 419D
Ball State University
2111 W. Riverside Ave
Muncie, IN 47306
**Application Checklist**

Below is a check sheet that will help you make sure that you have submitted all of your required materials so that your file will be ready for the review committee once the School of Nursing deadline arrives.

This checklist is for your personal use. Please do not submit it with your materials to the School of Nursing.

<table>
<thead>
<tr>
<th>✓</th>
<th><strong>Items required for a complete application:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submit Graduate School application online</td>
</tr>
<tr>
<td></td>
<td>Pay Graduate School application fee</td>
</tr>
<tr>
<td></td>
<td>Submit official copy of all transcripts to the Graduate School.</td>
</tr>
<tr>
<td></td>
<td>Submit School of Nursing application online</td>
</tr>
<tr>
<td></td>
<td>Print out of license e-verification with my name, license number, expiration date, current status, and disciplinary action from Indiana’s e-verification website.</td>
</tr>
<tr>
<td></td>
<td>Entry Disclosure of Criminal Background Form</td>
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<tr>
<td></td>
<td>Essay/Personal Statement - maximum of 2 pages</td>
</tr>
<tr>
<td></td>
<td>Reference #1 - envelope has been sealed and signed by recommender</td>
</tr>
<tr>
<td></td>
<td>Reference #2 - envelope has been sealed and signed by recommender</td>
</tr>
<tr>
<td></td>
<td>Reference #3 - envelope has been sealed and signed by recommender</td>
</tr>
</tbody>
</table>

**What to Expect After the Deadline**

After the February 9th deadline all complete applications will be collected and given to the Admissions & Progressions Committee. The committee will review the applications and make all admission decisions. Please allow a minimum of 6-8 weeks, after the February 9th deadline, before you are notified of your admission decision.

All applicants will be notified of their admission decision via the email address provided on their School of Nursing application. Applicants are responsible to monitor their “junk” folder in their email as sometimes the emails are delivered there instead of to their inbox.

Students accepted into the program will be required to accept or decline their seat by the deadline set by the committee. Deadline extensions or exceptions are not given for emails delivered to junk folders or non-working email addresses. After students have officially accepted their seat in the program they will receive additional information about how to sign up for the required on-campus orientation.
Admitted students will need to meet all required health clearance requirements, criminal background check, and other requirements for clinical practice. The required documentation and forms must be submitted by the deadline(s) set by the Admissions & Progressions Committee. Non-submission of all required documentation may result in the student’s admission offer being rescinded.

The cost for purchasing the required background check, the medical document tracker, and other requirements is estimated to be about $160. Admitted students should plan for and expect to purchase these items in mid-July.

Below is a list of the items that are currently required by the School of Nursing for health clearance purposes. Additional information about each of these will be provided once admitted into the program.

<table>
<thead>
<tr>
<th>T-DAP (Tetanus, Diphtheria, Annual influenza, Pertussis)</th>
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<tbody>
<tr>
<td>Varicella</td>
</tr>
<tr>
<td>One of the following is required: 2 vaccinations OR positive antibody titer (lab report required)</td>
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<tr>
<td><em>Hepatitis B</em></td>
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<tr>
<td>One of the following is required: 3 vaccinations OR positive antibody titer (lab report required)</td>
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<tr>
<td><em>Measles, Mumps &amp; Rubella (MMR)</em></td>
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<tr>
<td>One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required)</td>
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<tr>
<td><em>TB Skin Test</em></td>
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<tr>
<td>One of the following is required: A 2 step test OR a clear Chest X-Ray (with lab report).</td>
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<tr>
<td><em>CPR Certification</em></td>
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<tr>
<td>Must be the American Heart Association Healthcare Provider course OR American Red Cross Professional Rescuer course.</td>
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<td><em>HIPAA</em></td>
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<td>Annually complete form and upload or upload proof of current training without expiring.</td>
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<td><strong>Entry Into Program 7 Year Disclosure of Criminal Background Form</strong></td>
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<td><strong>1 Year Disclosure of Criminal Background Form</strong></td>
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<tr>
<td><strong>Informed Consent</strong></td>
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<tr>
<td><strong>Standard Precautions</strong></td>
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<tr>
<td><strong>Influenza Vaccine</strong></td>
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<tr>
<td><strong>RN License</strong></td>
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Ball State University - Post-Master’s Certificate Program - Application Packet for Fall 2017
SUPPLEMENTAL FORMS
TO BE SUBMITTED

1) CRIMINAL HISTORY DISCLOSURE (1 PAGE)
2) REFERENCE FORM (2 PAGES)
Entry Disclosure of Criminal Background for Post-Master’s Certificate Program

Please read and be honest when completing disclosure. Complete disclosure in ink.

Track applying for: (check one)  ☐ Family Nurse Practitioner  ☐ Nurse Educator

1) NAME OF STUDENT (print): __________________________________________________________

2) MAIDEN NAME IF APPLICABLE (print): ______________________________________________

3) ENTER ALL OTHER NAMES USED (print): ______________________________________________

4) DATE OF BIRTH: __________________________________________________

5) List all States, Counties, and Countries you have resided in for the past seven (7) years to current and the dates of residency.

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Country (other than U.S.A.)</th>
<th>Date by Years (FROM date—TO date/present)</th>
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</tbody>
</table>

6) Have you even been arrested or received a citation for any misdemeanor charges?  (Circle)  YES / NO

7) Have you even been convicted of any misdemeanor charges?  (Circle)  YES / NO

8) Are there any current pending misdemeanor charges that have been filed against you?  (Circle)  YES / NO

9) Have you even been arrested or received a citation for any felony charges?  (Circle)  YES / NO

10) Have you even been convicted of any felony charges?  (Circle)  YES / NO

11) Are there any current pending felony charges that have been filed against you?  (Circle)  YES / NO

12) Have you entered into a prosecutorial diversion or deferment agreement regarding any offense, misdemeanor, or felony?  (Circle)  YES / NO

13) If you answered yes to any of the above questions, list all criminal arrests, citations, and convictions you have received by year, as well as any current pending criminal charges that have been filed against you. State requirement of probation, deferral program or diversion program if applicable. List city & state of each criminal arrest, citation, and convictions as well as any pending criminal charges:

___________________________________________________________________________________________________________________

13) If you answered “yes” to any questions above, when was the case dismissed? ____________________________________

A) You are required to submit official documents from court stating “case dismissed” with date of dismissal. All case dismissed documents must be submitted with the rest of your supplemental materials for the School of Nursing.

14) I understand that providing false information regarding my criminal history, failing to disclose requested information regarding my criminal history, or not successfully passing any required criminal history check may result in the my offer of admission being rescinded, or a failure to be approved for required placement assignments, and as such may result in my inability to progress through the BSU School of Nursing programs, as such required placements are prerequisites to the completion of any School of Nursing degree.

Date: ____________________  Signature: ______________________________________________

Ball State University - Post-Master’s Certificate Program - Application Packet for Fall 2017
Fall 2017 - Recommendation Form for Post-Master’s Certificate Program

This form should be completed in ink and only the original form will be accepted. Incomplete forms or forms that have been emailed, photocopied, faxed, scanned, or contain electronic signatures will not be accepted. Applicants who will be mailing forms to their recommenders should also provide the recommender with a self addressed stamped envelope for an easy return.

TO BE COMPLETED BY APPLICANT

NAME: __________________________________________________ (please print)

I am applying for: (check one)  ☐ Family Nurse Practitioner  ☐ Nurse Educator

Right to Access: Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those persons writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendations will remain confidential. It is the applicant’s option to waive the right to access these recommendations or to decline to do so. Please indicate your choice below and sign.

_____ I waive my right to review this recommendation.  _____ I do not waive my right to review this recommendation.

Applicant Signature: _________________________________________________________ Date: __________________________

TO BE COMPLETED BY RECOMMENDER

You are requested to complete the information below, seal it in an envelope with your signature across the sealed flap, and then return it to the applicant for submission. Please note, envelopes not sealed or without a signature across the flap will not be accepted.

I am the applicant’s:  ☐ Current Supervisor  ☐ Current or Former Nursing Faculty  ☐ Other (list):

I have known the applicant for _____ years _____ months in the capacity indicated above.

NAME: (please print) __________________________________________________________ DATE: __________________________

EMPLOYER: __________________________________________________ POSITION: __________________________________________

ADDRESS: ________________________________________________________________

DAYTIME PHONE: __________________________ HIGHEST LEVEL OF EDUCATION OBTAINED: __________________________

RECOMMENDER’S WORK EMAIL: (please print) __________________________

SIGNATURE OF RECOMMENDER: __________________________

Why do you believe the above applicant should be selected for Ball State University’s Nursing Post-Master’s Certificate Program?

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

Please provide any additional comments regarding this applicant:

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________
Comparing to other students at this level, please rate the applicant on a scale from 1 (low) to 9 (high) on the following professional, academic, and personal attributes by circling the number that best reflects your assessment of the applicant.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>No Basis for Judgment</th>
<th>Low</th>
<th>Average</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership potential</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Professional networking skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Self-confidence</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to accept responsibility for actions</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to accept criticism</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Current nursing knowledge</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Communication skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to make sound decisions</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to follow verbal and written instructions</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to meet deadlines</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Judgment</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to adapt to change</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Critical reading skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Teaching potential</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Cooperativeness</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to work independently</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Reliability</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Interactions with clients and families</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Interactions with co-workers</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Depth of knowledge in proposed field of study</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to follow through on commitments</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Professional writing skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to work in a group setting</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Time management skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>APA writing skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Experience in online learning environments</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Computer proficiency (specifically with Microsoft Office, Email, Internet Navigation)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Overall Recommendation (check one):**
- [ ] Highly Recommend
- [ ] Recommend
- [ ] Recommend with Reservations
- [ ] Not Recommended