
CAEN-BSN Program Application Package – Transfer from Non-CAEN Partner Site

The nursing program at North Island College is part of the Collaboration for Academic Education in Nursing (CAEN) a partnership of nine post-secondary institutions that offer the same nursing curriculum resulting in a Bachelor of Science in Nursing (BSN) degree.

Admission Requirements

Students seeking to transfer from a non CAEN partner site into the CAEN-BSN program at North Island College are required to:

- Complete North Island College Application form.
- Complete Bachelor of Science in Nursing – Program Application Package for Transfer from CAEN partner site. Note: One reference letter must be from the Department Chair of transfer college's program. (Reference letters may be submitted with the student's admission package ONLY if the reference letter is in a sealed envelope with the Referee's signature across the seal.)
- Submit official transcripts from transfer college that shows courses completed and courses currently registered in. Students will also have to submit transcripts from other educational institutions if they are requesting transfer credit from another institution.
- Submit detailed course descriptions from Department Chair or Dean of Nursing Program at transferring college/university. Transfer credit must be approved by NIC.
- Sign a consent authorizing release of confidential information from transfer college's program.
- Have transfer college send all Practice Appraisal Forms and relevant documentation to North Island College.

Note: *Students will be placed on the waitlist for the semester they want to enter in when they have submitted the NIC Application, BSN Application Package (including one of the personal reference letters), an official transcript from the transfer college and the Department Chair or BSN program Advisor has done an assessment of course descriptions and notified the student regarding which courses they will get credit for. The reference letter from the Department Chair and practice appraisal forms and supporting documentations can come after the student has completed the semester at the transfer college. A decision regarding qualification will not be made until after this documentation has been reviewed.*

Note: *Some prospective students may be required to have an interview at the discretion of the Department Chair or designate. The interview is designed to assist students in making an informed decision about pursuing a nursing career.*

It is the student's responsibility to be certain that all components of the application are complete.

Incomplete applications will not be considered.

Before Classes Begin

Once the student has been accepted to the program, the student will be required to:

1. Review the College of Registered Nurses of BC Requisite Skills and Abilities (RSAs). The CRNBC has approved requisite skills and abilities (RSAs) to meet entry level RN competencies. This Requisite Skills and Abilities document will be sent to you when you have a seat in the program. Prospective students need to review these and decide whether they believe they are able to meet them. Prospective students who have concerns about being able to meet the RSAs should contact the BSN Program Academic Advisor. On the first day of class, the student will need to sign a form that he/she has read these skills and abilities and believes he/she can meet them.
2. Hold a current CPR Level C certificate or equivalent if transferring into 1st year or CPR Level HCP if transferring into 2nd or above and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the Nursing Program Support Assistant on the first day of classes.
3. Submit a criminal record check search form. This form will be sent to you once you are offered a seat in the program. A criminal record check (CRC) is mandatory as this may be required by some practice agencies. The CRC must be completed prior to entry into the BSN program and no more than three (3) months prior to the start date of the program. Processing costs will be incurred by the student. For more information, refer to the Admission section of the North Island College Calendar. Information on how to proceed with completing a criminal record check will be sent to you when you have a seat in the program.
4. Submit a completed immunization form. This immunization form will be sent to you once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit. The test must indicate Rubella IgG reactive and Varicella immune status. This form must be presented to the Department support assistant on the first day of classes. **Note:** *If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.*

Other Important Information

- Nursing practice experiences in health agencies in the North Island Region are essential to the program. While the majority of clinical placements take place in the Comox Valley or in Campbell River, it is increasingly necessary to utilize agencies in other North Island regions such as Port McNeill, Port Hardy, Alert Bay, Bella Coola, Tofino, Powell River and Port Alberni. Students may be asked to do practice experiences in any of these areas and must arrange their own transportation and assume related transportation/accommodation costs. Students may also be required to complete their Consolidate Practice Experiences during the months of June, July and August depending on the availability of clinical resources. Shift work in the practice areas may include days/evenings/ nights/weekends, 8 and/or 12 hour shifts.
- Students will be required to submit typewritten essays and papers as part of course requirements therefore, basic computer literacy and Internet access is necessary.

CAEN-BSN Student Information Form

Personal Information: *Please notify the College if there is a change in any of the information provided herein.*

Full Name: _____

Former Surname: _____ Birthdate: (yy/mm/dd) _____

Telephone: _____ Email: _____

Address: _____

Emergency Contact: _____

Telephone: _____ Email: _____

Address: _____

High School Education

Grade completed: _____ Date: _____

Location: _____

Post Secondary Education

CAEN-BSN Student Information Form (page 2)

Other courses, training camps, seminars etc

You and Nursing

Your past experiences can enhance future learning. Describe some of these experiences

Describe who you are

I certify that the information provided herein is correct:

Signature: _____

Date: _____

CAEN-BSN Personal Reference Form - Transfer from Non-CAEN Partner Site

CONFIDENTIAL

Letter of reference for applicant to the Bachelor of Science in Nursing Program (BSN) at North Island College

Applicant's Name: _____

To the person providing a reference:

We would appreciate your taking the time to complete this reference to help us make an informed decision about the above named applicant's ability to undertake the Bachelor of Science in Nursing program. The BSN program is a four year academic degree program that leads to the student becoming a Registered Nurse. We would like a frank appraisal of the ability of the applicant to undertake this program. Please comment on areas such as responsibility, initiative, critical thinking, communication and caring.

This reference becomes a part of the student's personal information and can be requested under the Freedom of Information/Protection of Privacy Act. Your identity will be protected should such a request be made.

Please attach a letter of reference and complete and sign the Referee Information in the section below.

Mail the completed form directly to:

Admissions, North Island College, 2300 Ryan Road, Courtenay, BC V9N 8N6

Please Note: Reference letters may be submitted with the student's admission package ONLY if the reference letter is in a sealed envelope with the Referee's signature across the seal.

Referee Information: *Must not be related to applicant*

Name: _____ Signature: _____

Title: _____ Institution: _____

Phone: _____ Email: _____

Address: _____

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