MINNESOTA STATE UNIVERSITY, MANKATO
SCHOOL OF NURSING

Curricular Practical Training (CPT) for Nursing

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 a 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 Nursing Student Advising Director, before a KIC Immigration Advisor will grant final authorization.

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

Eligibility Criteria:

1. Undergraduate F-1 student.
2. Declared nursing major.
3. Enrolled full-time for one academic year at Minnesota State University, Mankato.
4. Complete a minimum of 24 credits from Minnesota State University, Mankato.
5. Currently in good academic standing.
6. A minimum total cumulative GPA of 3.0.
7. Complete 2 Core science pre-reqs (BIOL 201, BIOL 202, CHEM 111) with minimum C grades.
8. Secure a position as a Certified Nursing Assistant (CNA), Nursing Assistant in Training (NAIT), or nursing related position providing direct patient care.
9. Submit CPT request through the KIC Portal by the first Friday of the semester.
   Late requests will not be approved.

Follow the steps on page 2 to get started.

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.
   - Visit the Career Development Center for job search and interview prep assistance.
     or
   - Google Monarch Healthcare Management to review their job postings.

     - Monarch operates 4 different long-term care and rehabilitation facilities in Mankato.
     - At their website, select CAREERS to find job openings.
     - Certified Nursing Assistant (CNA), Nursing Assistant in Training (NAIT) or Personal Care Assistant (PCA)
     - Use the search term Mankato for local positions.
     - Apply online and complete the job interview, if required, to 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**
   - A CPT is only authorized for one semester at a time.
   - Students may work 20hrs/week during the fall & spring terms and 40hrs/week during the summer term.

3. Student logs into KIC Portal to initiate CPT request.
   - **Approver Name:** Kasi Johnson
   - **Approver Email:** Kasi.Johnson@mnsu.edu
   - **Approver Title:** Student Advising Director
   - Upload employment offer letter and Nursing, BS degree audit.

4. The request is routed to Kasi Johnson for approval and course permission.
   - Kasi will email the student instructing them to register for NURS 499: Individual Study.
   - The request is then routed to KIC.

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. Late or missing assignments may impact future CPT eligibility.
   - Students are responsible for the tuition & fees associated with this course.

6. The 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 KIC Portal. An updated employer offer letter with next semester's start and end dates is required. Return to Step 2 to start the process again for a new term.