

## To Do List

Below is your To Do List" of the items you need to complete ahead of time in order to complete the admissions application.

Please email your answers for me to proof-check ahead of completing the admissions application.

1. Updated resume;
  - Detailed- Listing job positions, certificates and any awards or research
2. List of all colleges/universities attended and dates;
3. **\*2 references** (names and emails written down – you will input into application -they will receive an email from NursingCAS)
  - **Requirements below**
4. Copy of RN license verification
5. Credit card that you can charge the \$75 application fee on
6. Answers to 4 questions (I suggest you save the questions on a word document so you can copy/paste them into the application)

**Professional or Volunteer Work Experience:** Please describe your professional or volunteer work experiences. We are particularly interested in recent (within the past five years) experiences that are related to health care and have contributed to your interest in your chosen field of study. (200 words maximum)

**Service, Leadership and Continuing Professional Development:** Please elaborate on any community or school activities and whether you held any leadership roles in these activities. Please describe any academic honors or awards received, relevant continuing education courses, publications, research or other special or unique experiences, etc. that you would like us to consider in evaluating your application. (200 words maximum);

**Goal Statement:** Please write an essay (two pages maximum) answering the following questions and upload it below. Why do you wish to undertake graduate study (i.e. main areas of clinical study and/or health issues you wish to pursue, specific focuses within this area, outcomes you wish in relation to your identified area of clinical study, facilitating your career goals, etc.)? Why are you and this program a good match? Please address your specific interest in your chosen program. (1000 words maximum).

**Understanding this program has a focus of primary care, how would you describe the differences in practice philosophies between MD, PAs, and NPs? How have those differences informed your decision to become an NP?**

**\*Requirements for Letter of References**

**One letter must be from a person in supervisor position of your current job.**

**At least one letter must be in institution letterhead.**

**Must address the following key points:**

**Timeliness of completion of work**

**Response to annual reviews and feedback**

**Responsible behaviors**

**Involvement in the team**

**Involvement with the larger organization.**

**Second letter of reference may be from a current work colleague, a physician you have worked with, or a former supervisor in a healthcare position. It could be former faculty member whom you have kept in touch with since graduation. As above, it must address the following key points:**

**Responsibility to completion of work**

**Taking initiative in completion or starting of projects**

**Timeliness of completion of work**

**Ability to accept constructive feedback**

***\*Letters from friends, family friends, former high school coaches, people not involved in healthcare, colleagues that work with you but do not supervise you, friends of your parents, and so on are not acceptable and will be declined as appropriate thus admission will not be offered.***