



NURSING EDUCATION PROGRAM APPLICATION PROCESS AND CHECKLIST

Fall 2025 Admissions

Please read and review the Nursing Education Program Application Process and Checklist thoroughly. For any questions, please contact your Academic Advisor and/or the Department of Nursing.

CCA Academic Advisors Contact Information			
CCA Staff	CCA Location	CCA Phone	CCA Email
Academic Advisors	CentreTech Campus, Administration Building 16000 E. CentreTech Pkwy. Aurora, CO 80011	303-360-4929	advising.cca@ccaaurora.edu

CCA Academic Advisors Contact Information			
Department of Nursing	CCA Location	CCA Phone	CCA Email
General Nursing Contact Information	Current Lowry Center for Simulation 9235 E 10th Drive Denver, CO 80230	Future Date TBD August Centennial Campus for Healthcare & First Responder 12650 E Arapahoe Rd. Centennial, CO 80112	303-340-7208 nursing.cca@ccaaurora.edu

This checklist is here to help you gather all the information needed before filling out the online Formstack application. Please note, this document is for reference only and should not be submitted with your application. Be sure to review all online instructions

Selection Admissions Notice

The Nursing Education Program participates in a selective admissions process. Application for the Nursing AAS program for the Fall 2025 admissions cycle will be available May 7, 2025, and closes on May 25, 2025. Late or incomplete submissions will not be accepted. Please see the Nursing Application Ranking Criteria for Fall 2025 for details regarding acceptance criteria and points.

Acceptance into the Community College of Aurora (CCA) does not guarantee acceptance into the Nursing Education Program, nor does acceptance into the Nursing Education Program guarantee acceptance into the College. Nursing Education Program applicants (new and returning students) [must apply for admission to the Community College of Aurora](#) and complete the secondary selective admissions application.

Incomplete applications will not be considered, and no materials will be accepted after the application deadline.



Nursing Education Program Application Checklist

☐ Completed Community College of Aurora Admissions Application for New or Returning Students

☐ Information Session Required. Attend a virtual or in person Nursing Education Program, Nursing AAS information session or watch the recorded information session.

☐ Prerequisite Transcript Required.

Prerequisite Transcript FAQ's

1. Applicants must upload an unofficial prerequisite transcript that demonstrates a grade for each of the following courses. ENG 1021, PSY 1001, BIO 1010, & BIO 2101.
2. Prerequisite transcripts must have a combined GPA of 3.0 and each course must have a grade of "C" or higher.
3. All required science prerequisites must have been completed no more than 7 years prior to admission into the program. We will review the first two attempts of science courses within the previous 7 years and will take the higher grade.
4. Any Arts & Humanities or Social & Behavioral Science may be substituted for PSY 1001.
5. BIO 1111 General College Biology may be substituted for BIO 1010.
6. The following courses, BIO 2102, BIO 2104, PSY 2440, and HPR 1010 or HWE 1050 (or an equivalent transfer course) **must be in progress with a passing grade** at time of application to the Nursing Education Program. You must upload an email and/or letter from your instructor confirming your projected grade upon completion of the course
7. Final grades will be verified prior to ranking your completed application.
8. Transfer students: If you have taken your prerequisites at another institution you need to have those credits evaluated by the Community College of Aurora. CCA will accept official transcripts electronically or by mail, but only if they are sent directly to CCA from the awarding institution. Transcripts issued to the student or faxed cannot be accepted.
 - Colleges using electronic transcripts should send transcripts to: records@ccaurora.edu
 - Colleges using paper transcript should mail them to: Community College of Aurora Attn: Credentials Evaluator 16000 E CentreTech Pkwy Aurora, CO 80011
9. CCA will accept official transcripts electronically or by mail, but only if they are sent directly to CCA from the awarding institution. Transcripts issued to the student or faxed cannot be accepted. College using electronic transcripts should send transcripts to: records@ccaurora.edu.
 - Colleges using paper transcripts should mail them to: Community College of Aurora
 - Attn: Credential Evaluator 16000 E CentreTech Pkwy Aurora, CO 80011
10. Students can view their unofficial CCA transcript online:
 - *How to view your unofficial transcript online:
 - Log into your MYCCA student portal
 - Locate the Student Grades & Records card
 - Click on View/Print Unofficial Transcripts



☐ **TEAS Exam Required.** Applicants must take the Test of Essential Academic Skills (TEAS) version 7 pre-nursing examination. The TEAS exam can be taken at the [Community College of Aurora Testing Center](#) at the CentreTech Campus. The TEAS Exam can be taken at other educational institutions. The TEAS Exam costs \$100 and payments can be made online or at the [Cashier's Office](#).

Community College of Aurora Testing Center

Hours of Operation

Monday – Friday: 9:00 a.m. – 5:00 p.m. E: testing@ccaaurora.edu

P: (303) 360-4948

TEAS Exam FAQ's

1. TEAS Exam Subjects: Reading , Math, Science, & English Language Usage
2. To ensure the student's best results, applicants are limited to three (3) attempts within a 6-month period. If you do not meet the established benchmark of a cumulative TEAS score of 63, it is recommended that students wait 2 weeks to 30 days to remediate between attempts. To access ATI TEAS (insert link to library here).
3. Exam results are only viable for 12 months.
4. If you have a documented disability and require testing accommodations, please contact the [Office of Disability and Equity](#) two weeks prior to your

☐ **CNA (Certified Nurse Aide) License Required.** Upload a copy of your active CNA license from the Colorado Department of Regulatory Agencies (DORA). Applicants MUST self-report any active complaints with DORA and/or the Colorado State Board of Nursing (CSBON).

☐ **Health Care Employment Verification Form Optional.** Health Care employment within the last ten (10) years that had direct interaction with patients in any way. Complete and upload the Student Employment Verification Form for each employer. Please review the Nursing Application Ranking Criteria to determine points allotted for the number of hours worked. If you have none then check "not applicable" on the online application form.

☐ **Volunteer Hours Optional.** Volunteer and/or service experience of at least 40 hours within the past five (5) years. Complete and upload the Volunteer/Service Form for each employer. If you have none then check "not applicable" on the online application form.

☐ **Health Care National Certification or State License Optional.** Upload a copy of each. Do not include your Certified Nurse Assistant (CNA) in this category. If you have none then check "not applicable" on the online application form. Below are examples of acceptable certifications and licenses.

- Phlebotomy, Emergency Medical Technician (EMT), Licensed Practical Nurse (LPN), Massage Therapist, Medical Assistant (MA), Q-Map, Pharmacy Technician

Students accepted into the Nursing Education Program will receive an email confirmation by June 6, 2025. It is the student's responsibility to check the provided email on the application and spam folders during that time. Admission into Nursing Education Program is conditional upon successfully passing a background check and drug screening. Please refer to the [CCCS SP 4-10C-Student Background Checks Policy](#) for information related to admission to an educational program that requires a background check and drug screen.



Nursing Education Program Conditional Acceptance Checklist Requirements

Upon a student's conditional acceptance, the following is required. All requirements are to be uploaded and completed by the student by Friday, July 25, 2025, in the student's Castlebranch account.

If you have any questions regarding the conditional acceptance checklist requirements, please contact the Nursing Program Coordinator to schedule an in-person or virtual Zoom meeting.

Nursing Program Coordinator

Christy Schwalick

E: christy.schwalick@ccaaurora.edu O: (303) 340-5286

☐ Upon conditional acceptance into the Nursing Education Program, students must create a Castlebranch student account at their own cost.

☐ **Background Check.** I understand that I must submit to a background check and drug screen to be accepted into the Nursing Education Program. CCA's Nursing Education Program adheres to the [Colorado Community College System \(CCCS\) SP 4-10C Student Background Checks](#) system procedures. See Appendix A Disqualifying Criminal Offenses.

☐ **Drug Screen.** I understand that THC (marijuana) is part of the required 10-panel drug screen prior to acceptance into the Nursing Education Program at CCA. The passage of Amendment 64 in the State of Colorado does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana) will not be allowed entrance into the Nursing Education Program. Students must have a negative 10-panel drug screen for final acceptance into the program. **Please do not complete your drug screen on your own. We will not accept drug screens outside of Castlebranch.**

Upon a student's conditional acceptance into the Nursing Education Program, students will be provided instructions on "How to Order the Background Check and Drug Screen from Castlebranch."

☐ **Fingerprinting.** All students will need to submit fingerprints once their background check and drug screening has been completed. Upon a student's conditional acceptance into the Nursing Education Program, students will be provided instructions on "How to Complete and Submit Student Fingerprints through Castlebranch."

☐ **CCA Release Forms.** Students will need to sign and upload the CCA Nursing Education Program Informed Consent and General Release to their Castlebranch account. The results of the aforementioned criminal records and drug screen checks will only be released by the relevant consumer reporting agency and healthcare provider to the Nursing Program Coordinator and the Director of the Nursing Education Program. This information will be maintained in a separate file from the student's academic record. Access to this file will be governed by the Family Educational Rights and Privacy Act (FERPA). Appendix B.

☐ **Current BLS Certification.** American Heart Association Basic Life Support (BLS) Certification (2-years). The BLS card MUST be from the American Heart Association and the BLS Provider Class. We recommend taking the BLS Provider Class between May and July 2025 to ensure your BLS is good for two years.



☐ **TB Test.** Tuberculosis (TB) PPD test within the last 6 months is required and is due annually. If positive PPD or BCG vaccine, a chest x-ray will be required within the past 5 years. **Please note: a QuantiFERON blood test is not accepted.** We recommend getting your TB test between May and July 2025 to ensure your TB test is good for two full semesters.

☐ **Physician's Clearance.** Appendix C.

☐ **Immunization Requirements.** Students must provide the required immunization records or lab documentation of positive titer.

2 doses Measles, Mumps, Rubella (MMR) or lab documentation of positive titer.

2 doses Varicella (Chickenpox) or lab documentation of positive titer.

3 doses Hepatitis B Vaccines or lab documentation of positive titer.

TDAP vaccine (within the last 10 years)

Annual Flu (Influenza) vaccine

COVID NOT REQUIRED. If you have received an initial COVID dose and/or COVID booster, we ask that students still upload your documentation even though it is not required at this time.

☐ **Proof of Health Insurance.** Upload a copy of your health insurance card or proof of insurance.

☐ *The Community College of Aurora does not have national nursing accreditation which may limit future educational and career options for students. The Nursing, AAS Nursing Education Program at the Community College of Aurora is pursuing eligibility for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN). Applying for accreditation does not guarantee that accreditation will be granted.*

Students can apply for religious exemptions through the college. However, many clinical sites required for the program do not accept vaccine exemptions. Unless you have a documented medical reason, all vaccines and/or testing listed above are required.