



Curricular Practical Training (CPT): Employment Experience

For undergraduate F-1 students majoring in nursing

Curricular Practical Training (CPT) is an authorized, credit-bearing training experience directly related to nursing. Authorization is for one specific employer and for a specific period of time.

Nursing CPTs are designed to introduce students to the concepts of basic human needs, the health/illness continuum, mental health, social needs, the healthcare delivery system and the development of basic nursing and personal care skills. The training may also prepare students to pass the nursing assistant competency exam, an admission requirement for the Pre-Licensure Program.

Students must secure a training opportunity before a CPT can be requested. All nursing CPTs must be approved by the Student Advising Director, before an Immigration Advisor will grant final authorization.

Nursing CPTs require enrollment in NURS 499: Individual Study (1cr) for each experience.

Eligibility Criteria:

- Undergraduate F-1 student.
- Declared nursing major.
- Enrolled full-time for one academic year.
- Currently in good academic standing.
- A minimum total cumulative GPA of 3.0.
- Complete 2 Core science pre-reqs (BIOL 201, BIOL 202, CHEM 111) with minimum C grades.
- Secure a position as a Certified Nursing Assistant (CNA), Nursing Assistant in Training (NAIT), or a nursing related position providing direct patient care.
- Submit CPT request through the Terra Dotta portal by the first Friday of the semester.

Follow the steps on page 2 to get started.

Procedures

Curricular Practical Training (CPT) Procedures:

Students must complete the following steps when seeking CPT approval and authorization.

1. Apply and secure a Certified Nursing Assistant position, Nursing Assistant in Training position, or a nursing related position providing direct patient care. (Resident Assistant, Personal Care Assistant).
 - Visit the [Career Development Center](#) for job search and interview prep assistance.
 - Use [Handshake](#) to find available positions.
 - Google Monarch Healthcare Management to review their job postings.
 - Monarch operates 4 different long-term care and rehabilitation facilities in Mankato.
 - Select CAREERS to find their job openings.
 - Certified Nursing Assistant (CNA), Nursing Assistant in Training (NAIT) or Personal Care Assistant (PCA)
 - Apply online and complete the job interview, if required.
 - Secure the position.
2. Obtain a job offer letter from the employer. The letter should include:
 - Company, address, job description, number of work hours per week, and the employment dates.
 - Employment dates should align with the academic semester.
 - **Examples:** August 26-January 1 **or** January 2-May 9 **or** May 10-August 25
 - CPT is authorized for one semester at a time.
 - Students may work 20 hours per week during the fall/spring; 40 hours per week during the summer.
3. Student logs into [Terra Dotta portal](#) to initial CPT request.
 - **Approver Name:** Kasi Johnson
 - **Approver Email:** Kasi.Johnson@mnsu.edu
 - **Approver Title:** Student Advising Director
 - Upload employment offer letter and degree audit.
4. CPT request is routed to Kasi Johnson for approval and course permission. It is then routed to the KIC.
 - Kasi will email the student instructing them to register for [NURS 499: Individual Study](#).
5. Student registers for [NURS 499: Individual Study](#).
 - This course will be evaluated as Pass/No Credit. There is no letter grade awarded.
 - Access the course in D2L and complete assignments by posted dates.
 - Students are responsible for the tuition & fees associated with this course.
6. KIC requests 3-5 days for processing.
 - Immigration Advisors add the authorization to SEVIS and updates the student's I-20.
 - Immigration Advisors email the student to alert them of the new I-20.
7. Once authorized, students can begin to work and complete the [NURS 499: Individual Study](#) course.
8. If the student and employer wish to continue the experience beyond the authorized end date, a new CPT request must be initiated through the Terra Dotta portal. An updated employer offer letter with next semester's start and end dates is uploaded. Return to Step 2.
9. Students must maintain CPT eligibility to continue experience in future semesters. Failure to submit NURS 499 assignments on time, or successfully pass the course will impact future CPT approvals.