University of North Carolina at Chapel Hill

Post-Master of Science in Nursing Certificate Program - Application Process & Instructions

Academic Year 2013-2014

APPLICATION PROCESS
The School of Nursing admits students to the Post-Master of Science in Nursing Certificate Program (Post-MSN) for fall semester each year. Questions regarding this may be directed to Jennifer Moore in the Office of Student Affairs at jenjoyce@email.unc.edu.

TECHNICAL HELP
If you have any technical problems, such as browsers or login issues, contact the UNC Help Desk at (919) 962-HELP (4357).

DEADLINES
Fall Semester - Final Application Deadline: January 14, 2014

APPLICATION INSTRUCTIONS
There are six parts to the application for admission to the Post-MSN Certificate Program:

- Completed on-line application, including
- College or university transcript confirming an earned Master’s Degree.
- Documentary evidence of a current unrestricted/unencumbered Registered Nurse license
- Current professional resume or curriculum vitae, accounting for all roles since completion of the entry nursing degree, detailed in reverse chronological order
- Current Employment Reference
- Professional Statement

NOTE: Applications deemed incomplete by the posted deadlines may not be reviewed

Application: The online Post-MSN application is accessed through the application section of the School of Nursing website: http://nursing.unc.edu/admissions/applications/index.htm

The School of Nursing must receive all parts of the application portfolio before the application can be considered by the Admissions Committee. It is the applicant’s responsibility to ensure that the full application portfolio has been received by the School of Nursing.

APPLICATIONS PAGE
http://apply.unc.edu/onlapp/welcome.jsp

This is the link you will use to access the application initially and if you leave the application and need to return to it. We recommend that you bookmark this page.
Once you have created a Guest ID you will receive an email to change your password and from there you will have a link to the application.

**INITIAL QUESTIONS**
The initial questions to the application are extremely important because they determine which application you will access. Carefully review the screen shots below so you can make the correct selections as you begin your application.

PMSN Applicants must select:
“Graduate Degree Seeking, Certificate or Post Bacc Licensure Programs”

Next, make the following selections:

- I want to be a new student
- Certificate or Post Bacc Licensure
- Nursing – Certificate
- Post_Master of Science in Nursing Certificate
- 2014 Fall
- Area of Interest
- January 14, 2014
- I confirm my selections
- Start New Application
1. **Master’s Degree Transcript:** Applicants will upload an unofficial copy of the MSN transcript into the online application. The Master’s degree must be awarded by a school of nursing accredited by the National League for Nursing (NLN-AC) or the commission on collegiate Nursing Education (CCNE.) Upon admission, one official copy of the college or university transcript reflecting a master’s degree in nursing. The transcript should be submitted to:

   **The University of North Carolina at Chapel Hill**
   **School of Nursing Office of Student Affairs**
   **1200 Carrington Hall; CB #7460**
   **Chapel Hill, NC 27599-7460**

2. **Registered Nurse License:** all applicants must hold a current unencumbered license as a registered nurse in the state in which the student will do clinical course work. Note: an “encumbered license” means neither the license, the licensee’s practice, nor the licensee is associated with any type of restriction, encumbrance, or probationary limitations imposed by the applicable Board of Nursing or any judicial entity. Documentary evidence must be submitted with the application.

3. **Resume:** Please submit a current resume or curriculum vitae with your application as an uploaded MS Word “.doc.” file. The resume must be thorough, detailing your education and employment history; any gap of greater than one year should be explained. It is important to ensure that all entries be properly dated indicating when your activity relative to the entry began and concluded.

4. **Employment Reference:** A reference from your current immediate supervisor using the requisite PMSN Employment Reference Form is required. Please print the form off of the School of Nursing website application page, fill out the top of the form and submit it to your employer. Your employer must mail the form back to the School of Nursing. The proper address is at the bottom of the form. [http://nursing.unc.edu/admissions/applications/](http://nursing.unc.edu/admissions/applications/)

5. **Professional Statement:** The quality of the Professional Statement is often crucial in admissions decisions since it provides the Admissions Committee a first-hand example of your writing skills and your ability to present ideas in a clear and logical manner. In lieu of an interview, the professional statement provides the Committee with your personal perspective on your professional contributions, strengths as a student, current skills and abilities, and prior experiences. Please proofread your statement carefully!

   Please address EACH of the following subjects in your professional statement. Create a header for each topic noted and specifically respond to the topics as noted below. Failure to do so will weaken your portfolio notably:

   a. Discuss your professional goals.

   b. Describe how your professional experiences to date relate to the particular specialty area you have chosen to study within the School’s Post-MSN program. Provide information about your employment history, including location, type (rural, urban, etc.), practice setting, population served, and your clinical practice area.

   c. Discuss how you believe the Post-MSN specialty you have selected will help you achieve your professional goals.

   d. Describe your clinical and academic strengths and areas in which you are working to improve. Explain how you expect these attributes to relate to your performance in the Post-MSN specialty area you have selected.

Consider this your opportunity to communicate with Admissions Committee members about your professional background and reasons for pursuing a graduate degree in your selected advanced practice area at this point in your career.
The Professional Statement should be three to four typed, double-spaced pages and should focus in detail on all elements noted above. The document should then be submitted with your application as an uploaded MS Word “.doc.” file.

**Recommended Review of Health Assessment:** Students entering the Psych MH NP program are expected to build a higher level of physical examination and health assessment skills needed for their role as a provider of primary care services. The advanced health assessment course is your first clinical course in the PMSN program and will focus on these higher level assessment skills. If you have not had a free-standing health assessment course in the past 3 years, or do not use physical examination or health assessment skills on a daily basis, you should consider taking a refresher course (undergraduate or continuing education) prior to entering the advanced clinical course. If you are an independent learner, than purchasing a physical examination and health assessment text and reviewing it chapter by chapter would be a good idea.

**Note:** The School of Nursing offers a continuing education course via the School’s Center for Life Long Learning titled History Taking and Physical Assessment. [http://nursing.unc.edu/lifelong/](http://nursing.unc.edu/lifelong/)

**NOTIFICATION OF DECISION**
It is the responsibility of the applicant to ensure that all application materials are submitted by the posted deadline and that your file is complete. The Admissions Committee only considers COMPLETE applications.

You will receive written notification of the Admissions Committee’s decision and rationale. All applicants offered admission must respond formally via a designated reply form.

**QUESTIONS:**
Questions regarding the instructions, application requirements, or the status of your application, should be directed to the Office of Student Affairs in the School of Nursing at (919) 966-4260 or via email to [jenjoyce@email.unc.edu](mailto:jenjoyce@email.unc.edu). Thank you for your interest in the School of Nursing at UNC Chapel Hill.