Dear Prospective Student:

Thank you for your inquiry regarding the MSU Master of Science in Nursing – Nurse Educator Program. This program is an innovative, online program that provides registered nurses with a Bachelor of Science in Nursing who wish to advance their career. This program also offers a specialization in the area of nurse educator.

Students within this program must complete MSN requirements, which total 14-17 hours and includes a research component. In addition to the MSN coursework, you will also complete coursework toward the specialization of nurse educator. The nurse educator specialization requires students to complete an additional 20 hours of coursework. All nursing courses are available via the Internet. The MSN program is accredited by the Commission on Collegiate Nursing Education (CCNE).

The enclosed information outlines the admission process. Please contact the Missouri State University School of Nursing at 417-836-5310, or toll free at 877-728-0001, if you wish to schedule an appointment with the nursing admissions coordinator or if we can assist you in any way.

We wish you the best in your academic endeavors.

Sincerely,

Jo Ellen Branstetter-Hall, PhD, RN

MSN-NE Program Director
Application Requirements

☐ Admission to Graduate College of Missouri State University (http://graduate.missouristate.edu)

Deadlines for Completed Application (at 5PM CST on the following dates):
July 1 for fall admission – December 1 for spring admission – May 1 for summer admission

Date of Application: ___________________________

Please check mark one of the following:  ☐ MSN-NE  ☐ Post Master’s Certificate

Plan of study:  ☐ Full-time (9 or more credits/semester)  ☐ Part-time

Semester Start Date: ____________________________

Part A. Identification Information

☐ Mr.  ☐ Mrs.  ☐ Ms.  ☐ Other ____________________________

Legal Name (on RN License): Last ____________________________ First ____________________________

Middle Name ____________________________  Maiden Name ____________________________

Preferred First Name ____________________________

Date of Birth: ____________________________

Social Security Number: ____________________________

MSU BearPass Number: ____________________________

Address: ____________________________

(Street and Number) (City) (State) (Zip Code)

State of Legal Residence: ____________________________

Primary Phone Number: _______ - ____________________________  ☐ Home  ☐ Mobile  ☐ Work
Secondary Phone Number: ______ - __________________________ ☐ Home  ☐ Mobile  ☐ Work

Email Address: ________________________________

** Your Social Security Number is optional for the application; however, if you are admitted into the program, it is required for grants, scholarships, and financial aid.

**After submission of your application, check your email often for important updates on the application process.

PREVIOUS EDUCATIONAL PREPARATION (Nursing Schools & Colleges in chronological order):

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<tr>
<th>Name of School</th>
<th>Address</th>
<th>Length of Time</th>
<th>Date of Graduation</th>
<th>Degree or Certification</th>
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Part B. Education History

1. Please list nursing schools and colleges in chronological order:

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<tr>
<th>Name of Institution</th>
<th>Date of Graduation</th>
<th>Cumulative GPA</th>
<th>Degree or Certification</th>
<th>NLNAC Accredited (Yes/No)</th>
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Part C. Professional Information

1. Prove RN license for each state in which you hold a license:

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<th>State</th>
<th>License Number</th>
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2. Have you ever had an action taken against your license: ☐ Yes ☐ No
   a. If yes, please attach separate documentation explaining the situation and resolution including date of action.

3. Have you ever been convicted of a felony, drug or alcohol offense, or action against another person? This includes any conviction with records expunged: ☐ Yes ☐ No
   a. If yes, please attach separate documentation explaining the situation and resolution including date of action.

Part D. Curriculum Vitae/Resume

1. Please attached a CV or Resume that includes the following information, in chronological order from most current to least current with dates:
   a. All higher education institutions attended, including degrees earned
   b. Nursing work experience, and/or employment history
   c. Leadership experience
   d. Community service
   e. Previous scholarships

Part E. Application Verification

I certify that the information provided in this application is true and complete. I understand I cannot withhold requested information, with the exception of information designated as optional. Giving false information may make me ineligible for admission and enrollment and may result in termination from the program.

_____________________________________________  _______________________
Signature of applicant  Date
Admission Checklist
Submit ALL of the following documentation with application

☐ Completed MSN application

☐ Application Fee of $50.00 (pay online at https://commerce.cashnet.com/NursingDept)

☐ GRE Score (if cumulative GPA is less than 3.0)

☐ Curriculum Vitae/Resume (see requirements on page 4)

☐ Copy of RN license without disqualification in state of practice

☐ Proof of vaccination (series of two) for, or immunity titer to, Varicella (chicken pox)

☐ Documented immunity of measles, mumps, and rubella by titer OR MMR immunization as an adult

☐ Evidence of vaccination (must complete series of 3 vaccinations) for, or immunity titer to, Hepatitis B

☐ Evidence of tetanus vaccination (within 10 years)

☐ Proof of negative TB status (within 1 year) or medical follow-up if positive (renewed annually)

☐ Influenza vaccination documentation for clinicals (renewed annually)

☐ Proof of current American Heart Association BLS for Healthcare Providers certification (front and back)

☐ Family Care Safety Registry: http://health.mo.gov/safety/fcsr (print sheet confirming registration)

Additional documentation and items needed after the above documentation is reviewed:

☐ Criminal background check (School of Nursing will email you information regarding check)

☐ Urine drug screening (School of will email you information regarding screening)

☐ Proof of professional liability insurance (minimum limits of $1,000,000 each occurrence and $3,000,000 aggregate)

☐ Proof of current health insurance

☐ Blood Borne Pathogens training online (renewed annually)

☐ HIPAA Missouri State University training online

☐ Signed Student Disclosure Form (renewed every two years)

☐ Purchase Polo Shirt for clinicals

☐ Purchase Name Badge for clinicals

☐ Pay fee for tracking software (Typhon) $50.00
Technology and Proficiency Requirements

By initialing below, you acknowledge that you are proficient or will become proficient by the start of the program in the following computer skills:

_____ Have access to a computer with high-speed internet connection.
    • The computer or laptop should have, at the very least, i3 core processing speed with at least 250 GB hard drive and 4 GB of RAM available
    • The computer should be running Windows 7 or higher or Mac OS X 10.10 (Yosemite) or higher
    • The computer should have internet connection capabilities of NIC (10/100BASE-T Ethernet) and Wireless NIC (802.11 B/G/N)
    • The internet connection should, at the very least, have an upload and download speed of 6 Mbps. This can be assessed for free by using www.speedtest.net. Do not rely on corporate computers for this access. Many times, content will be blocked by a firewall

_____ Have basic web search and browsing skills specifically using Google Chrome and/or Mozilla Firefox. (Know what browser you are using, understand how to open and close new browser windows or tabs, and understand how to override pop-up blockers)

_____ Have basic file management skills (create/locate/delete/move a file or folder on your computer)

_____ Understand various file formats (.doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, etc.) and able to follow instructions on the type of file preferred by your instructor for the course.

_____ Understand and have access to a basic cloud storage system for document backup. (e.g. Google Drive, One Drive, DropBox, or Box.net.)

_____ Have a 16 GB USB drive available for use for document transportation and back up storage

_____ Search for and obtain articles from online databases, the university library, and interlibrary loan

_____ Be able to use Microsoft Office software to create documents, spreadsheets or presentations, edit them, save them, scan them, convert them to other formats as needed, print them and email them as attachments or upload them to the
    • Blackboard instruction provided in orientation