

Curricular Practical Training (CPT) for Nursing Majors

POLICIES & PROCEDURES

Curricular Practical Training is an authorized, credit-bearing educational opportunity to gain practical work experience related to nursing. Elective Internship/Employment CPTs are available to eligible nursing majors. Eligibility criteria and policies are different for pre-nursing students versus students admitted to the Pre-Licensure Program.

PRE-NURSING STUDENTS

These are students not admitted to the Pre-Licensure Program, or may be provisionally admitted.

A Pre-Nursing CPT employment experience should 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 experience may also prepare students to pass the nursing assistant competency exam, an admission requirement for the Pre-Licensure Program.

POLICIES for PRE-NURSING STUDENTS

- Pre-nursing students may complete a **one-time only summer CPT** before starting the Pre-Licensure Program.
- Summer CPTs may be taken part-time (20 hours/week or less) or full-time (21-40 hours/week).
- Pre-nursing students must enroll in NURS XXX-Pre-Nursing CPT (1cr) for a P/NC grade for the summer term.
- Pre-nursing students must be enrolled in NURS XXX by the first Friday of the official summer term.

SUMMER START DATE & END DATES for PRE-NURSING STUDENTS

- The earliest start date for a summer CPT is the **day after** spring semester finals week concludes.
- The latest end date for a summer CPT is the **day before** the start of fall semester.

ELIGIBILITY CRITERIA for PRE-NURSING STUDENTS

1. Undergraduate F-1 student with a declared nursing major.
2. No previous CPT experience as a pre-nursing student.
3. Currently in good academic standing with a minimum total cumulative GPA of 3.0.
4. Enrolled full-time for one academic year at Minnesota State University, Mankato before eligibility.
5. Completed a minimum of 24 residential credits from Minnesota State University, Mankato.
6. Completed 2 Core science pre-reqs (BIOL 201, BIOL 202, CHEM 111) with minimum C grades.
7. Secured a position as a Certified Nursing Assistant (CNA), Nursing Assistant in Training (NAIT), or nursing related position providing direct patient care like a Personal Care Assistant (PCA).
8. CPT Requests must be submitted through the KIC Portal 2 weeks before the desired employment start date.

****Late requests will not be approved.***

PRE-LICENSURE PROGRAM STUDENTS

These are students admitted and taking classes in the Pre-Licensure Program.

CPT employment experiences for PLP students will explore relationship-based and family focused care by examining caring and healing environments, integrating therapeutic communication, building professional relationships as an interdisciplinary team member, caring for families, and advancing physiologic knowledge.

POLICIES for PRE-LICENSURE PROGRAM STUDENTS

- PLP students may complete a CPT each fall and spring term while in the 4 semester Pre-Licensure Program.
- PLP students are limited to **one** summer CPT employment experience **after** starting the program.
- Fall and spring CPTs may only be taken part-time (20 hours/week or less).
- Summer CPTs may be taken part-time or full-time (21-40 hours/week).
- PLP students must enroll in NURS 499-Individual Study (1cr) for a P/NC grade for each CPT term experience.
- PLP students must be enrolled in NURS 499 by the first Friday of the official term.
- PLP students repeating a nursing major core course(s) are not eligible for a CPT during that term.
- PLP students who earned a NC in NURS 499 are ineligible for future CPT employment experiences.
- Students who become ineligible for a CPT, may have a Student Performance Contract initiated by instructor.

NURSE INTERNSHIPS

Nurse internships differ from employment experiences working as a CNA or PCA. Nurse internships allow students to work in the professional nursing role and take NURS 497: Internship, a required course by the Minnesota Board of Nursing. Students who obtain a nurse internship must request CPT approval, but the internship will not impact their approval for other employment experiences as a CNA or PCA.

START DATES & END DATES for PRE-LICENSURE PROGRAM STUDENTS

Fall Semester

- The earliest start date for a fall CPT is the **first day** of fall semester.
- The latest end date for a fall CPT is the **day before** the start of spring semester.

Spring Semester

- The earliest start date for a spring CPT is the **first day** of spring semester.
- The latest end date for a spring CPT is the **last day** of spring semester finals week.

Summer Semester

- The earliest start date for a summer CPT is the **day after** spring semester finals week concludes.
- The latest end date for a summer CPT is the **day before** the start of fall semester.

ELIGIBILITY CRITERIA for PRE-LICENSURE PROGRAM STUDENTS

1. Undergraduate F-1 student admitted and taking classes in the Pre-Licensure Program.
2. Not received an NC grade in NURS 499 during previous CPT experiences.
3. Currently in good academic standing with a minimum total cumulative GPA of 3.0.
4. Enrolled full-time for one academic year at Minnesota State University, Mankato before eligibility.
5. Completed a minimum of 24 residential credits from Minnesota State University, Mankato.
6. Secured a position as a Certified Nursing Assistant (CNA) or nursing related position providing direct patient care like a Personal Care Assistant (PCA).
7. CPT Requests must be submitted through the KIC Portal 2 weeks before the desired employment start date.
***Late requests will not be approved.**

CPT APPROVAL PROCEDURES

Follow the steps when seeking CPT approval and authorization.

1. Students must apply and secure a position as a Certified Nursing Assistant, Nursing Assistant in Training, or a nursing related position providing direct patient care like a Personal Care Assistant.
2. Obtain a job offer letter from the employer containing the following information:
 - Company name and physical address
 - Job title and position description
 - Number of hours working per week
 - Official offer beginning date and end date for the requested term.
 - **Refer to pages 1 or 2 for guidance on start and end dates.**
 - **Incomplete offer letters will not be processed.**
 - **Share the KIC's sample letter with employers so they include the required information.**
3. Log in to [KIC Portal](#) to initiate a CPT request.
 - **Approver Name:** Kasi Johnson
 - **Approver Email:** Kasi.Johnson@mnsu.edu
 - **Approver Title:** Student Advising Director
 - Upload the job offer letter and your Nursing, BS degree audit.
4. The request is routed to Kasi Johnson for department approval and course permission.
 - If approved, students will receive an email instructing them to register for the designated course.
 - The request is then routed to the KIC.
5. Students must be registered for the designated course before the KIC can process the request.
6. The KIC requests an additional 3-5 days for final processing.
 - Immigration advisors add the authorization to SEVIS and will update the student's I-20.
 - Students will receive an email alerting them of their new I-20.
7. Once authorized, students may begin to work and start the designated course in D2L.
8. If an eligible PLP student elects to continue an employment experience beyond the authorized end date of the current term, they must obtain an updated job offer letter with new dates, and submit a new CPT request through the KIC Portal. Return to step 2 to start the process again for a new term.