



## Curricular Practical Training: Employment Experience

The Curricular Practical Training: Employment Experience is an opportunity for undergraduate international pre-nursing/nursing students to gain practical work experience related to the field of nursing. This experience will introduce the student to concepts of basic human needs, the health/illness continuum, mental health, social needs, basic nursing and personal care skills. Students must work to practice safely as a nursing assistant, or provide direct patient care in a similar role. The CPT experience allows students to engage in clinical based learning opportunities to enhance their understanding of the nursing profession and the health care delivery system. It will also prepare students to successfully pass the Minnesota approved competency test for nursing assistants, an admission requirement for the Pre-Licensure Program.

Eligible students will enroll in NURS 499: Independent Study for 1 credit, and work in an approved position providing direct patient care. Students will be paid for their work by the employer.

Eligible students may complete a Curricular Practical Training (CPT): Employment Experience for a maximum of two consecutive terms, one summer and either fall or spring. No more than two terms will be allowed.

Students are responsible for obtaining their employment and submitting the required documentation to the School of Nursing and the Kearney Center for International Student Services (KCISS) for authorization. Students must enroll in NURS 499, fulfill the course requirements and submit the required documents to KCISS each term of a CPT: Employment Experience.

### CPT: Employment Experience Eligibility Criteria

- Must be an undergraduate F-1 international student.
- Must be a declared pre-nursing/nursing major.
- Must have a minimum 3.0 total cumulative GPA.
- Must be enrolled full-time and in good academic standing for one year prior to CPT experience.
- Must be concurrently enrolled in pre-nursing/nursing coursework during the term of the CPT experience. (exception for summer term)
- Must agree to enroll in pre-nursing/nursing coursework following the term of the CPT experience.
- Must have successfully completed 1 of the Core pre-requisite science courses prior to CPT experience (BIOL 220, BIOL 330, CHEM 111)
- Must obtain a nursing assistant (NA) position, or employment that provides direct patient care and similar responsibilities of a NA.
- Must submit required documents to the School of Nursing and enroll in NURS 499 on or before the first Friday of the term. **No exceptions.**

## School of Nursing CPT: Employment Experience Application Process:

*Please read and follow the steps in the order listed.*

1. Review the CPT processes outlined by both the School of Nursing and the Kearney Center for International Student Services (KCISS).
  - Review the required documents, attend informational sessions and/or schedule an appointment with the School of Nursing-Student Relations Coordinator or a KCISS advisor.
2. Seek and secure a nursing assistant (NA) position, or employment that provides direct patient care and similar responsibilities of a NA.
3. Obtain offer letter from the company/employer where you will work.
  - The offer letter must include the name of the company, location (city, state, zip code), a brief job description, the dates of employment (both a start date and an end date), and number of work hours per week.
  - Employment dates should be close to the dates of the academic term.
  - Students can work up to 20 hours/week during the fall and spring terms, and up to 40 hours/week during the summer.
4. Complete the Employment Experience Agreement form (enclosed) and the CPT Academic Advisor Verification Form required by KCISS.
5. Schedule an appointment with the School of Nursing-Student Relations Coordinator.
  - Submit all documents listed in #3 and #4 to determine CPT eligibility.
  - If approved, student will receive permission to register for NURS 499: Independent Study for 1 credit.
6. Register for NURS 499: Independent Study.
  - This course will be evaluated as Pass/No Credit based on the completion of the course requirements determined by instructor.
  - Students must be registered on or before the first Friday of the term.
  - Students are responsible for the tuition & fees associated with this course.
7. Once registered, students must submit the CPT Advisor Verification Form and the employer offer letter to the Kearney Center for authorization.
  - Students cannot start employment without final authorization from KCISS. If you do, it is considered to be unauthorized, and will jeopardize your status. Please provide KCISS three to five working days to complete your CPT authorization.
8. Begin employment on or after the CPT authorized date and fulfill the course requirements for NURS 499.



School of Nursing  
 College of Allied Health & Nursing  
 MINNESOTA STATE UNIVERSITY MANKATO

**CPT: Employment Experience Form**

Please print clearly in ink

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Star ID/Tech ID**

\_\_\_\_\_  
**CPT Employer/Agency Name**

\_\_\_\_\_  
**CPT Supervisor Name**

Academic Term 1: \_\_\_\_\_

\_\_\_\_\_  
**Start Date (approx.)**

\_\_\_\_\_  
**End Date (approx.)**

Academic Term 2: \_\_\_\_\_

\_\_\_\_\_  
**Start Date (approx.)**

\_\_\_\_\_  
**End Date (approx.)**

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My initials and signature below acknowledges that I understand the information and application process to enroll and complete a CPT: Employment Experience with the School of Nursing.

**Initials**

\_\_\_\_\_ I must fulfill the eligibility criteria to complete the CPT: Employment Experience. The School of Nursing may cancel the CPT: Employment Experience at any time if criteria is not met.

\_\_\_\_\_ I may not enroll more than two consecutive terms of the CPT: Employment Experience and NURS 499: Independent Study. This includes one summer term, and either fall or spring.

\_\_\_\_\_ I have carefully read the School of Nursing CPT: Employment Experience document and application process. It is my responsibility to clarify any questions I may have.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**