APPLICATION CHECK LIST

☐ Application
  * Baylor Louise Harrington School of Nursing (all applicants)
  * LTHET for active duty applicants
  * US Army Recruiting for civilian, National Guard and Reservists
  * VA applicants (internal VA process)

☐ BSN or MSN Transcripts with an overall GPA of 3.0 (on a 4.0 scale)

☐ Science GPA of minimum 3.0 (includes hard sciences as per BSN prerequisites and additional courses taken) calculated by USAGPAN faculty

☐ Biochemistry or Organic Chemistry transcripts within the last 5 years

☐ Undergraduate or graduate level Statistics transcripts

☐ Competitive Graduate Record Exam (GRE) score with a 3.5 in writing.
  * Competitive GRE is an average of approximately 300 on the combined Verbal score and Quantitative scores. A minimum of a 3.5 is required for the Analytical Writing

☐ At least 12 months of critical care nursing experience, as defined by the Council on Accreditation
  * CCRN / CEN preferred but not required

☐ CV/Resume

☐ Goals and Objectives

☐ Letters of Recommendation

☐ USAGPAN Phase 2 Shadow/Interview for Active Duty and Civilian applicants
APPLICATION GUIDELINES

This form is for your use; to track that required documents are received for the Baylor/USAGPAN deadline!

☐ **Application** - please review and insure all questions are completed. *To be considered for admission you must meet all application requirements including completion of courses and submission of all required documents.* **Documents must be RECEIVED by Baylor University’s predetermined Deadline.**

☐ **Official transcripts ONLY** (sent directly from prior schools by approved vendors or US Mail). Please see Application Requirements web page, scroll down below the 1-10 list for additional detailed transcript requirements. For courses in-progress or future courses, send student/unofficial documentation of your enrollment or registration to: Jana_Johns@Baylor.edu. **Options:** Baylor accepts transcripts from the following companies: Parchment, Credential Solutions, EScript, National Student Clearinghouse, or AARTS. If your school’s service requires a Grad School email address, Grad_Transcripts@Baylor.edu and our CEEB code is 6032), OR by US Mail: Baylor University, Graduate Admissions, One Bear Place #97264, Waco, TX, 76798-7264. **Do NOT upload STUDENT/UNOFFICIAL transcripts to the Application Portal.**

☐ **Official GRE score report:** send electronically to Baylor University (code 6032). Link to ETS / GRE website for requesting your scores: [GRE Additional Score Reports](#). Please do NOT upload your student/unofficial copy of score report in the application portal.

☐ **CV/Resume** – Required: please document your Critical Care experience with MO/YR for start and end dates, CCRN is NOT required but please include this on your resume if you are CCRN certified, as well as in the Anesthesia Nursing section on the application. If you plan to test for the CCRN in the future, please indicate so on the application.

☐ **Goals and Objectives** - Write a formal letter on your Goals and Objectives (audience is USAGPAN leadership): Tell us why you want to become a CRNA and why you want to be a CRNA in the United States Army. Requirements: 1-2 pages in length, Arial 12 font, double spaced, standard margins. Include your full name in the Header. (If you are a VA applicant with intent to remain with VA, you only need to answer the first part of the statement).

☐ **Letters of Recommendation (LORs):** There is **not** a form for this, nor any standard format. Depending on your status, below, you will need to submit contact information for 2-3 letters of recommendation. Please do NOT submit more than the required number, as noted below.

a. **Civilian & Army NG/R Applicants (Direct Accession), 2 LORs required:** Supervisor, and one other letter from a peer or professional colleague. If you are invited to a Phase 2 Clinical Site Interview, the site director sends your letter of recommendation **internally** to USAGPAN leadership; you do **NOT** need to send it to Baylor.

b. **Veterans Administration Applicants, 3 LORs required:** *Letter of support* for your upward mobility within the VA from your Nurse Executive (member of the Pentad), letters of recommendation from your direct Supervisor, and one other person; a peer or professional colleague. (A USAGPAN site visit in NOT required by Baylor for VA applicants, speak with your VA EISP representatives regarding the VA internal process).

c. **Army Active Duty Applicants, 2 LORs required:** Chief Nursing Officer, and one other letter from a peer or professional colleague. For Phase 2 Clinical Site Interview LOR: the site director will send your letter of recommendation directly to USAGPAN leadership. **You do NOT need to submit this LOR for your Baylor application.** LORs from the LTHET packet are accepted for this requirement.

☐ **Recruiter Rank, Name, Phone number and email address sent to Ms. Johns (for Civilian/Guard/Reserve)**

☐ **3-day Phase 2 Clinical Site Director interview completed by August 1 (for Civilian/Guard/Reserve). Must be coordinated with USAGPAN Deputy Director (LTC Steven Kertes, steven.s.kertes.mil@mail.mil; (210)295-4769) via the US Army Healthcare Recruiter. Active Duty Applicants, please contact USAGPAN Deputy Director.**

Questions? Contact USAGPAN Program Coordinator, Jana Johns: Jana_Johns@Baylor.edu or 972-576-9128