

1. Applying to ISU and the School of Nursing

- This is a single application process through the CollegeNet system operated by the Graduate School. The CollegeNet application link can be found at <https://www.isu.edu/apply/graduate/> where you will need set up a new account and complete the general information screen.
- **A Note on Residency:** Applicants outside of Idaho and Utah should notify Andrea Lovelace (andrealovelace@isu.edu) what state you reside in before submitting an application. State Boards of Nursing across the country have different rules and regulations regarding the completion of clinical hours, faculty credentials, program approval processes, etc. The School of Nursing may not be able to meet some state's regulation regulations and prevent the SON from accepting you into the program.
- - **The application opens September 1st** and applications are accepted on a rolling basis. Reviews of complete applications received before January 15 are reviewed in the order they are received. Applications received after January 15th are accepted until class is filled and/or a waitlist is established.
- There are several pieces of information and documents you need to supply/upload into the CollegeNet application system:
 - a. Year, Program and Concentration for which you are applying
 - i. Please make sure you are applying to the right year, program, and concentration before submitting your application fee and application.
 - On the "Program Information" application page, select *Certificate* for the "Degree Type" so the PMHNP Certificate program shows up under the "Program Selection" application page.
 - Please select "Fall 2025" for your year of admission. The School of Nursing does not have a spring admission period. A year can be changed so long as we catch it before your transcripts are reviewed.
 - If you submit your fee and apply for the wrong program/concentration, you will need to reapply for the correct program/concentration. It cannot be changed in the system once you have submitted your fee and application.
 - b. Transcripts (see Item 2)
 - c. Professional Essay (see Item 3)
 - d. Professional Resume (see Item 4)
 - e. Contact Information for References (see Item 5)
- Once you submit the application fee, your application is submitted. The information cannot be changed but additional documents can added if sent directly to the Graduate School.
- Your application goes through several levels of review:
 - a. The Graduate School reviews your transcripts (see Item 2) and establishes your Application GPA (see Item 6). This review typically takes 1 month to complete.
 - b. Once their transcript review is complete, the Graduate School moves your application to the next level, the School of Nursing review (see Item 8). The SON typically begins reviewing essays in late January and early February with interviews starting in early March; this is a tentative schedule and is subject to change.
 - c. Once the School of Nursing evaluation and interview is completed, an initial decision is made by the School of Nursing. Your application and the SON decision is then forwarded back to the Graduate School to make the final admission decision (see Item 7).
- Because the Graduate School operates the application, the School of Nursing is unable to assist with technical issues of the application. The SON endeavors to assist you in any way possible; however, Amanda Bennett in the Graduate School is your best resource for navigating the application or addressing any application issues (208-282-2150).

2. Transcripts

- The Graduate School requires a full academic record. You must have a transcript for every post-secondary institution you have attended, even if it was for 1 class.
 - a. One of these transcripts must list the completion of the Master of Science in Nursing (MSN or MS in Nursing) or higher degree (e.g. a DNP degree) and/or certificate program from an accredited nursing program at a regionally accredited institution.
 - b. The CollegeNet application system will accept unofficial transcripts. However, in order for them to be accepted by the Graduate School, they must have your name, the institution name, courses, grades and credits in the document. A transcript missing any one of these will not be accepted, hold up your application, and require an official copy of your transcripts to be sent to the Graduate School. You might save yourself some time by ordering official transcripts right way.
 - c. Official copies of any documents uploaded by the applicant are considered unofficial because they are not coming directly from your previous institution.
- Official transcripts must be sent directly to the Graduate School from the Registrar's office of the applicant's previous institution(s) other than Idaho State University. Idaho State University transcripts do not need to be sent/ordered because the Graduate School can access those through the ISU Registrar.
 - a. Do not send any transcripts to the School of Nursing. The School of Nursing will access it during the review process.
 - b. The Graduate School's address is:

Idaho State University
c/o Graduate School
921 S. 8th Ave, Mail Stop 8075
Pocatello, ID 83209-8075
 - c. The Mail Stop number (8075) must be on the address and zip code or it could end up anywhere at the university.
 - d. Any electronic transcripts should be sent to gradadmissions@isu.edu. If your prior institution uses a "Clearinghouse", the Graduate School also has a "Clearinghouse" account to access your transcripts.

3. Essay Submission

- Here is the prompt for essay submissions:

Submission of a 3-4 page professional essay. Please respond to the following in your own words:

- a. *Describe the mental illnesses you have observed in your current practice*
- b. *Describe how the PMHNP Certificate Program will enhance your current FNP practice.*
- c. *Describe what you hope the PMHNP Certificate Program will prepare you for as it relates to the care of mental illness.*
- d. *Describe problems or areas of improvement related to the psych-mental health needs in your practice described above.*
- e. *Formatting Guidelines (use APA Format as a guide):*
 - i. *No more than four (4) pages, double spaced.*
 - ii. *One-inch margins.*
 - iii. *Times New Roman font with 12 point size.*
 - iv. *Uploading as a PDF format document is strongly recommended to maintain your formatting.*

4. Resume

- Self-explanatory: a current resume or vita should be uploaded. A PDF format document is strongly recommended to maintain your formatting. Evidence of a minimum two (2) years of experience as a licensed Family Nurse Practitioner in direct care clinical practice must be listed on your resume by the time of application

5. Three References and Recommendation Letters

- In the application, it will ask for contact information for your references. Once submitted, the application will send emails to your references with a link to a submission portal. Your references will need to create an account, respond to the requested information, and attach a recommendation letter. There is also an electronic signature and a “Submit” button to click on. The requirement won't be complete until the letter of recommendation is received so you may need to follow up with the people providing your references.

- Your three professional references must attest to your FNP clinical competence. Any examples they give that demonstrate your leadership, problem solving, creativity, writing ability, research ability, and work ethic are helpful as well.

6. Application GPA

- A minimum of a 3.0 Application GPA is required for the School of Nursing.

- The Application GPA is either your overall cumulative GPA or a GPA calculated by the Graduate School using approximately the last 60 credits taken, using whole semesters/quarters, and working backwards in time chronologically. The number of credits used will be anywhere from 56 to 70 credits depending on the courses taken.

a. Courses taken pass/fail are not used in the calculation.

b. If your program is only on a Pass/Fail system, the Graduate School typically sets your calculation at 3.0, which is the minimum accepted for the School of Nursing.

- Your application may have two different GPA calculations for undergraduate and graduate course work but the graduate course work will be used by the School of Nursing in the review process

7. School of Nursing Application Evaluation, Interviews, and Decisions

- Application evaluation within the School of Nursing does not begin until February. While we can help facilitate the progress of an application from the Graduate School to the School of Nursing, an applicant should be attentive to any inquiry or request for information the Graduate School sends to you.

- After the initial evaluation, a preadmission interview by the School of Nursing Graduate Admissions Committee may be required. Contact will be made for an interview any time during the month of February or March.

- Decisions are typically made in April and May. Delays in information or with the application will cause delays to the overall application timeline.

- You will receive two different decision letters.

a. The letter you receive from the School of Nursing is either letting you know that you are being recommended for admission, wait-listed/alternate status, or not being selected for the program.

b. The Graduate School has the official and final letter of admission.

c. You have to be selected by both the School of Nursing and the ISU Graduate School in order to begin the program in August.

d. You must accept both the School of Nursing offer through email and the Graduate School offer via the CollegeNet application system to start the admission process. It can take up to 2 months for your admission to be finalized.

- e. Conditions may be placed on your admission by the Graduate School or the School of Nursing. These will be outlined in the acceptance/admission letters. If the conditions are unmet, it may affect your status in the program.
- All required documents must be on file with the Graduate School before you're able to register for courses.
 - a. While the School of Nursing will endeavor to assist you in any way we can, the Graduate School will be your main point of contact to address any issues in finalizing your admission. Amanda Bennett in the Graduate School will be your best resource to address those issues (208-282-2150).