Greetings Prospective Applicant!

Thank you for your interest in the MSN Nurse Anesthesia program offered in partnership by the School of Nursing (SON) at Cal State Fullerton and the Kaiser Permanente School of Anesthesia (KPSA)! Together we have developed a series of online information modules as well as these printable materials to answer your questions about the program, admission requirements and application procedures.

You have already begun the first step of the process by downloading these materials and continuing on to watch all the information session modules. The next steps include submitting a resume and unofficial transcripts as well as participating in an admissions counseling session.

Applications will be accepted online on the SON website November 1st – November 30th. Top candidates will be invited to complete a secondary application process and an onsite interview. Notifications will be sent in December and interviews will take place in February. Those applicants not selected to proceed to the secondary application and interview stage will be sent notification in December as well with details about future reapplication processes.

We appreciate your interest in this program and encourage you to fully use these provided resources to prepare yourself as a well-qualified candidate and to complete the application process successfully.

Sincerely,

Kaiser Permanente School of Anesthesia &
School of Nursing, CSU Fullerton
Admission Requirements

Applicants must meet both CSUF University and SON graduate admission requirements as follows:

- Active, unrestricted Registered Nurse (RN) license with no disciplinary action pending (if licensed outside of California, must be qualified to become licensed by the state of California prior to starting the program in August)

Notes/Questions: ________________________________________________

- Baccalaureate Degree in Nursing (BSN) or Master’s Degree in Nursing (MSN) from a regionally accredited institution

Notes/Questions: ________________________________________________

- Minimum degree GPA of 3.2 on a 4.0 scale in the highest nursing degree earned (BSN or MSN). A competitive GPA is generally 3.5 and higher.

Notes/Questions: ________________________________________________

- Prerequisite Course: Upper Division Statistics with a grade of C or better (can be pending or in progress at the time of application but must be completed prior to starting the program in August). For more information about this prerequisite, visit the SON website at http://nursing.fullerton.edu/prospectiveStudent/msnCRNA/prerequisites.asp

Notes/Questions: ________________________________________________

- Minimum of one year of current, full-time clinical RN experience in Adult ICU.

Notes/Questions: ________________________________________________
Application Procedure

The application process is six (6) steps. All prospective students must complete steps 1-4 to be eligible for admission. Only the top qualified applicants will be invited to complete steps 5 and 6. Please review the process carefully to ensure you follow all the proper steps and procedures.

Step 1: Online Information Session
View all the online information session modules found on the KPSA website. The modules include an overview of the Nurse Anesthesia program, as well as information about the application procedures, curriculum, clinical sites, fees and financial aid and answers to the most commonly asked questions. Re-applicants should watch the modules each application cycle to receive the most current information.

Notes/Questions: __________________________________________

Step 2: Resume and Transcript Review
Once you have reviewed the complete online information session, you will have the opportunity to upload your resume and transcripts from all colleges/universities attended. Each prospective applicant’s academic and clinical background will be reviewed on an individual basis and a response will be emailed to you regarding your eligibility for the program.

Notes/Questions: __________________________________________

Step 3: KPSA Admission Counseling Session
Once your transcripts and resume are reviewed, if you meet the qualifications to apply to the program, you must complete a mandatory admission counseling session. The counseling session is an informal process in which the applicant receives in-depth information from the Admissions Director regarding the admissions procedure, application procedure, and academic/clinical/financial components of the program. All questions regarding any aspect of the program will be addressed during this meeting. The counseling sessions will be held in person at the KPSA administrative offices in Pasadena, CA or over the phone where applicable. Counseling sessions generally last approximately 15 minutes. Dates/times for counseling sessions are available on the KPSA website.

Notes/Questions: __________________________________________

Step 4: Preliminary Online Application to the CSUF SON
The SON online application is available through the CRNA Prospective Student Portal November 1st – 30th. To fully complete the online application, in addition to completing an online application form, you must upload electronic copies of your personal statement, resume, unofficial transcripts and active RN license. Full instructions for the uploading process will be provided as you complete the online
application. You must also provide contact information for a minimum of 3 recommenders. The SON will provide information to these recommenders via email about how to complete an online recommendation form for you. The SON will no longer accept paper applications or recommendation forms for this step of the process – this is a change from previous years. You do not need to mail anything to the SON to complete your preliminary application.

Notes/Questions:______________________________

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**Step 5: Secondary Application (only completed upon invitation)**

Applicants who fully and correctly complete steps 1 – 4 will be reviewed. Top applicants will be invited (via email) to complete a secondary application process. This secondary process includes submitting required official documents to the SON and completing the CSUF University Graduate Application online which includes paying a $55 application fee. Full details will be provided to invited applicants. Applicants not selected to continue the application at this process will also be notified and provided with details about the re-application process for future terms.

Notes/Questions:______________________________

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**Step 6: In-Person Interview at KPSA**

All applicants who are invited to complete the secondary application are also invited to complete a required in-person interview. Interviews occur in February. There are 2 parts to the interview.

- **Individual Interview:** applicant is interviewed by a panel consisting of 10-15 people representing KPSA, CSUF, Anesthesiologists, CRNAs and current students. The interview is approximately 20 minutes in length. Candidates are asked to describe their academic and clinical background in addition to providing their rational for wanting to become a Nurse Anesthetist.

- **Small Group Interview:** 2-3 candidates will be grouped together and provided a clinical scenario and asked how to solve a problem in the scenario as a small group

Admission denials/offers will be sent in early March. Admitted applicants must secure their seat in the program by March 31st (details will be sent via email with admission notification).

Notes/Questions:______________________________

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Additional Information for Applicants with Foreign Degrees

Prospective applicants who completed their nursing degree(s) outside of the United States must have their degree officially evaluated by an accredited foreign transcript evaluation service. The evaluation must include a course by course evaluation as well as degree equivalency and GPA conversion to a 4.0 scale.

The following agencies provide professional assistance in interpreting the educational backgrounds of persons who have studied outside of the USA and need statements of educational equivalence. A Translation- Verification Service is available to verify translations of credentials in many languages.

**Academic Credentials Evaluation Institute (ACEI)**
P.O. Box 6908
Beverly Hills, CA 90212
Toll Free: (800) 234-1597 (USA Only)
Phone: (310) 275-3530
Fax: (310) 275-3528
Email: acei@acei1.com
Website: [http://www.acei1.com](http://www.acei1.com)

**World Education Services (WES)**
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6239
Email: info@wes.org
Website: [http://www.wes.org](http://www.wes.org)

**American Education Research Corporation (AERC)**
P.O. Box 996
West Covina, CA 91793-0996
Phone: (626) 339-4404
Fax: (626) 339-9081
Email: aerc@verizon.net
Website: [http://www.aerc-eval.com](http://www.aerc-eval.com)

**International Education Research Foundation, Inc. (IERF)**
P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Website: [http://www.ierf.org](http://www.ierf.org)

When emailing your transcripts and resume to KPSA for review (Step 2 of the application process), also email a copy of your foreign transcript evaluation report. If invited to submit the secondary application materials, in addition to an official copy of the evaluation report, you will also need to submit official transcripts from your foreign institution. If you do not have an official copy, we recommend working to obtain that now as it can take several months to receive transcripts from foreign institutions.

If you completed the prerequisite Statistics course at a foreign institution, the SON will need a copy of the detailed course syllabus to determine if the course will meet our requirements. If you are unable to obtain this documentation, it is likely you will need to complete a satisfactory statistics course through a US institution prior to starting the program.

Notes/Questions:
Application Checklists

Preliminary Application Checklist – School of Nursing Application (Step 4 of the application process):

To be considered for admission, applicants must submit the following:

- Online SON application available November 1st – 30th at http://nursing.fullerton.edu/prospectiveStudent/msnCRNA/appprocess.asp
- Three online recommendations – you will need to provide the name and contact information of your recommenders. They will then be emailed instructions to complete an online recommendation on your behalf.
- Personal Statement*
- Active RN License*
- Current Resume* (if any changes from the previous resume were uploaded for review)
- Unofficial Transcripts from all college/universities attended* (if any additional coursework has been completed since uploading transcripts for review)

*Supplemental items must be uploaded electronically and attached to the SON application online.

Secondary Application Checklist – CSUF University Application (Step 5 of the application process):

If invited to do so upon review of the preliminary application, top qualified applicants will need to complete the official university application for CSUF by submitting the following:

- Online CSU Graduate Application available online at www.csumentor.edu. Confirmation of successful submission of the application will be emailed to you.
  - Please do not complete the university application prior to invitation. Upon completing the university application, you will be charged and required to pay a non-refundable application fee. Waiting to apply until instructed will save you time and money.
- $55 CSU Application Fee payable online upon submission of the online CSU application
- One (1) set of official (sealed) transcripts from ALL colleges/universities attended.

All official transcripts should be sent in ONE packet to the School of Nursing. Failure to submit transcripts could invalidate your application. The window to submit the university application and official transcripts will be short. We recommend you request official transcripts as soon as possible so you have them on hand to submit when you make it to this stage of the application process.

You will be sent confirmation via email of receipt of transcripts. These official transcripts will be forwarded to University admissions for inclusion with your university application. As long as you include one full set of transcripts in the packet you send to the School of Nursing, you will not need to submit official transcripts to the university.
Things you can work on now to prepare to apply

1. **Request official transcripts** from all colleges/universities you have attended. Transcripts should be sent to you but must stay sealed to remain official. We recommend you request multiple copies so you can open one set to scan and email to KPSA for your counseling session and upload with your Preliminary SON application. If invited to complete the secondary application, you will need to provide an official, sealed copy of transcripts so be sure to keep one set of transcripts from each institution sealed.
   a. If you are a CSUF graduate, you do NOT need to submit official transcripts that the university already has on file. If you have completed coursework since your time of graduation, you will need to supply official transcripts showing that subsequent coursework. For your KPSA admission counseling appointment, you will need to email your unofficial CSUF transcript along with all other unofficial transcripts for review.

2. If your degree was completed at a foreign institution, have your **foreign transcript and degree evaluated** prior to your KPSA counseling session.

3. Begin working on your **Statement of Purpose**. Your statement should be 500 words or less and should describe why you are pursuing graduate study in this field. Include information about any extra preparation you have done.

4. **Contact potential recommenders** who may be willing to complete the online recommendation for you during the application period (November 1st – 30th). Recommenders could be a nursing instructor/professor, a nursing supervisor, or a current CRNA you spent time shadowing. In addition to completing the online form, recommenders will have the opportunity to upload a letter to provide more information about you as a candidate for this program. An additional letter is required so your recommenders can be working on that now so it is ready for upload. A sample of the online recommendation form is included at the end of this packet so you can see the questions your recommenders will be asked. Please do NOT give this form to your recommenders as they MUST complete the online recommendation form during the application period.

Notes/Questions:
Additional Documents Required if Admitted

As a CRNA student you will be completing clinical hours at KP facilities throughout your time of enrollment. To clear you for clinical rotations, KPSA must maintain the following documents for each student. You will be provided information after admission about how to submit these documents. They will be due to KPSA in mid-August just prior to the program starting:

- Background check through Kaiser Permanente’s School of Anesthesia
- CPR BLS card (American Heart Association only)
- PALS card (American Heart Association only)
- ACLS card (American Heart Association only)
- Negative PPD (good for one year) or healthy chest x-ray interpretation (good for two years)
- Titers- Students must show immunity (a positive or reactive result) to the following diseases:
  - Measles
  - Mumps
  - Rubella
  - Varicella
  - Hepatitis B
- All immunization records (if any of your titers are negative, these will be used to guide you in completing the requirements)
- Physical Exam (required upon entering the program)
- Annual Influenza vaccine; each year’s current flu season vaccination (vaccination should be available beginning August/September). No declinations will be accepted
- California driver’s license
- California automobile insurance
- California RN License, without restrictions
- Proof of health insurance – provided by KPSA
- Tdap immunization: Good for 10 years; must be current through end of program

You will provide the following items to the SON via an Online Document Management System:
- Mandatory Reporter Form* / Completion of Student Training PowerPoint’s and videos on CSUF SON website
- Liability Release Form*
- Release of Information Form*
- Core Health and Nursing Requirements Verification Form for CRNA students

*Forms available through CSUF School of Nursing website

Notes/Questions: 

__________________________________________________________________________

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KPSA Program Student Costs*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUF Application Fee</td>
<td>$55</td>
</tr>
<tr>
<td>CSUF Tuition/Fees (CA residents)^</td>
<td>$23,000</td>
</tr>
<tr>
<td>CSUF Graduation Fee</td>
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<tr>
<td>KPSA Program Fees</td>
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<td>AANA Student Membership Fee</td>
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<tr>
<td>Self Evaluation Examination</td>
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<tr>
<td>National Certification Exam</td>
<td>$725</td>
</tr>
<tr>
<td>Ear Piece Stethoscope</td>
<td>$150</td>
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<tr>
<td>Medatrax</td>
<td>$130</td>
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<tr>
<td>KPSA Meetings</td>
<td>$70</td>
</tr>
<tr>
<td>Books (varies)</td>
<td>$500</td>
</tr>
<tr>
<td>Sigma Theta Tau membership (optional)</td>
<td>$25</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$35,230</strong></td>
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</tbody>
</table>

^ Students who are not residents of California may be subject to additional non-resident tuition of $372/unit. Non-residents can work to establish state residency in their first year of enrollment and petition to be reclassified as a state resident for tuition purposes for the second year. More information about this will be provided to non-resident students upon admission and throughout the program.

KPSA Benefits*

- Healthcare Coverage
- Malpractice Insurance
- Potential Traineeship grant funding through CSUF

* All fees and benefits subject to change during the academic year and without notice.

Financial Aid
Students interested in obtaining Financial Aid to assist with costs above as well as living expenses must complete the Free Application for Federal Student Aid (FAFSA).

The priority filing period for the FAFSA each year is January 1st - March 2nd. Complete the form online at [https://fafsa.ed.gov/](https://fafsa.ed.gov/). Have the information electronically sent to CSUF using our school code: 001137. You can complete this prior to admission.

CSUF Financial Aid information can be found online at [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid).

Frequently Asked Questions

1. Do Kaiser Permanente employees get a preference for admission into the program?

No. The program is funded through community benefit monies. We are obligated to consider all qualified candidates from all hospitals. Our mission is to educate registered nurses to become board certified nurse anesthetists after program completion.

2. How do I make myself a competitive candidate for the program?

Every year admission to the anesthesia program becomes more competitive. Hundreds of qualified applicants compete for 35-40 positions. To be considered, a candidate should possess a BSN and/or MSN degree with a grade point average greater than a 3.5 on a 4 point scale, have 2-3 years of current adult ICU experience in a large metropolitan teaching facility, have earned grades of A in many science courses, have professional certifications such as CCRN, served on unit-based or hospital-wide committees or task forces, and demonstrated leadership skills in research, management, or education.

3. My BSN/MSN GPA is below 3.2, but I am otherwise a strong candidate. What can I do?

We understand that your GPA may not reflect your academic ability so much as the combination of your commitments at the time. However, because we receive many applications each year and only have between 35 and 40 positions, we will only consider applicants who meet or exceed our minimum requirements.

4. What satisfies your “Adult ICU” experience requirement?

You can satisfy the adult ICU requirement by working in any kind of Adult ICU environment, such as a Medical ICU, Surgical ICU, Coronary Care Unit, Trauma ICU, Cardiovascular ICU, Neuro ICU, Burn ICU, and CT ICU.

5. How many hours can I expect to spend in class and the clinic each week?

Class and clinical requirements are scheduled Monday through Friday. There are also occasional weekend clinical academic commitments. Generally, the academic classes are scheduled from 7:30 AM to 3:30 PM. Clinical hours vary at each facility.
6. Am I able to work as an RN while in the program?

Outside work is strongly discouraged while a matriculated student in the program. The academic and clinical coursework is a 24 month, intense, lock-step full time process. Students are enrolled for 6 full time semesters at CSUF. There are breaks between each semester of approximately 10 days in length.

7. Will I get a job as a nurse anesthetist after graduation?

All students have obtained employment after graduation. Many students have multiple job offers in the months before graduation. You will be highly recruited by the Kaiser Permanente anesthesia departments as you rotate through the many facilities. There is no obligation to work for Kaiser Permanente after graduation.

8. Am I eligible to apply?

To apply, you must meet the following *minimum* requirements:
- BSN or MSN completed or will be complete prior to the start date in August
- GPA of 3.2 on an 4.0 scale in BSN or MSN degree
- Statistics completed by mid-August start year.
- One year of current full-time adult ICU RN experience by the start date in August

9. I am an RN without a BSN or MSN, can I apply?

No. Fall 2010 applicants and beyond will be required to obtain a BSN or MSN prior to the start of the program.
## MS, Nursing: Nurse Anesthetist 
### Course Sequence

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Fall</td>
<td>NURS 588 – Advanced Physiology/Pathophysiology for Anesthesia I (4) NURS 589L – Nurse Anesthesia Practicum III (7) NURS 596A – Comprehensive Exam (2)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>NURS 590 – Advanced Physiology/Pathophysiology for Anesthesia II (4) NURS 591L – Nurse Anesthesia Practicum IV (7) NURS 596B – Comprehensive Exam (2)</td>
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</tr>
<tr>
<td></td>
<td>Summer</td>
<td>NURS 592 – Professional Nurse Anesthesia Role (3) NURS 593L – Nurse Anesthesia Practicum V (7)</td>
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<tr>
<td>1</td>
<td>Fall</td>
<td>NURS 501 – Theoretical Perspectives for Nursing Practice (3) NURS 542/L – Advanced Health Assessment/Lab (2/1) NURS 580 – Advanced Pharmacology for Anesthesia I (3) NURS 581 – Anesthesia Basic Principles and Health Assessment (3)</td>
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<tr>
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<td>Spring</td>
<td>NURS 505A – Nursing Research and Evaluation for Practice (3) NURS 582 – Anesthesia Advanced Principles (4) NURS 584 – Advanced Pharmacology for Anesthesia II (3) NURS 585L – Nurse Anesthesia Practicum I (2)</td>
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</tr>
<tr>
<td></td>
<td>Summer</td>
<td>NURS 505B – Seminar in Nursing Research (3) NURS 586 – Pediatric and Obstetric Anesthesia (3) NURS 587L – Nurse Anesthesia Practicum II (5)</td>
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**TOTAL UNITS**: 71

*All Courses and Course Sequences are subject to change at any time.*

During the training program all students rotate thru approximately 15 clinical sites. Since clinical sites are widely distributed throughout southern California, extensive traveling is required. All students use a car for transportation.
School of Nursing MSN Recommendation Form

To be completed by Applicant:

I, ____________________________________________, am applying to the MSN Nurse Anesthesia Program.

(Name of Applicant)

APPLICANTS WAIVER OF ACCESS STATEMENT: I understand this letter of evaluation and any other disclosures by the individual / organization listed below is to be received and maintained in confidence by the School of Nursing for admission consideration. I hereby expressly waive any and all rights I might have of access to this evaluation under the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and any/or all other laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have copy of this letter made for my use, and the right to request an amendment of this letter.

Applicant’s signature __________________________ Date __________________________

To be completed by Evaluator:

This applicant is interested in admission to our Master of Science, Nursing: Nurse Anesthesia program. We appreciate your confidential evaluation in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Not Known</th>
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<tbody>
<tr>
<td>Knowledge of Nursing</td>
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<tr>
<td>Technical Knowledge and Skills</td>
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<td>Ability to Apply Nursing Process</td>
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<tr>
<td>Ability to Express Self Verbally</td>
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<td>Ability to Express Self in Writing</td>
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<td>Ability to Relate to Others</td>
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Please add any comments that will help us better understand this applicant and/or upload a recommendation letter.

Please indicate the strength of your overall endorsement of this applicant:

☐ Highly Recommend ☐ Recommend ☐ Recommend with Reservations ☐ Do Not Recommend

Evaluator Name __________________________ Position __________________________

Organization __________________________

E-mail __________________________ Phone __________________________

Signature __________________________ Date __________________________

DO NOT COMPLETE THIS FORM. Applicants must provide recommenders’ contact information, including an email address, in the online SON application. Recommenders will receive an email from the SON which will provide instructions for completing the form online.