

## Nurse Refresher Program Admission's Process

To be accepted into the Refresher Program you should:

1. Carefully review the Nurse Refresher website and be sure you understand the program and the requirements needed (i.e. immunizations, CPR, etc...)
2. Once you are sure you would like to apply, please complete the Refresher Application. If you would like to submit your application electronically, you may email the completed application as an attachment to Charlene Johnson ([ctjohnson@cccdd.edu](mailto:ctjohnson@cccdd.edu)) or contact the Nursing Department at 972-548-6772.
3. When the completed application has been received Charlene Johnson will reply back to you as to whether or not there is an available slot in the course you are interested in. If there is not a slot available in the course, she will ask you if you would like to: a) be placed on the list for the next available class or b) be put on the waiting list for the class you are interested in.
4. Once the registrar has been notified you will receive an e-mail from the cashier's office with information concerning payment of tuition.
5. Be sure you have gathered and completed all the items listed on the distance learning eligibility checklist.
6. You will not be registered for the course until you have contacted the Nursing Department and have the course fee(s). (The course is a total of \$570.00 for online and preceptor components).
7. Once you are officially registered and paid for the course you may then contact the Board of Nursing to apply for your six (6) month temporary permit at [www.bne.state.tx.us](http://www.bne.state.tx.us). Be sure the permit does not expire prior to the end of the course you are registered in.
8. Textbooks can be purchased at the Central Park Campus bookstore. Information about the bookstore can be found at <http://www.cccdd.edu/bookstore> or by calling 972.548.6680.