



Application Check List

Before submitting your application packet please be sure that:

- You have completely filled out the application form and have included your email address. **This is extremely important; communication from the school is done via email.** If your email address should happen to change, please notify the school immediately.
- You have enclosed the required \$65.00 application processing fee in your application packet. Make check payable to Westmoreland Hospital (write 'Excelsa Health School of Anesthesia' in the memo section of your check).

Mail **completed** packet to:
Excelsa Health School of Anesthesia
Latrobe Hospital
One Mellon Way
Latrobe, PA 15650

- You have included your summary, as requested on Page 3 of the application.
- You have enclosed a professional resume with your application.
- You have enclosed:
 - A copy of your current RN license with expiration date
 - Copies of **required** current BLS, ACLS cards
 - Copies of all other current certification cards (PALS, CCRN, etc.)
 - Copy of your current driver's license
- You have requested one official transcript from **every** institution of higher learning that you have attended, (even if only individual courses were taken). **All original** transcripts must be in the **unopened** envelope in which they were received and are to be included with your application packet. International students must send official WES transcripts; no others will be accepted.
- You have requested that the three individuals you are using for references complete the School of Anesthesia's **Letter of Reference** form which is available on our website excelsahealth.org. One reference must be from your current nurse manager. Letters of Reference must be sent in with your application packet **and must be sealed with reference's name written across envelope flap.**

Deadline for application is January 15th of year prior to year you are applying for. We strongly recommend that you submit your application early.

It is the applicant's responsibility to assure that all required information is, and continues to be, current and up-to-date and is received at the Anesthesia School before 3:00 p.m. on January 15th.