

RN Refresher Course Application Process

Step #1: Review the website

- Review the information about the course provided on this website, especially the FAQs

Step #2: Request an application

- E-mail the Course Coordinator for an application

Step #3: Complete application

- The Course Coordinator will send you a link to the online application
- Complete the online application
- Send resume to Course Coordinator via email

Step #4: Interview

- The Course Coordinator will review your online application and resume and e-mail you to schedule a telephone interview
- You may be required to complete an interview with the clinical facility as well; this may be an in-person or telephone interview

Step #5: Acceptance

- The Course Coordinator will notify you via email of acceptance into the course

Step #6: Course Payment

- The Course Coordinator will send each student accepted into the program a link for online payment for the course
- Course payment deadlines are established by the Course Coordinator

Step #7: Professional Behaviors Agreement

- The Course Coordinator will send each student the link to online Professional Behaviors Agreement

Step #8: Complete Course Prerequisites

- Complete course prerequisites by deadline established by Course Coordinator:
 - AHA Health Care Provider BLS (will be provided during Orientation Meeting Week #1)
 - Immunizations
 - Health Insurance
 - Background Check
 - Security Statement

- **NOTE:** Students that have not completed prerequisites prior to the posted deadlines will not be allowed to continue in the course; refunds will not be provided

Step #9: Access to Online Course

- The Course Coordinator will send course log-in information NLT 8:00 a.m. on the course start date