



Nursing Application Check List

1. Applications must be complete at the time of submission.
 2. Required documents must be submitted with the application.
 3. No additional documents will be accepted later. No exceptions.
 4. Documents must be in pdf form.
 5. No screenshots or zip files will be accepted and will disqualify the application.
 6. Use this checklist to ensure that all documents that are required are ready to go to fill out the application completely.
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- Upload a government-issued photo ID.
 - Academic degree(s) (transcripts indicating Associate, Bachelor, or Master's Degree) Official transcript awarding degree.
 - Allied Health Certificate(s) or CNA License (a copy of the certificate or license is required) Uploaded. If a license is, submitted current license must be uploaded with an expiration date. If not points will not be awarded.
 - LVN license: A copy is required for LVN-RN Step-Up Program applicants Uploaded (downloaded from California Breeze account with license expiration) (No certificates of completion will be accepted. If the current license is not uploaded application will be dismissed)
 - Official transcripts for ALL college coursework must be uploaded with the application. If coursework is completed within, the San Diego Community College district unofficial transcripts are accepted.
 - All TEAS score Test of Essential Academic Skills (TEAS) must be uploaded. Must be a summary with subcategory scores.
 - Documented proficiency or advanced level of coursework in languages other than English, including American Sign Language (official transcripts indicating advanced level coursework documented on the language certification form, or documentation from supervisor on the language certification form.
 - Veteran or active military status including spouse. Copy of DD214 form for a veteran or military ID for active duty.
 - Disabilities documented on the disability certification form
 - Low family income statement
 - First generation in the family to go to college
 - Need to work during prerequisites- fill out our work/volunteer certification form
 - Disadvantaged social or educational environment- documentation of EOPS status
 - Difficulty with personal or family circumstances- a written statement from the applicant about a single parent, deployed spouse, family caregiver, death of a family member within 6 months, medical problems, and financial issues.
 - Refugee status- a copy of the current Refugee card.
 - Relevant health-related work or volunteer experience – Must be a minimum of 100 hours in the past three years