

Nursing Program Application Checklist

All application materials are due by Wednesday, January 15, 2025, 11:59 PM.

Applicants are recommended to use this checklist and informational sheet to ensure they have all required materials for the Nursing Application (Intent to Apply to a Nursing Program Form). The Nursing Application and other required documents received after the deadline will be considered late and will not be accepted.

#	Required Nursing Admissions Documents
1	Nursing Application (Intent to Apply to Nursing Program Form)
2	ATI TEAS Exam transcript with a minimum score at the Proficient level (58.7% or higher)
3	Transcripts <ul style="list-style-type: none"> • University of Hawai'i (UH) Unofficial STAR Transcripts • and if applicable, Non-UH Transcripts, if transfer courses are not already listed in STAR
4	Nursing Program Admission Criteria Point Allocation Worksheet

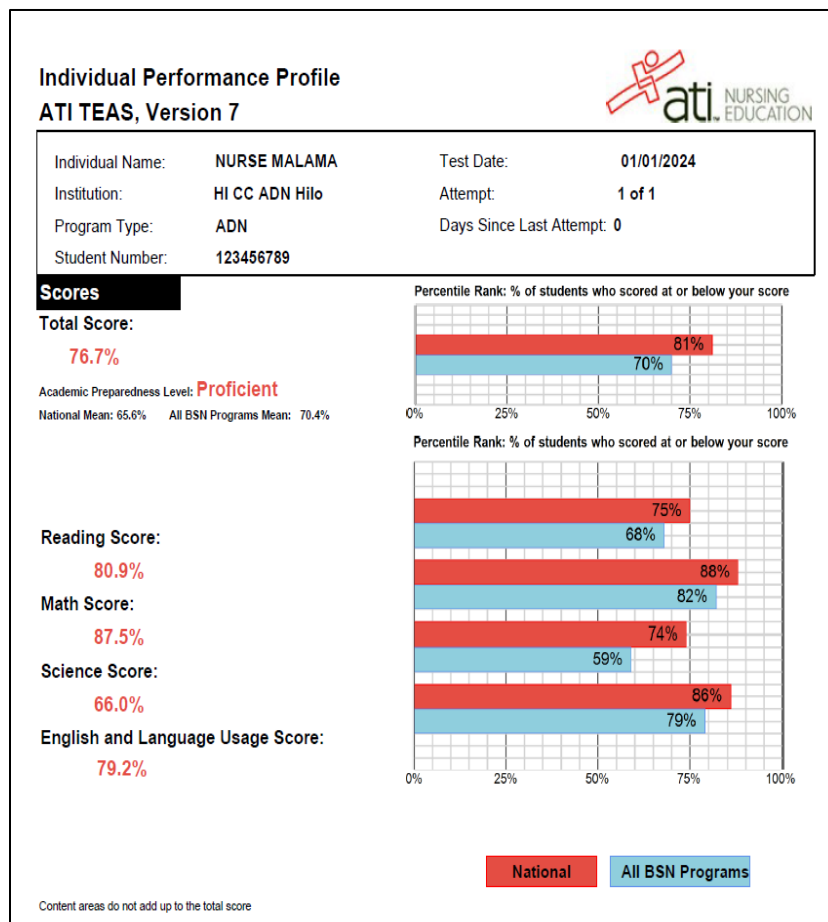
#	Supporting documents required for Criteria #3 on the Nursing Program Admission Criteria Point Allocation Worksheet.
1	Transcript showing conferred AA/AS/AAS or higher degree
2	Copy of DD214 Form (for veterans)
3	Proof of health care employment on organization letterhead that indicates: <ul style="list-style-type: none"> • Position title • Dates employed • Employed full-time or part-time • Name and contact information of the supervisor, Human Resources or other staff member who wrote the proof of employment letter • Do <u>NOT</u> submit paystubs or documents with Social Security Numbers
4	Copy of Current/Active Healthcare Certification or License (if applicable)

NURSING APPLICATION

The Nursing Application (Intent to Apply to a Nursing Program Form) can be found at: <http://www.hawaii.hawaii.edu/nursing/apply>. Please review the entire online form before starting it to ensure you have access to upload all of the required documents.

ATI TEAS EXAM

For information about the ATI TEAS, testing dates, how to register for it, etc., go to: <http://hawaii.hawaii.edu/nursing/TEAS>. After you have completed your ATI TEAS, upload a pdf document of your **Individual Performance Profile** to the Nursing Application. The Individual Performance Profile (see example below) can be downloaded from your ATI TEAS account at <https://www.atitesting.com/>.

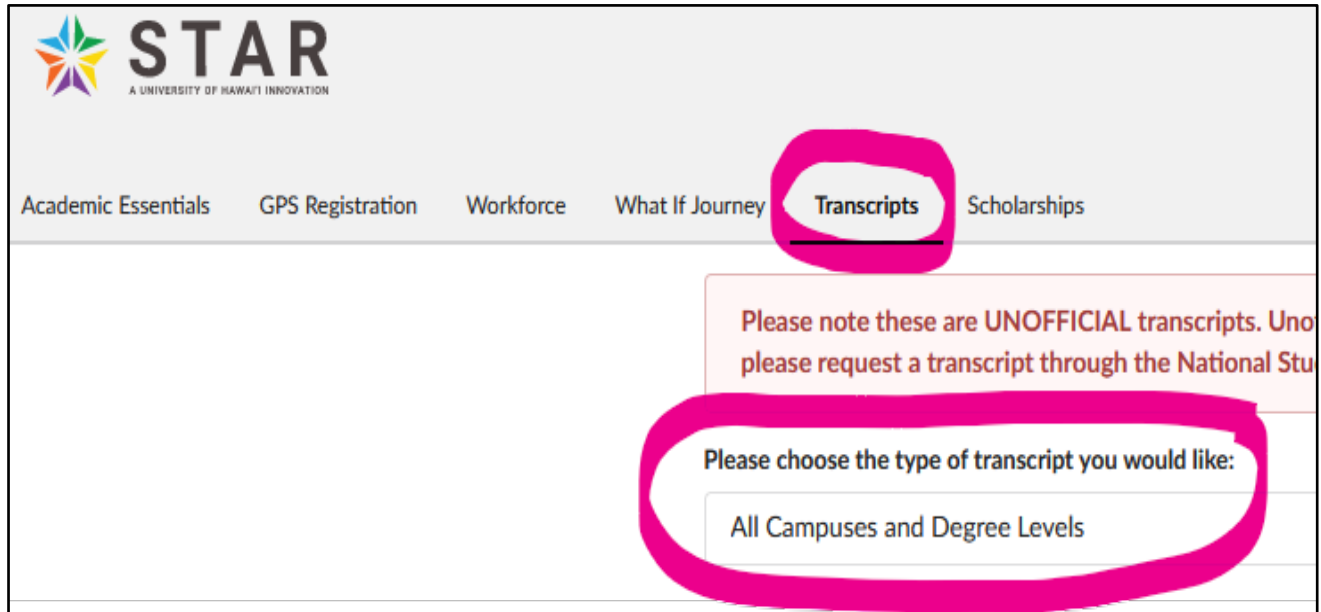


ATI TEAS TRANSCRIPT

As a reminder, purchase of an official TEAS transcript is necessary if you took the TEAS exam at a different institution than Hawai'i CC. ATI provides one complimentary official transcript when you first register for the TEAS. Official transcripts are purchased in your ATI TEAS account at <https://www.atitesting.com/>. Once you have logged into your TEAS account, select the **MY RESULTS** tab. Then click **SEND TRANSCRIPT**. The Hawai'i CC institution code is **HICC ADN** or **HICC PN**.

TRANSCRIPTS

For the University of Hawai'i (UH) Unofficial STAR Transcripts, upload a pdf copy of your **STAR "Combination Transcript by Department"** for **All Campuses and Degree Levels**. Carefully review your STAR Transcript to ensure that **ALL** prerequisite courses are listed! If applicable, also attach a copy of your official non-UH transcripts, if the non-UH transcripts have not already been processed by the Admissions and Records Office and/or are not already included in the STAR transcript. See the images below to determine how to find your STAR Combination by Department transcripts at www.star.hawaii.edu.



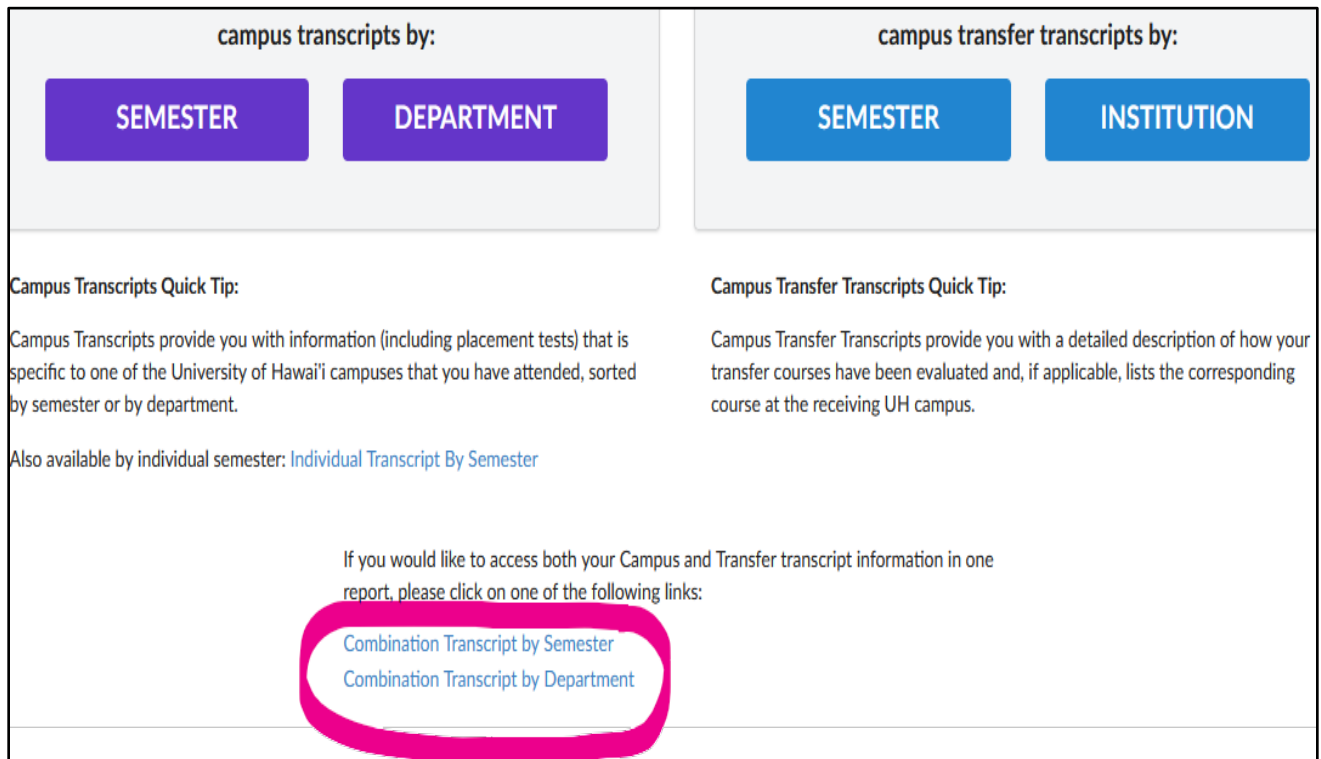
STAR
A UNIVERSITY OF HAWAII INNOVATION

Academic Essentials GPS Registration Workforce What If Journey **Transcripts** Scholarships

Please note these are **UNOFFICIAL** transcripts. **Unofficial transcripts are not accepted for admission purposes. Please request a transcript through the National Student Clearinghouse.**

Please choose the type of transcript you would like:

All Campuses and Degree Levels



campus transcripts by:

SEMESTER DEPARTMENT

campus transfer transcripts by:

SEMESTER INSTITUTION

Campus Transcripts Quick Tip:
Campus Transcripts provide you with information (including placement tests) that is specific to one of the University of Hawai'i campuses that you have attended, sorted by semester or by department.

Also available by individual semester: [Individual Transcript By Semester](#)


Campus Transfer Transcripts Quick Tip:
Campus Transfer Transcripts provide you with a detailed description of how your transfer courses have been evaluated and, if applicable, lists the corresponding course at the receiving UH campus.

If you would like to access both your Campus and Transfer transcript information in one report, please click on one of the following links:

[Combination Transcript by Semester](#)
[Combination Transcript by Department](#)

NURSING PROGRAM ADMISSION CRITERIA POINT ALLOCATION WORKSHEET

The Nursing Program Admission Criteria Point Allocation Worksheet can be found at: <http://www.hawaii.hawaii.edu/nursing/apply>. Upload the two completed pages of the Nursing Program Admission Criteria Point Allocation Worksheet to the Nursing application. An example of the worksheet is below.



HAWAII
COMMUNITY COLLEGE


**Hawai'i Community College Nursing Program
Admission Criteria Point Allocation Worksheet**

Name: Nurse Malama UH ID# or Username: 11111111

1. Relevant Coursework Grades Maximum Points = 84 for ASN / 68 for PN				
Prerequisite Courses	*Grade Earned	Grade Points A=4, B=3, C=2	Course Credits	Total (Grade points X Course Credits)
ENG 100 - Composition I	A	4	3	12
HDFS 230 - Human Development	A	4	3	12
MATH 100 - Survey of Mathematics (or higher)	A	4	3	12
MICR 130+ - General Microbiology	C	2	3	6
MICR 140L+ - General Microbiology	C	2	1	2
PHYL 141 - Human Anatomy and Physiology I	A	4	3	12
PHYL 141L - Human Anatomy and Physiology I Lab	A	4	1	4
PHYL 142 - Human Anatomy and Physiology II	A	4	3	12
PHYL 142L - Human Anatomy and Physiology II Lab	A	4	1	4
+ not required for PN only applicants				
Criteria #1: Coursework Total				76

**In-progress coursework will be calculated as a "C" grade.*

2. Diagnostic Assessment Tool - Test of Essential Academic Skills (TEAS) Maximum Points = 100			
ATI TEAS	Possible Points	Applicant's Points	Required Documentation
ATI TEAS Individual Composite Score <i>*All applicants are required to take the most current ATI TEAS Version 7 Exam.</i>	TEAS Exam Individual Composite Score = Total Points <i>*Example: TEAS score 90.7 = 90.7 points</i> <i>Score < 58.7 = ineligible to apply</i>	76.7	ATI TEAS Transcript Minimum Individual Composite Score must be at the <i>Proficient</i> level (58.7 or higher). Click here ATI TEAS for more information.
Criteria #2: TEAS Total			76.7



HAWAII
COMMUNITY COLLEGE

**Hawai'i Community College Nursing Program
Admission Criteria Point Allocation Worksheet**

3. Academic Degrees, Relevant Health Care Experience and/or Veteran Status. Maximum Points = 10			
Academic/Work/Military Experience	Possible Points	Applicant's Points	Required Documentation
AA/AS/AAS Degree or higher	5	5	Copy of official/unofficial transcripts from an accredited college or university with degree conferral posted.
Veteran Status	5		Copy of DD214
Licensed Health Care Worker (LPN, Paramedic, Radiologic Technician)	5		Copy of current State of Hawai'i license <i>and</i> Proof of employment within the last 2 years
Certificated Health Care Worker (Nurse Aide (CNA), Emergency Medical Technician (EMT))	4		Copy of current State of Hawai'i Certificate <i>and</i> Proof of employment within the last 2 years
Non-Certificated Health Care Worker (Medical Assistant, School Health Aide, Pharm Tech, Psych Tech, Phlebotomist)	3	3	Proof of employment within the last 2 years in a health care setting.
Criteria #3: Total			8
Maximum Points Possible = 194 (PN only = 178)		Applicant's Total Points = 160.7 (Total Criteria 1 + 2 + 3)	

GOT QUESTIONS?

If you have any questions on how to apply for Hawai'i Community College's Nursing programs, please feel free to contact a Nursing counselor/advisor in Hilo at (808) 934-2658 or Pālananui at (808) 969-8816. Or, contact the Nursing and Allied Health Division Office at hawnurse@hawaii.edu.