Hawai‘i Community College
Health Sciences Division

Nursing Program Application Checklist

All application materials are due by Friday, January 15, 2027, 11:59 PM, HST.

Applicants are recommended to use this checklist and informational sheet to ensure they have all required materials for the Nursing Application (Intent to Apply to a Nursing Program Form). The Nursing Application and other required documents received after the deadline will be considered late and will not be accepted.

#	Required Nursing Admissions Documents
1	Nursing Application (Intent to Apply Form)
2	ATI TEAS Version 7 Exam transcript with a minimum score at the **Proficient** level (58.7% or higher)
3	Transcripts • University of Hawai‘i (UH) Unofficial STAR Transcripts • If applicable, Non-UH Transcripts, if transfer courses are not already listed in STAR
4	Nursing Program Admission Criteria Point Allocation Worksheet

#	Supporting documents required for Criteria #3 on the Nursing Program Admission Criteria Point Allocation Worksheet
1	**Transcript** showing conferred Associate (AA/AS/AAS) or higher degree • STAR transcript is fine • **Redact** any Social Security Numbers on older transcripts • Do not submit a diploma
2	Copy of the **DD214 Form** (for veterans) • **Redact** any Social Security Numbers on the DD214 form
3	Proof of **at least 6 months full-time health care employment** on organization letterhead that indicates: • Position title • Dates employed • Employed full-time or part-time • Name and contact information of the supervisor, Human Resources or other staff member who wrote the proof of employment letter • Do NOT submit paystubs or documents with Social Security Numbers
4	Copy of Current/Active Healthcare Certification or License (if applicable)

1175 Manono St. Bldg 383 Rm 213
Hilo, Hawai‘i 96720-4091
Telephone: (808) 934-2650
Fax: (808) 934-2651

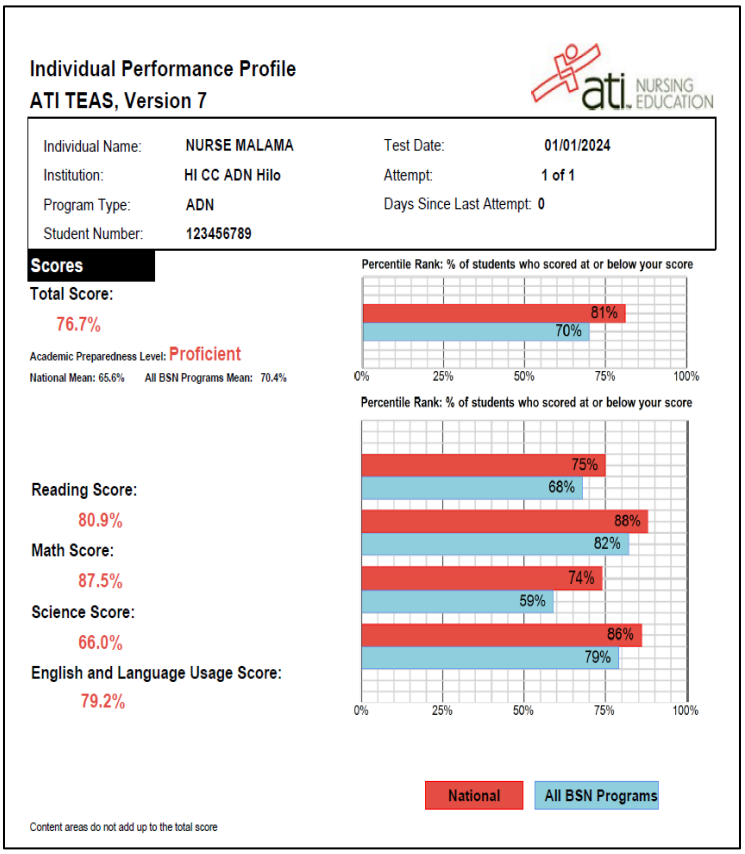
NURSING APPLICATION

The Nursing Application (Intent to Apply Form) can be found at: http://www.hawaii.hawaii.edu/nursing/apply. Please review the entire online form before starting it to ensure you have access to upload all of the required documents.

ATI TEAS EXAM

Only **ATI TEAS, Version 7** will be accepted. Students must minimally earn an individual score at the Proficient (58.7%) or higher level.

For information about the ATI TEAS, testing dates, how to register for it, etc., go to: http://hawaii.hawaii.edu/nursing/TEAS. After you have completed your ATI TEAS, upload a pdf document of your **Individual Performance Profile** to the Nursing Application. The Individual Performance Profile (see example below) can be downloaded from your ATI TEAS account at https://www.atitesting.com/.



Individual Performance Profile
ATI TEAS, Version 7

ati NURSING EDUCATION

Individual Name:	NURSE MALAMA	Test Date:	01/01/2024
Institution:	HI CC ADN Hilo	Attempt:	1 of 1
Program Type:	ADN	Days Since Last Attempt:	0
Student Number:	123456789		

Scores

Total Score: 76.7%

Academic Preparedness Level: Proficient

National Mean: 65.6% All BSN Programs Mean: 70.4%

Percentile Rank: % of students who scored at or below your score

Percentile Rank: % of students who scored at or below your score

Reading Score: 80.9%

Math Score: 87.5%

Science Score: 66.0%

English and Language Usage Score: 79.2%

National | All BSN Programs

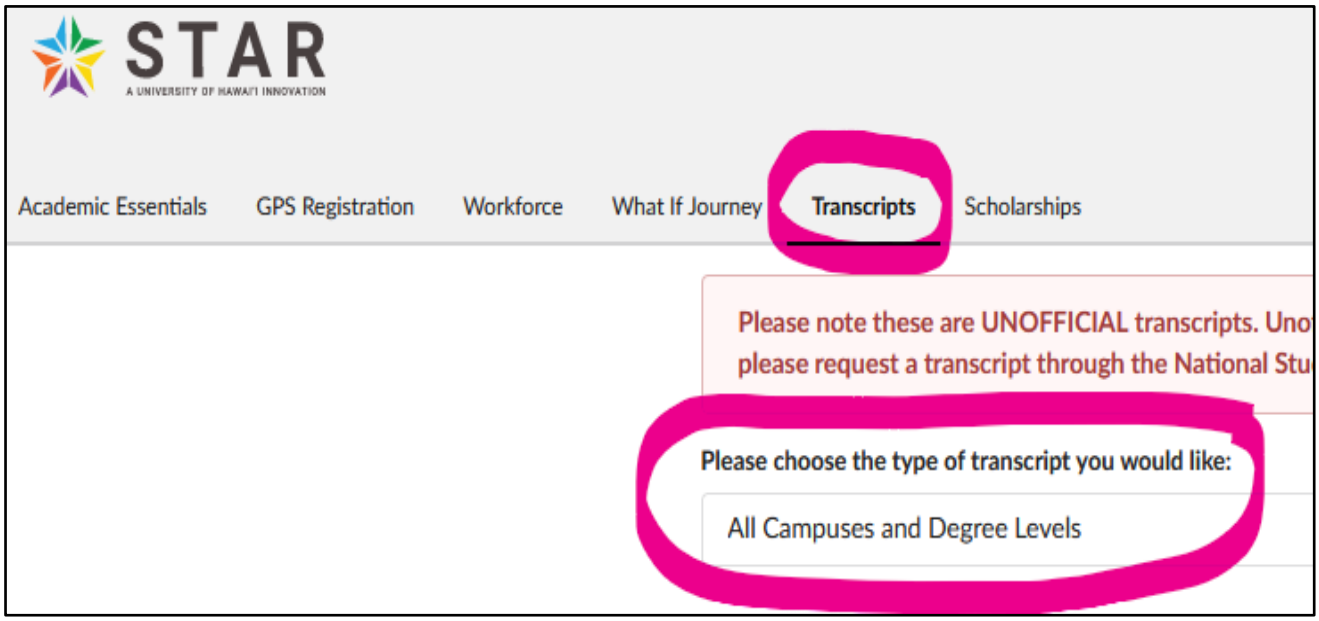
Content areas do not add up to the total score

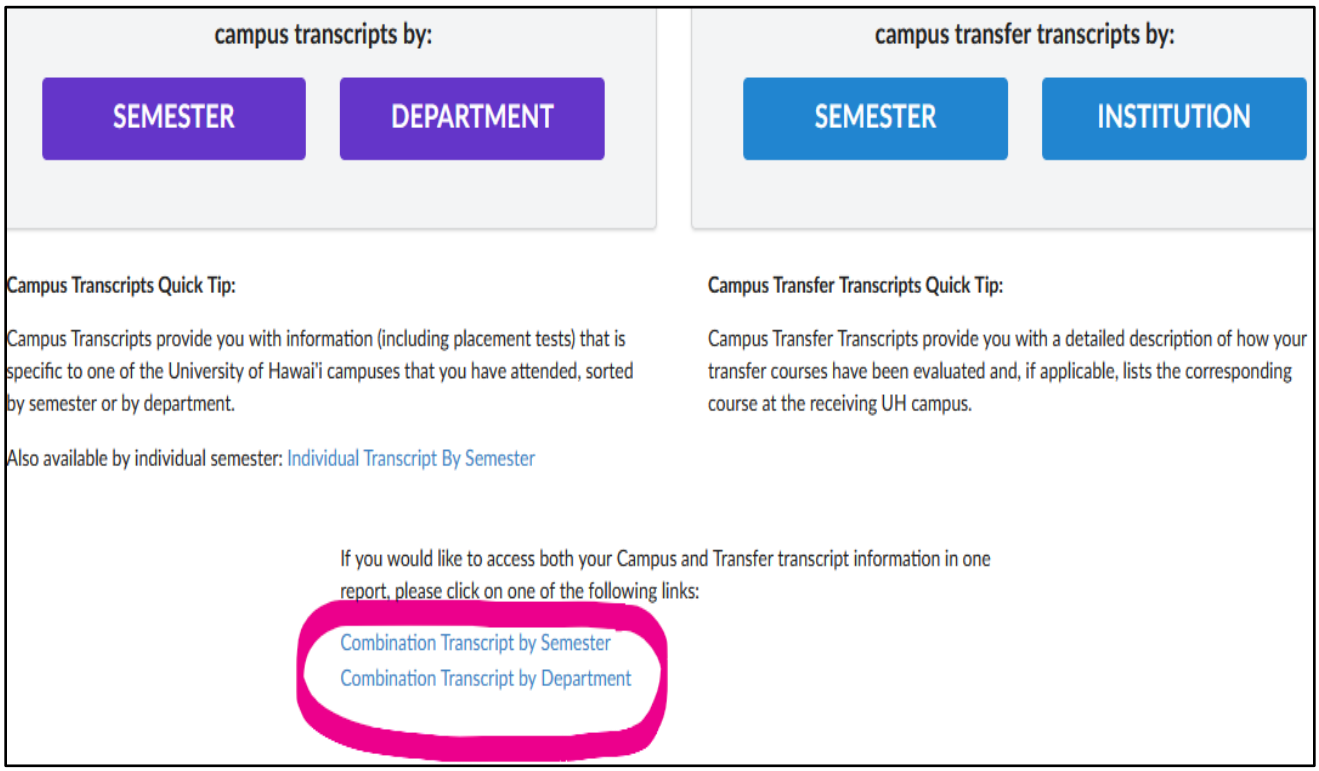
ATI TEAS TRANSCRIPT

As a reminder, purchase of an official TEAS transcript is necessary if you took the TEAS exam at a different institution than Hawai‘i CC. ATI provides one complimentary official transcript when you first register for the TEAS. Official transcripts are purchased in your ATI TEAS account at https://www.atitesting.com/. Once you have logged into your TEAS account, select the **MY RESULTS** tab. Then click **SEND TRANSCRIPT**. The Hawai‘i CC institution code is **HICC ADN** or **HICC PN**.

TRANSCRIPTS

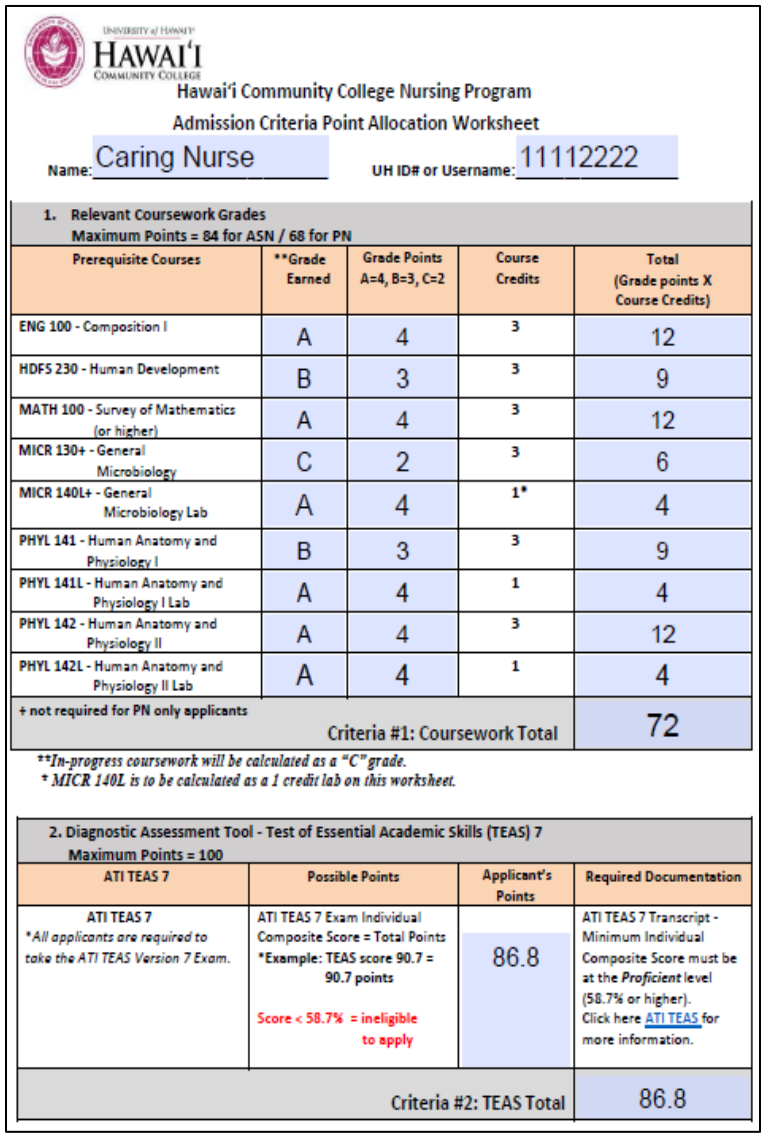
For the University of Hawai'i (UH) Unofficial STAR Transcripts, upload a pdf copy of your **STAR "Combination Transcript by Department"** for **All Campuses and Degree Levels**. Carefully review your STAR Transcript to ensure that **ALL** prerequisite courses are listed! If applicable, also attach a copy of your official non-UH transcripts, if the non-UH transcripts have not already been processed by the Admissions and Records Office and/or are not already included in the STAR transcript. See the images below to determine how to find your **STAR Combination by Department transcripts** at www.star.hawaii.edu.





NURSING PROGRAM ADMISSION CRITERIA POINT ALLOCATION WORKSHEET

The form-fillable Nursing Program Admission Criteria Point Allocation Worksheet can be found at: http://www.hawaii.hawaii.edu/nursing/apply. Upload the two completed pages of the Nursing Program Admission Criteria Point Allocation Worksheet to the Nursing application. An example of the worksheet is below.



HAWAI'I COMMUNITY COLLEGE

Hawai'i Community College Nursing Program

Admission Criteria Point Allocation Worksheet

Name: Caring Nurse UH ID# or Username: 11112222

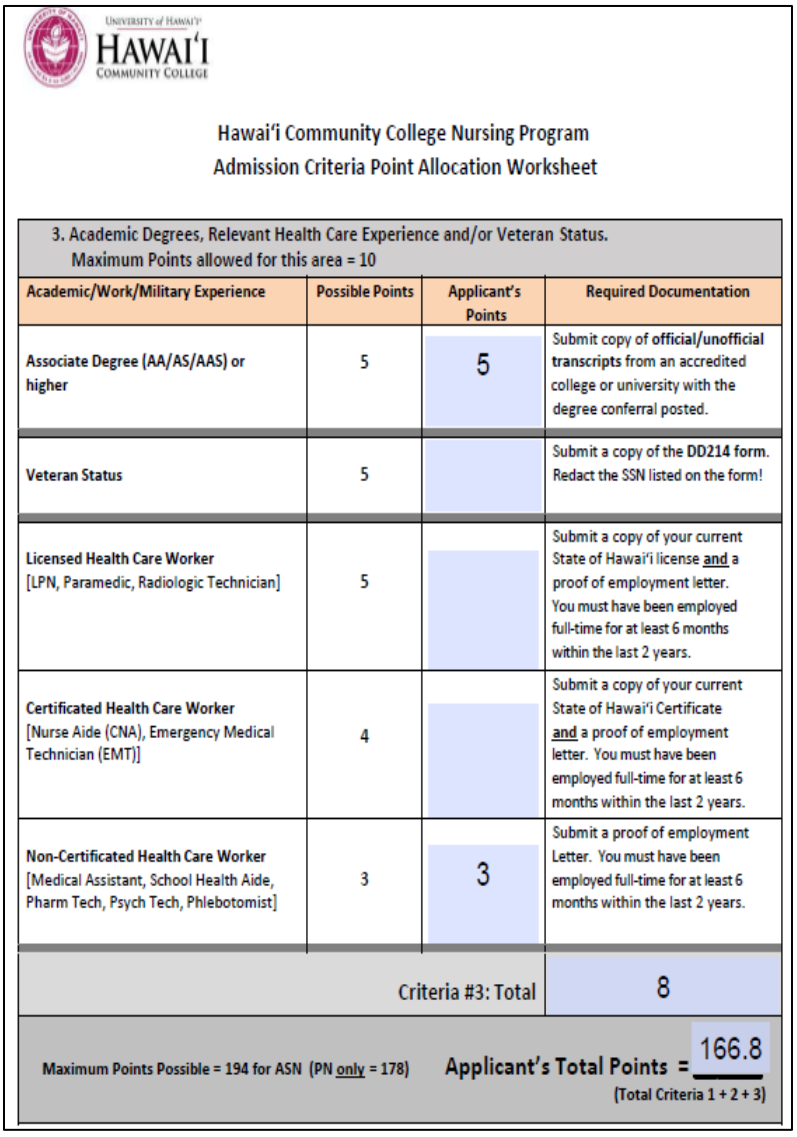
1. Relevant Coursework Grades
Maximum Points = 84 for ASN / 68 for PN

Prerequisite Courses	**Grade Earned	Grade Points A=4, B=3, C=2	Course Credits	Total (Grade points X Course Credits)
ENG 100 - Composition I	A	4	3	12
HDFS 230 - Human Development	B	3	3	9
MATH 100 - Survey of Mathematics (or higher)	A	4	3	12
MICR 130+ - General Microbiology	C	2	3	6
MICR 140L+ - General Microbiology Lab	A	4	1*	4
PHYL 141 - Human Anatomy and Physiology I	B	3	3	9
PHYL 141L - Human Anatomy and Physiology I Lab	A	4	1	4
PHYL 142 - Human Anatomy and Physiology II	A	4	3	12
PHYL 142L - Human Anatomy and Physiology II Lab	A	4	1	4
+ not required for PN only applicants			Criteria #1: Coursework Total	72

***In-progress coursework will be calculated as a "C" grade.*
** MICR 140L is to be calculated as a 1 credit lab on this worksheet.*

2. Diagnostic Assessment Tool - Test of Essential Academic Skills (TEAS) 7
Maximum Points = 100

ATI TEAS 7	Possible Points	Applicant's Points	Required Documentation
ATI TEAS 7 **All applicants are required to take the ATI TEAS Version 7 Exam.*	ATI TEAS 7 Exam Individual Composite Score = Total Points ***Example: TEAS score 90.7 = 90.7 points** Score < 58.7% = ineligible to apply	86.8	ATI TEAS 7 Transcript - Minimum Individual Composite Score must be at the *Proficient* level (58.7% or higher). Click here ATI TEAS for more information.
		Criteria #2: TEAS Total	86.8



HAWAI'I COMMUNITY COLLEGE

Hawai'i Community College Nursing Program

Admission Criteria Point Allocation Worksheet

3. Academic Degrees, Relevant Health Care Experience and/or Veteran Status.
Maximum Points allowed for this area = 10

Academic/Work/Military Experience	Possible Points	Applicant's Points	Required Documentation
Associate Degree (AA/AS/AAS) or higher	5	5	Submit copy of **official/unofficial transcripts** from an accredited college or university with the degree conferral posted.
Veteran Status	5		Submit a copy of the **DD214 form**. Redact the SSN listed on the form!
Licensed Health Care Worker [LPN, Paramedic, Radiologic Technician]	5		Submit a copy of your current State of Hawai'i license **and** a proof of employment letter. You must have been employed full-time for at least 6 months within the last 2 years.
Certificated Health Care Worker [Nurse Aide (CNA), Emergency Medical Technician (EMT)]	4		Submit a copy of your current State of Hawai'i Certificate **and** a proof of employment letter. You must have been employed full-time for at least 6 months within the last 2 years.
Non-Certificated Health Care Worker [Medical Assistant, School Health Aide, Pharm Tech, Psych Tech, Phlebotomist]	3	3	Submit a proof of employment Letter. You must have been employed full-time for at least 6 months within the last 2 years.
		Criteria #3: Total	8

Maximum Points Possible = 194 for ASN (PN only = 178) **Applicant's Total Points = 166.8**
(Total Criteria 1 + 2 + 3)

GOT QUESTIONS?

If you have any questions on how to apply for Hawai'i Community College's Nursing programs, please feel free to contact a Nursing counselor/advisor in Hilo at (808) 934-2658 or Pālamanui at (808) 969-8816. Or, contact the Health Sciences Division Office at hawnurse@hawaii.edu.