



**Associate of Applied Science Degree in
Nursing
For the 2022-23 Academic Year**

Advanced Placement for LPN to ADN Program
(LPN to RN) at Colorado Mountain College
Application Packet

Application Deadline: May 1, 2022

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Dear Prospective Nursing Student,

Thank you for your interest in advancing your nursing education at Colorado Mountain College's ADN program. We offer an Associate of Applied Science Degree in Nursing (ADN) at three locations: Breckenridge, Spring Valley campus at Glenwood Springs, and Steamboat Springs. We currently have **one opening** for LPN to RN students at the Breckenridge campus, **two openings** at the Spring Valley campus, and **one opening** at the Steamboat Springs campus. Graduates of this program are eligible to apply to take the National Council Licensing Exam (NCLEX-RN) to obtain their RN licensure. The Nursing Program at Colorado Mountain College is approved by the Colorado State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Nursing students will develop skills to provide quality, safe patient-centered care through evidence-based practice. Student learning focuses on the ability to develop and function as a competent nurse, assimilating all professional, ethical, and legal roles of the professional nurse.

The primary roles of the associate degree registered nurse include provider of care, manager of care, and member of the profession as well as advocate and teacher across a variety of health care systems. The design of the nursing program is a balance of general education and nursing knowledge to support the student's ability to develop and function in the role of professional nurse.

This packet is designed to provide information and guide you through the process of applying to the Advanced Placement option of the CMC Nursing Program for fall 2022. Applicants to the Advanced Placement Option must meet the following requirements:

- ◆ Graduate of an accredited LPN program
- ◆ Hold a current Colorado State Board of LPN license
- ◆ Hold a current Colorado LPN IV certification
- ◆ Have a grade point average of 2.4

Admission to the CMC Nursing Program is a competitive process **per space available**. All applicants are encouraged to work with the Assistant Director of Admissions for Nursing, who can provide information regarding the application process, program requirements, available classes, and a variety of other resources for anyone interest in pursuing a career in nursing.

Please pay close attention to the deadlines and details noted throughout the packet to enhance your opportunity for success in the application process. **The admission application and supporting documents must be submitted to the Assistant Director of Admissions for Nursing no later than May 1, 2022.**

Please note: All nursing applications are to be submitted to the Assistant Director of Admissions for Nursing only. If you have questions regarding admission requirements or to check on the receipt of any application materials, please contact the Assistant Director of Admissions for Nursing at jbrazill@coloradomtn.edu or 970.947.8353. We look forward to assisting you in the nursing application process.

Sincerely,

Whitney Erickson

Whitney Erickson, DNP, RN, CEN
Program Director, Chief Nursing Officer
werickson@coloradomtn.edu

Revised: 12.1.21

Here are a few suggestions on how to use this packet to complete your application for the Advanced Placement Option of the ADN program at CMC:

1. Review all pages of the packet thoroughly, note any questions you may have.
2. Make an appointment with the Assistant Director of Admissions for Nursing at jbrazill@coloradomtn.edu or 970.947.8353 to discuss:
 - your interest in furthering your education as an RN,
 - program requirements,
 - your academic preparedness to continue your education as an RN,
 - completing the nursing entrance exam,
 - any general education coursework you plan to transfer to CMC, (transcripts must be received April 15, 2022 (earlier is appreciated!) for evaluation before applications are reviewed),
 - your need for financial assistance as a nursing student and the financial aid application process, (CMC Financial Aid Specialists are available to assist you-see list on page 7),
 - any available scholarships, and
 - the academic rigor of the nursing program and the commitment and time successful students must put into the program once accepted.
3. If applying for the 2022-23 year:
 - review and complete requirements listed in this packet,
 - create and compile your application,
 - review your entire application with the Assistant Director of Admissions for Nursing or someone you trust to give you constructive feedback, and
 - submit application by the **May 1st** deadline.
 - Good Luck!

Colorado Nursing Articulation Model

Colorado Mountain College participates in the statewide nursing articulation model. All articulating students must meet program admission requirements and non-nursing course requirements, as well as any applicable testing or refresher courses as outlined in the Colorado Nursing Articulation Model pages below. For a complete copy of the Colorado Nursing Articulation Model go to: http://www.centralcoahec.org/documents/nursing_articulation.pdf

Advanced Placement Admission requirements at CMC:

- Graduate of an accredited LPN program
- Current Colorado State Board of Nursing LPN license
- Current LPN IV certification
- 2.4 GPA
- Complete a standardized nursing entrance exam.

Non-nursing course requirements

The following courses are pre-requisites and admission requirements and must have been completed with a grade of C (not C-) or better:

BIO 111	General College Biology	5 Credits
BIO 201	Human Anatomy and Physiology I	4 Credits
BIO 202	Human Anatomy and Physiology II	4 Credits
BIO 204	Microbiology	4 Credits
PSY 235	Human Growth and Development	3 Credits

The following non-nursing courses are necessary for completion of the ADN program:

HPR 118	Intro to Nutrition	2 Credits
	Social & Behavioral Science elective	3 Credits
ENG 121	English Composition I	3 Credits

Applicants are encouraged to have the above general education courses completed before applying to year two of the ADN program. Note that a full course load for financial aid is 12 credits, and the Nursing program **does not** fulfill those requirements. Please be aware the 2nd year course load and clinical requirements create a very full schedule.

Fall 2022 Advanced Placement into ADN Program Admission Requirements and Application Process

Applicants who meet the following criteria as outlined in the application process will be considered for admission to the CMC ADN Program, Advanced Placement Option. The Nursing Application process at CMC includes an evaluation of qualified applicants. Applicants are considered based on the nursing entrance exam, letters of reference, essay question, cover letter, resume, medically related certifications, work and related experience, and volunteer and community service.

The Nursing Application Checklist included as an addendum to this packet provides a list of all documents to be submitted to complete the application process and be considered for admission to the ADN Program.

1. Complete a nursing entrance exam. CMC utilizes a nursing validation exam to determine applicant's current knowledge of nursing. See detailed information in the section entitled **Taking the Entrance Exam**.
2. Submit **two** (2) completed Ability Assessment Forms with your application. It is the applicant's responsibility to inform individuals completing the references of the submission deadline. Assessments must be completed on the forms supplied in the packet. It is the applicant's responsibility to collect the assessments in a **sealed envelope, signed by the writer**, and submit them with their application. Assessments must be current; assessments from previous admission applications will not be accepted. It is the applicant's responsibility to choose professional assessors who can accurately state current strengths, weakness, and potential for success as a nurse. Assessments from relatives are not acceptable. Only two (2) assessments will be accepted as part of the student's application, others received will not be reviewed.
3. Answer **one** of the following essay questions with a 250–300-word essay, using 12 pt font and 1.5 spacing. Address the concept described, provide a specific example, and state the results of your actions.
 - A. Describe the most complex problem you have recently been asked to solve. What did you do? What alternatives did you consider?

-
- B. Discuss your experience as a learner. Briefly describe a strength, a success, and an area you would like to develop as a learner. Be specific in outlining the area you plan to develop and how you will accomplish this.
4. Submit a cover letter and resume detailing education, work and/or other related experience, related medical certifications, and community service and involvement. Applicants are encouraged to use the cover letter to explain what has influenced their decision to continue their education in the health care profession.
 5. Submit copies of **current** Colorado State Board of Nursing (LPN) Practical Nurse License, LPN IV Therapy Certification, current CPR, and other medically related certifications.
 6. Those accepted into the 2nd year of the ADN Program are expected to be computer literate and be able to actively use email, word processing, and internet research.
 8. Transcripts must be submitted to CMC for evaluation by April 15, 2022. Official college transcripts must be sent directly to the registrar's office from all previous institutions for a formal transcript evaluation to determine what previous general education coursework will transfer to Colorado Mountain College.

Complete and include the attached form, "*Transcript Request and Coursework in Progress Information*", included at the end of this packet to indicate transcripts requested for evaluation and any coursework in progress. Completing this form will alert Admissions to look for transcript evaluations to include in your application.

Additional Application Information

Application Process and Requirements

- Admission requirements are reviewed annually and are subject to change. It is the student's responsibility to obtain a copy of the current year's admission packet to meet admission requirements.
- CMC does not maintain a waitlist of admitted students from year to year; therefore, students must apply each year.

Application Deadline

- May 1, 2022 is the Advanced Placement into ADN Program application deadline. Completed applications including required supporting documents must be submitted to Assistant Director of Admissions for Nursing by this date or postmarked by this date. Only completed applications will be considered for acceptance into the program.
- Submit all documents (including reference forms in sealed envelopes) organized in a manila folder. Please do not submit applications in anything other than a manila folder.
- It is suggested that applicants retain copies of all documents submitted.

Course Substitutions

- Applicants with questions about course substitutions or using coursework completed at other institutions to fulfill pre-nursing courses should work with the Assistant Director of Admissions for Nursing.
- Course substitutions will be submitted by faculty after acceptance into the nursing program.

Where to mail your Application Packet

- All admissions applications, supporting documents, and official transcripts should be sent to:

**CMC Assistant Director of Admission for Nursing
Attn: Dr. Jacki Brazill
Steamboat Springs Campus
1275 Crawford Ave
Steamboat Springs, CO 80487**

- Applicants are encouraged to send materials via certified mail.
- Confirmation of receipt of application materials will be emailed to applicants at the email address listed on the CMC application from the Admissions Office.
- To check on the status of your application, please contact the Assistant Director of Admissions for Nursing at jbrazill@coloradomtn.edu or 970.947.8353.

Taking the entrance exam

- CMC utilizes a standardized nursing transition exam.
- The exam feedback will assist faculty and advisors in guiding students toward success in the nursing program. It is important to do your best on the exams to demonstrate your current skill level.
- You **MUST** schedule the exam with the nursing program at Breckenridge, Spring Valley, or Steamboat Springs. See contact information below.
- Space is limited for each test; please call to reserve a space.

To schedule a date and time to take the Nursing Validation Exam, contact:

Roaring Fork Campus -Spring Valley	Dana Gonzales	970-947-8257
Summit Campus – Breckenridge	Kim Orr	970-989-1322
Steamboat Springs Campus	Wendy Hayes	970-870-3840

Colorado Mountain College Counselors for Each Campus

Jen Brennan (Spring Valley)	970-947-8275
Andrea Caruso (Spring Valley)	970-947-8221
Jean Kramlich (Breckenridge)	970-989-2619
Jennifer Besser (Breckenridge)	970-968-5806
Debra Arnold (Steamboat Springs)	970-870-4457

CMC Financial Aid Specialist

Rena Scott (Spring Valley)	970-384-8523
Stephanie Beste (Breckenridge)	970-989-1336
Leah Prestwood (Steamboat Springs)	970-870-4425

Free Application for Federal Student Aid website: www.fafsa.ed.gov

Important Information for those accepted

Notification of Acceptance

- All applicants will receive written notification of the status of their application during the final week of May. Those students who are accepted and those who are alternates (offered a space if it becomes available) are expected to accept or decline their position in writing by returning a dated form enclosed with the acceptance/alternate notification letter. **Failure to respond by the date indicated in the letter will result in forfeiture of admission to the program.**

Orientation - Registration

- Students offered admission to the nursing program are required to attend both Nursing Program Orientation sessions during the summer and the week prior to the first day of classes (dates TBD). During the summer orientation, students will register for fall nursing courses and be fully oriented to the program and requirements. Additional details on orientation will be posted on Basecamp.
- Details on the orientation will be e-mailed to all applicants and alternates. Admitted students who do not attend the orientation will forfeit their space in the nursing program.

Scheduling and Work Recommendations

- Due to the fast pace, challenging, and rigorous academic demands of the nursing program, the nursing faculty urge students to avoid work commitments if at all possible for a variety of reasons. Clinical schedules are subject to last minute revisions each semester. Clinical rotations are scheduled at a variety of clinical sites that may be over 500 miles or more from campus. Therefore, students' personal commitments must remain flexible to meet course objectives and accommodate program requirements. Students are encouraged to pursue personal support and assistance such as financial aid, additional childcare, and back-up support to allow for a more flexible schedule focused on meeting the demands of the nursing program.
- Reliable transportation is needed due to the distance of some of the clinical sites. A sample curriculum outline for the program is included with this packet.
- Once you are accepted at a location, you may not switch to another campus for the duration of the program.

Medical Forms, Drug Testing and Background Checks

Accepted students will be required to submit a Health Form that must be completed by his/her healthcare provider with immunization records. Students also must obtain and pass a criminal background investigation, FBI fingerprinting, and drug testing *prior* to start of the program through CastleBranch. The estimate fee is \$170.00. This process must be started immediately. FBI background check will take up to 150 days to complete and must be completed prior to starting classes.

Due to the clinical site requirements, nursing program students will be subject to drug testing at various times throughout the nursing program. Fees associated with these requirements are the student's responsibility. Applicants will receive information about these requirements during orientation.

Cost Estimates for Advanced Placement Option Nursing Program

NOTE: Cost estimates are for the 2021-22 academic year.

PROGRAM PROJECTED COSTS

IN-DISTRICT RESIDENTS

ESTIMATES

Tuition (21 credits x \$90)	\$1,890.00
Student Activity Fee (\$140 per semester x 2)	\$ 280.00 (SV and SB only)
Information Technology Fee	\$ 100.00
Nursing Program Fee (\$400 per semester x 2)	\$ 800.00
Books (LMP \$25 per credit x 21)	\$ 525.00
TOTAL	\$3,595.00

IN-STATE RESIDENTS

ESTIMATES

Tuition (21 credits x \$190)	\$3,990.00
Student Activity Fee (\$140 per semester x 2)	\$ 280.00 (SV and SB only)
Information Technology Fee	\$ 100.00
Nursing Program Fee (\$400 per semester x 2)	\$ 800.00
Books (LMP \$25 per credit x 21)	\$ 525.00
TOTAL	\$5,695.00

OUT-STATE RESIDENTS

ESTIMATES

Tuition (21 credits x \$466)	\$9,786.00
Student Activity Fee (\$140 per semester x 2)	\$ 280.00 (SV and SB only)
Information Technology Fee	\$ 100.00
Nursing Program Fee (\$400 per semester x 2)	\$ 800.00
Books (LMP \$25 per credit x 21)	\$ 525.00
TOTAL	\$11,491.00

All prices are subject to change without notice. Other costs include clinical uniforms, and the health exam as well as immunizations. There also may be additional costs for the program, e.g., travel to clinical sites, lodging during clinicals, meals etc. Costs for these items depend on student individual choices. All admitted students will receive a **complete** listing of costs for their entrance year. **Do not purchase items ahead of time.** Specifics and instructions will be covered during orientation for accepted applicants.

On-campus housing and food service is available at the Spring Valley and Steamboat Springs locations. Interested students may apply for housing via the ResLife Portal via Basecamp.

All costs are subject to change without notice. Please anticipate a 2-3% rate of increase on all costs

2022-23 2nd year Nursing Curriculum

Nursing Curriculum

3rd Semester of Nursing Program

NUR 212 Clinical IV: Complex Medical- Surgical Nursing Experience	4 credits
NUR 215 Complex Medical-Surgical Nursing I	3 credits
NUR 220 Complex Concepts of Obstetric & Pediatric Nursing Care	2 credits
NUR 221 Clinical V: Complex Obstetric & Pediatric Nursing Clinical Experience	2 credits
**Social or Behavioral Science Elective (If Not Completed)	3 credits
TOTAL	14 credits*

4th Semester of Nursing Program

NUR 216 Leadership and Nursing Management	2 credits
NUR 217 Complex Medical-Surgical Nursing II	2 credits
NUR 230 Mental Health Nursing	2 credits
NUR 231 Clinical VI: Mental Health Nursing	1 credit
NUR 260 Capstone	3 credits
TOTAL	10 credits

*** Elective courses are necessary to maintain a full-time status of 12 credits.**

Curriculum requirements are subject to change without notice.



Appendix

1. Advanced Placement ADN Application Checklist (required)
2. Transcript Request and Course Work in Progress Information
3. Essay Questions
4. CMC Nursing Program Reference Forms (2 required)
5. LPN Work Experience Verification Form (if applicable)

Year 2 ADN Application Checklist -Fall 2022

Applicant Name: _____ **Date of Birth:** _____

Thank you for applying to the CMC Associate Degree in Nursing Program.

- **Please submit your application in a manila folder with this checklist completed on top of other documents inside the folder. DUE DATE: May 1, 2022**
- **Please initial items included in your application.**
- **Applicants are encouraged to keep a copy of all materials submitted and send your application via certified mail.**
- **Applicants should read the Nursing Application Packet thoroughly for detail information about the requirements and process.**

Applicant Initials

_____ Applying to which campus (only select one location):
Breckenridge _____
Spring Valley _____
Steamboat Springs _____

_____ Colorado Mountain College Admissions Application. A new CMC Admission Application is required if you have not taken classes at CMC in the previous 12 months. Correct contact info is needed for processing your notification letter.

_____ Date official college transcripts were requested _____ (CMC will automatically generate CMC transcripts).

_____ Cumulative GPA of 2.4 or higher

_____ Transition LPN to RN exam

_____ Copy of current CPR Certification (Must be American Heart Association for Professionals CPR)

_____ Copy of current, medically related certification(s) & LPN Colorado license verification.

_____ A cover letter and resume, highlighting relative work experience, volunteer experience, accomplishments, and activities that enhance your aspirations for a career in nursing.

_____ An essay answering **one** of the essay questions indicated in this packet.

_____ Two professional assessments using the attached Ability Assessment Forms. Forms must be received in a sealed envelope.

_____ Transcript Request and Coursework in Progress Information

_____ LPN Work Experience Verification form (if applicable)

Applicant's Signature: _____ Date: _____

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Please sign and send this checklist with your application and supporting documents to:
CMC Assistant Director of Admission for Nursing
Attn: Dr. Jacki Brazill
Steamboat Springs Campus
1275 Crawford Ave
Steamboat Springs, CO 80487

All transcripts must be **official copies** sent directly to:
Colorado Mountain College
Transcript Office
802 Grand Ave
Glenwood Springs, Co 81601

Student Name: _____

Any other names listed: _____

I. List all transcripts that have been requested: (Please print)

<u>Name of College or University</u>	<u>Date Requested</u>	<u>Student's Name on Transcript</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

II. Colorado Mountain College Transcript Request

_____ **Yes**, I have previous coursework from Colorado Mountain College. Please print a copy of my transcript for my application file.

_____ **No**, I do not have previous coursework from Colorado Mountain College.

III. Transcripts Previously Evaluated by Colorado Mountain College

<u>Name of College or University</u>	<u>Date Evaluated</u>	<u>Student's Name on Transcript</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

IV. Course Work In Progress

I am **currently** enrolled in the following courses:

<u>Name of Course</u>	<u>Name of College or University</u>	<u>Approx. Date of</u>
<u>Completion*</u>		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

***Remember to submit a final official transcript of completed courses that were 'in progress'**

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V. Have you previously applied to the Nursing Program at Colorado Mountain College?

Yes No

If your answer was yes, in which year(s) did you apply? _____

Under which name(s) did you previously apply? _____

**** Use additional sheet if necessary to list any course work or transcript information.**

Essay Questions

Answer **one** of the following essay questions with a 250–300-word essay, using 12 pt font and 1.5 spacing. Address the concept described, provide a specific example and state the results of your actions:

1. Describe the most complex problem you have recently been asked to solve. What did you do? What alternatives did you consider?
2. Discuss your experience as a learner. Briefly describe a strength, a success, and an area you would like to develop as a learner. Be specific in outlining the area you plan to develop and how you will accomplish this.

Ability Assessment Form

Name of Applicant: _____

Last

First

Middle

The above applicant has applied to the Colorado mountain College nursing program. Thank you for taking the time to complete this assessment. Any information you provide will remain confidential as part of the Nursing Selection Process. Please return this form or a word document directly to the applicant in a sealed envelope *with your signature over the seal.* Applicant must submit all application materials by May 14, 2022.

Complete the following two questions. Respond to each question by addressing the concept described, provide a specific example about the applicant and state the results of the applicant's actions. Use an additional page if desired.

1. How would you describe the applicant's skills as a team player? Provide an example of the applicant's role as a team player and indicate the outcome of their behavior.

2. Describe a time when the applicant had to ask questions and listen carefully to clarify the exact nature of a situation. Be specific in addressing the applicant's ability to communicate and collaborate with others.

Signature: _____ Date: _____

Print Name: _____

Phone: _____ Position/Title: _____

Business Name: _____

Business Address: _____

Please return your assessment BEFORE May 1, 2021, to the applicant in a sealed envelope with your signature across the seal. Thank you.

Ability Assessment Form

Name of Applicant: _____

Last

First

Middle

The above applicant has applied to the Colorado mountain College nursing program. Thank you for taking the time to complete this assessment. Any information you provide will remain confidential as part of the Nursing Selection Process. Please return this form or a word document directly to the applicant in a sealed envelope with your signature over the seal. Applicant must submit all application materials by May 14, 2022.

Complete the following two questions. Respond to each question by addressing the concept described, provide a specific example about the applicant and state the results of the applicant's actions. Use an additional page if desired.

1. How would you describe the applicant's skills as a team player? Provide an example of the applicant's role as a team player and indicate the outcome of their behavior.

2. Describe a time when the applicant had to ask questions and listen carefully to clarify the exact nature of a situation. Be specific in addressing the applicant's ability to communicate and collaborate with others.

Signature: _____ Date: _____

Print Name: _____

Phone: _____ Position/Title: _____

Business Name: _____

Business Address: _____

Please return your assessment BEFORE May 1, 2022, to the applicant in a sealed envelope with your signature across the seal. Thank you.

LPN Work Experience Verification

LPNs who graduated more than three years before applying for admission to CMC's AAS Degree in Nursing, must have 1000 hours of employment as an LPN. *This form must be returned to the applicant in a **sealed envelope** prior to **May 1, 2022**.*

To Be Completed by Applicant:

Name: _____ Signature: _____
Address: _____ City: _____ State: _____
Zip: _____

is making application for the Associate Degree in Nursing Program at Colorado Mountain College. The individual is requesting:

Name of Hospital/Agency Address of Hospital/Agency

furnish Colorado Mountain College with the following information. Thank you for your time.

To Be Completed By Employer:

The above-named person was employed by (Name of Hospital/Agency)

from _____ to _____, a period of _____
(Date) (Date) (Total Months/Years)

Employment was _____ full time; _____ part-time. Total number of hours worked during this period of time was _____ hours. The individual was employed as _____.

Position / Title

Description of job duties:

Rate the employee's level of skill, competence and success in this position.

Poor **Below Average** **Average** **Above Average** **Excellent**
1 2 3 4 5

Additional comments:

Name: _____ Title: _____

Signature: _____ **Date:** _____

Hospital/Agency Address: _____

City: _____ **State:** _____ **Zip:** _____ **Telephone:** _____

LPN Work Experience Verification

LPNs who graduated more than three years before applying for admission to CMC's AAS Degree in Nursing, must have 1000 hours of employment as an LPN. *This form must be returned to the applicant in a **sealed envelope** prior to **May 1, 2022**.*

To Be Completed by Applicant:

Name: _____ Signature: _____
Address: _____ City: _____ State: _____
Zip: _____

is making application for the Associate Degree in Nursing Program at Colorado Mountain College. The individual is requesting:

Name of Hospital/Agency

Address of Hospital/Agency

furnish Colorado Mountain College with the following information. Thank you for your time.

To Be Completed By Employer:

The above-named person was employed by (Name of Hospital/Agency)

from _____ to _____, a period of _____
(Date) (Date) (Total Months/Years)

Employment was _____ full time; _____ part-time. Total number of hours worked during this period of time was _____ hours. The individual was employed as _____.

Position / Title

Description of job duties:

Rate the employee's level of skill, competence and success in this position.

Poor **Below Average** **Average** **Above Average** **Excellent**
1 2 3 4 5

Additional comments:

Name: _____ Title: _____

Signature: _____ **Date:** _____

Hospital/Agency Address: _____

City: _____ **State:** _____ **Zip:** _____ **Telephone:** _____

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LPN Work Experience Verification

LPNs who graduated more than three years before applying for admission to CMC's AAS Degree in Nursing, must have 1000 hours of employment as an LPN. *This form must be returned to the applicant in a **sealed envelope** prior to **May 1, 2022**.*

To Be Completed by Applicant:

Name: _____ Signature: _____
Address: _____ City: _____ State: _____
Zip: _____

is making application for the Associate Degree in Nursing Program at Colorado Mountain College. The individual is requesting:

Name of Hospital/Agency Address of Hospital/Agency

furnish Colorado Mountain College with the following information. Thank you for your time.

To Be Completed By Employer:

The above-named person was employed by (Name of Hospital/Agency)

from _____ to _____, a period of _____
(Date) (Date) (Total Months/Years)

Employment was _____ full time; _____ part-time. Total number of hours worked during this period of time was _____ hours. The individual was employed as _____.

Position / Title

Description of job duties:

Rate the employee's level of skill, competence and success in this position.

Poor **Below Average** **Average** **Above Average** **Excellent**
1 2 3 4 5

Additional comments:

Name: _____ Title: _____

Signature: _____ **Date:** _____

Hospital/Agency Address: _____

City: _____ **State:** _____ **Zip:** _____ **Telephone:** _____