



School of Nursing

Dear Prospective FNP Student,

You are being considered for admission to the MSN Program – *Family Nurse Practitioner* track at Olivet Nazarene University's (ONU), School of Nursing, Graduate and Continuing Studies. One of the steps for admission is your acknowledgment of the requirements that must be completed prior to starting your clinical hours.

RN Work Hours. Upon admission, students must demonstrate completion of at least 2,000 hours of work as an RN. Students are required to submit a resume to confirm they have met this requirement. If a student has not satisfied this requirement, the student may request a conditional admission. The student would then have additional time while matriculating in the program to fulfill this requirement by the end of NRS 681, which is prior to entering the FNP track specialty courses.

Approved States. The FNP track prepares you to take a national FNP certification exam. Before starting any program, please check with your respective state on their educational, certification, and APRN licensure requirements. Prior to starting your clinical hours, please ensure that the clinical site is in an approved state. To verify your clinical site is located in an approved state review the approved state list provided at this link: <https://www.olivet.edu/consumer-information/professional-licensure-disclosures/> can be found by scrolling down under Nursing, click on Family Nurse Practitioner link. Please note that some states may have additional requirements for clinical hours, specific preceptor qualifications, and/or documentation. This includes any state(s) that you may consider moving to in the future. For additional information or guidance, please contact GraduateNursing@olivet.edu.

It is essential that you notify our Online Advising Team (onlineadvising@olivet.edu) of any address changes while you are in the FNP track. Please be aware that even if you reside in an approved state, you may not do your clinical hours in a state that is not approved. Students switching tracks or returning to the FNP track will need to comply with the above requirements. For more information, see MSN Student Handbook via library.olivet.edu > Subject Guides > Nursing.

IMPORTANT INFORMATION BELOW

We are contractually obligated to report flagged background checks. If a flagged report is identified, clinical sites will determine if the student can be placed/accepted at their site. If a student is able to successfully complete all courses in the graduate nursing program, graduate, and pass the FNP certification exam, a State Board of Nursing makes the decision on whether a past charge/conviction warrants an Advanced Practice Registered Nurse (APRN) license. Eligibility for an APRN license may not be pre-determined. A flagged background report may also affect future employment.

To support your academic journey, the following resources are provided for all students. These materials are required and have associated fees that will be applied during the enrollment process. Additional fees may apply if a student chooses to take a hiatus and return at a later date.

- **Project Concert** – self-service experiential documentation tool designed to manage and streamline processes for experiential learning experiences.
- **QualifiedFirst® by Verified Credentials** – health compliance documentation/tracking system with a yearly fee.
- **Amplify** – skills-based courses, case studies, 3Ps competency assessment, FNP certification pre-and post-tests, FNP certification review course (with remediation, if needed), review book, & exit exam.



Mandatory On-site Immersion:

Students are required to attend a **mandatory on-site, in-person, hands-on practice immersion** held on the campus of Olivet Nazarene University. Students are expected to plan ahead and make all necessary travel arrangements based on the immersion dates outlined in their personalized learning plan.

Clinical Expectations.

Students are required to complete a total of 750 clinical hours. The clinical hour requirement varies according to population focus. The required clinical hours for each course are as follows:

Course Number	Course Name	Total Clinical Hours	Length of Course
NRSG 636C	Adult & Older Adult Primary Care Clinical	240 hours	16 weeks
NRSG 637C	Women's Health Primary Care Clinical	135 hours	8 weeks
NRSG 638C	Pediatric Primary Care Clinical	135 hours	8 weeks
NRSG 639C	Primary Care Across the Lifespan Clinical	240 hours	16 weeks

Clinical Orientation.

Students will be automatically enrolled into a track-specific clinical orientation course. This course is intended to provide helpful information to prepare for clinical. Students should accept the invitation to join the course upon receiving. The invitation will come via email and is also accessible within Canvas on the course dashboard.

Choosing a Preceptor.

Students are required to select their own clinical preceptor(s), allowing for a personalized and enriching clinical experience. We encourage you to begin exploring potential preceptors as early as admission, considering both personal and professional connections who can support your growth into the advanced practice registered nurse role. Your chosen preceptor should be someone who can guide you in understanding the full scope of your future role responsibilities. All preceptors and clinical sites must be approved by the FNP Program Director before clinical hours begin to ensure they meet program standards. Hours completed without prior approval will not be applied toward the required number of clinical hours.

To allow sufficient time for processing and approval, please finalize your preceptor arrangements at least four (4) weeks before the start of your clinical course. In general, preceptors must be nationally board-certified, hold a current and active unencumbered license, and have at least two (2) years of experience in their field. *Additional detailed guidance on approved preceptors and clinical sites will be provided in the FNP Clinical Resource Course.*

Clinical Health Compliance. To participate in clinical experiences, students must meet all health compliance requirements. Required compliance is collected and submitted via QualifiedFirst® by Verified Credentials. Some clinical sites may have additional requirements beyond Olivet's standards. Compliance should not be completed sooner than 30 days prior to the clinical start date, as there are expiration dates for some of the items required. This is to avoid additional financial burden upon the student. All compliance items must be completed at least two weeks before the start of the first clinical course. Incomplete compliance may delay progression in the track and may impact one's expected graduation date. Once approved, the student may join the next available course start. Students are responsible for maintaining current compliance throughout the program—even in its final weeks and may have to re-submit required compliance items should any expire.



Two (2) weeks before starting your first clinical course, you are required to submit the below items:

- Criminal background check (must successfully pass)
- Drug screening (must successfully pass)
- Physical exam by a licensed healthcare provider (NP, MD, DO, PA) using Olivet's Health and Immunization Form
- Submit documentation of:
 - Annual negative 2-step TB test, or negative QuantiferON Gold assay, or negative chest x-ray report
 - Proof of a positive Measles, Mumps, and Rubella antibody titer
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of Tdap booster – (required every 10 years)
 - Proof of a positive Varicella antibody titer
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of a positive Hepatitis B antibody titer
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Declination of the Hepatitis B Vaccine series: Students may be exposed to community diseases. Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Hepatitis B Vaccine.
 - Proof of Annual Influenza vaccine
 - Declination of the Annual Flu Vaccine: Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Flu Vaccine.
 - Copy of your AHA BLS CPR card (must remain valid throughout clinical). Online courses are not acceptable. Must be in-person.
 - Copy of Current Personal Health Insurance
 - Copy of Malpractice Insurance (FNP/PG-APRN students only – site-specific requirement only)
- All items submitted to QualifiedFirst® by Verified Credentials must include students' name and demographic information, results, and date.

Upon admission, you should begin collecting your immunization/titer records from your Primary Healthcare Provider, high school, nursing school, etc. as students in the past struggled in obtaining their records in a timely manner. It is vital to keep your documents in a secure place. All items submitted to QualifiedFirst® by Verified Credentials must include students' name and demographic information, results, and date.

Malpractice Insurance

Malpractice insurance is mandatory for all FNP/PG-APRN certificate students, while enrolled in clinical courses if site requires. The policy should provide a \$1 million maximum coverage for any single claim per year and \$3 million per year aggregate coverage. This insurance covers students only during school-related experiences. All students must submit proof of insurance along with their clinical compliance prior to starting clinical rotations.

We are excited that you have chosen to continue your education with Olivet Nazarene University! We are looking forward to completing the admissions process with you. To move forward with your admissions process, you must acknowledge awareness of these requirements by signing below. If you have any questions about the admission process, please contact your admissions counselor at 877.4.OLIVET (877.465.4838) or onlineadmissions@olivet.edu. If you have any questions about the clinical requirements, please email GraduateNursing@olivet.edu.

Sincerely,

The MSN Program

Please note that your signature indicates acknowledgement that you have read and understand the contents of this letter, in particular, that you understand that you will be required to complete and pass a criminal background check, drug screening, and physical exam.

