

**NORTHWEST FLORIDA  
STATE COLLEGE**



**Spring 2020**

**ASSOCIATE DEGREE NURSING  
PROGRAM**

**RN APPLICATION PACKET**

**NORTHWEST FLORIDA STATE COLLEGE**  
**ASSOCIATE IN SCIENCE DEGREE – NURSING**  
**SPRING 2020 ADMISSION CHECKLIST – TRADITIONAL RN PROGRAM**

**TO BE ELIGIBLE FOR ADMISSION TO THE SPRING 2020 NWF STATE COLLEGE NURSING PROGRAM, YOU MUST:**

- Apply to NWF State College if you are a new student, or reapply if you have not taken classes within the last two semesters. Select AA Associates of Arts -General as your Academic Plan, with a Concentration of AA Pre-Nursing. If you already have a degree, you can select non-degree seeking student.
- Complete the current online NWF State College Nursing Program Information Session and post-test by June 1, 2019. **NOTE: You will not be eligible to apply if you do not complete the information session.**
- Submit Nursing Program Application Form by June 1, 2019. Application instructions and form is available in the application pack on the college website: "Selective Program Admissions" page, "Nursing A.S.", "Choose Your Track."
- Have a cumulative college Grade Point Average (GPA) of 2.50 or higher on a 4.00 scale  
\*The GPA is cumulative. For students who have not earned graded non-developmental college hours at a regionally accredited institution, the high school GPA at the time of graduation or GED scores will be considered.
- Score 75% or higher on each component of the Nursing Admission Assessment Exam (HESI A<sup>2</sup>) by June 1, 2019.
- Obtain PERT scores (or SAT/ACT scores) and complete all required college prep courses (if needed) by June 1, 2019. **IF YOU HAVE NOT COMPLETED COLLEGE LEVEL MATH AND ENGLISH COURSES, PERT SCORES ARE REQUIRED (unless you are exempt based on graduation from a FL high school in 2007 or later).** Check with a Student Success Navigator if you are unsure.
- Submit **official high school** transcript or GED diploma or score report to NWFSC admissions office by June 1, 2019. If you are currently taking classes at NWFSC, your transcripts will already be on file. If you are currently in high school, you must be 18 or older and have your diploma before the first day of Spring 2020 classes.
- Submit **official** transcripts from all other postsecondary institutions attended including CLEP, AP, IB transcripts to NWFSC admissions office by June 1, 2019. If you are currently taking classes at NWFSC, your transcripts will already be on file.

Dr. Charlotte Kuss, Director of Nursing  
Niceville Campus, Nursing Department  
Building 420, Room 333  
Email: [kussc@nwfsc.edu](mailto:kussc@nwfsc.edu)  
850-729-6400

Karin McKnight, Instructional Support Specialist  
Niceville Campus, Nursing Department  
Building 420, Room 333  
Email: [mcknighk@nwfsc.edu](mailto:mcknighk@nwfsc.edu)  
850-729-6400

**See a Student Success Navigator for  
advising or guidance on the application  
process:**

**Call 850-678-5111**

***We strongly recommend that you do NOT self-advise!***

**NORTHWEST FLORIDA STATE COLLEGE  
ASN PROGRAM SELECTIVE ADMISSION PROCESS – SPRING 2020**

**Pool of Eligible Applicants for Spring 2020 (Nursing classes begin January 2020)**

1. Admitted to NWF State College
2. Completed Nursing Application (Application period: May 1, 2019 through June 1, 2019)
3. Completed current online NWFSC Nursing Program Information Session & submitted Post-Test/Confirmation form by June 1, 2019
4. Score 75% on each of the five components of Nursing Admission Assessment Exam (HESI A2) by June 1, 2019\*
  - May take A2 Exam twice during application cycle (March 2, 2019 – June 1, 2019)
5. All final paperwork must be received by June 1, 2019:
  - College placement testing scores and all required prep courses completed
  - ALL transcripts (high school, other college/university, LPN program)
  - Cumulative college Grade Point Average (GPA) of 2.50 or higher on a 4.00 scale\*\*
    - \*\*The GPA is cumulative using lower-division coursework only. For students who have not earned graded non-developmental college hours at a regionally accredited institution, the high school GPA at the time of graduation or GED scores will be considered.
6. If applying for the LPN to RN bridge program, must have an active, unencumbered Florida PN license or be eligible for Florida PN

**Selection Point System**

All eligible applicants accepted unless the number exceeds the available slots, in which case the following Point System will be used to select students.

Item	Points
<b>a. Successfully completed general education courses (grade of C or higher) taken at NWF State College (points based on number of credits completed for a maximum of 5 points) through Spring semester 2019</b>  <div style="text-align: center;">                     20 or more credits: 5 points                      15-19 credits: 4 points                      10-14 credits: 3 points                      5-9 credits: 2 points                      1-4 credits: 1 point                 </div>	/ 5
<b>b. Current Okaloosa or Walton County Residency by <u>June 1, 2019</u></b> <i>(subject to additional documentation upon request)</i>	/ 5
<b>c. Viewed NWFSC Nursing Program Information Session and submitted post-test by <u>June 1, 2019</u></b> <i>(1 point awarded for each correct answer on quiz).</i>	/ 10
<b>Highest points from HESI A2</b>	<b>Maximum of 25 points per section</b>
Applicants must successfully complete the HESI Admission Exam for RN programs. A minimum score of 75% for <u>each</u> of the <u>five</u> components is required for eligibility. Points for scores above 75% are calculated by subtracting 75 points from the highest score for each section. For example, if the applicant scores 76% in Math, he is awarded 1 point for that section.	
<b>d. Reading Comprehension _____% (your score) – 75% =</b>	/ 25
<b>e. Grammar _____% (your score) – 75% =</b>	/ 25
<b>f. Vocabulary _____% (your score) – 75% =</b>	/ 25
<b>g. Math _____% (your score) – 75% =</b>	/ 25
<b>h. Anatomy and Physiology _____% (your score) – 75% =</b>	/ 25
<b>i. A current Health Certification (CNA, CMA, ECA, EMT, Pharmacy Tech., etc.) OR Military Service with honorable discharge: Proof of military service via DD Form 22, 22a, 256, 214 or 215</b>	/ 5
<b>TOTAL POINTS</b>	<b>Highest possible score 150 points / 150</b>

The applicants with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, the following formula will be used to determine selection:

(Cumulative score on Admission Assessment Exam) + (GPA X 25) = points

\*\*GPA and acceptance of transfer work is determined based on policies published in the current NWFSC Catalog and Student Handbook and as determined by the College Registrar. College prep, developmental, and upper division courses will not be included in determining GPA.

## HESI A2 Nursing Admission Exam Information

The HESI Admission Assessment (A2) exam is a computerized test that can include up to seven academic exam sections. The Northwest Florida State College Associate Degree Nursing Program (RN) requires applicants to take the following five sections:

**Math**

**Reading Comprehension**

**Vocabulary & General Knowledge**

**Grammar**

**Anatomy**

**IMPORTANT:** The HESI A2 exam may be taken twice during the current application cycle (**June 2 - March 1 for Fall admissions or March 2 - June 1 for Spring admissions**).

If you take the exam more than two times during the application cycle, only the scores from the first two exams will count towards your program application. No scores will be considered from previous cycles.

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### Selection Points

For minimum eligibility: you must score at least 75% on **EACH OF THE FIVE** content exams by the published deadline.

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### To Schedule the HESI Nursing Admission Exam at the Niceville Campus

- You must schedule an appointment with the Testing Center to take your exam by using their Online Scheduling System:  
[RegisterBlast](#)
- The HESI exam is given at the Testing Center in Building 410.
- You have four hours to complete the exam, so please allow yourself enough time to finish your test before closing. If you do not complete the exam before closing, you will not be allowed to return to finish the exam at a later date.
- Before arriving to take your exam, You **MUST** set up your Evolve account. (See information box below)
- You will need to tell the Testing Center proctor **which version of the exam** (version 1 or version 2) you need to take **based on the current application cycle.**
- You must present a government-issued photo ID or NWFSC ID Card when you arrive at the Testing Center to take your exam.
- The testing fee plus Testing Center registration convenience fee must be paid at the time of registration. You must pay this fee applies each time you take the exam.

### Special Circumstances:

- You have previously taken the Admission Assessment exam in the previous application cycle, you MUST take version 1 of the exam; you have the opportunity to take a second version within the current cycle.
- You have taken the exam during the current application cycle in a different location: Take version 2 of the exam here and contact Evolve to have your first exam scores sent to Dr. Charlotte Kuss at [kussc@nwfsc.edu](mailto:kussc@nwfsc.edu).

### If you have questions about how to register for the test, please contact the Testing Center:

**Phone:** (850) 729-6016

**E-Mail:** [testing@nwfsc.edu](mailto:testing@nwfsc.edu)

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### Before Test Day

- You MUST set up your Evolve account prior to arriving on test day.
- To set up your Evolve account, click [here](#)
- After filling in your personal information you will be given your user name and password. Remember this in order to expedite your login on test day.

**We cannot assist you in retrieving your user name and password at the time of the exam. If you cannot remember this information, you will not be permitted to take the exam.**

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### Things to Bring on Test Day

- Photo ID (such as Driver's License or Student ID)
  - Your username/password for your Evolve account (see above)
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### Test Results

- Your results should be available within 24 hours. You will receive an email with a link to your Evolve account to access your scores.
  - This E-Mail will be sent to the address you provided when you created your Evolve account.
  - If you take the HESI Exam at the Niceville Campus OR through using the NWFSC code if taken at a Prometrics Testing Center, your scores will be sent to the nursing department electronically.
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### Repeat Test

- You are only allowed two attempts to take the exam during the application cycle. If you take the exam more than two times during the application cycle, only the scores from the first two exams will count towards your program application.
- The highest score you earn on each individual component will be applied towards your points.

- Only scores earned in CURRENT application cycle will be considered.
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## Study Guide

- **HESI Study Guide** - "HESI Admission Assessment Exam Review," 4th ed. By Elsevier (ISBN 978-0-3233-5378-6). Available for purchase at the NWFSC College Store or online.
- **Additional study tips for Anatomy & Physiology:** Do a "Google" search for anatomy and physiology reviews. Some interactive review websites that we found are listed below, but there may be other good ones.

[Get Body Smart](#) (interactive tutorials and quizzes)

[Web Anatomy](#) (play the Anatomy Bowl game)

[Practice Questions for Anatomy and Physiology](#) (practice questions with answers)

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## To Schedule a Test at Another Location

- If you live within the United States, you may take the exam at any Prometric Testing Center. The cost for the exam through Prometric is higher than on campus.
- If you live outside the United States, please call the NWFSC Nursing Department at (850) 729-6400 to arrange testing.
- Before you schedule your exam through Prometric, follow the directions on the Prometric Exam Eligibility Informational Document found [here](#).
- Once you receive your Eligibility notification E-Mail from Elsevier, you will be directed to schedule and pay for your exam via the Prometric website.
- To find an exam center near you visit: [Prometric Elsevier](#) You will select RN Admission Assessment Exam Version 1 or 2, depending on whether this is the first time you are taking the exam during the current admission cycle.
- Go to the testing center of choice, on the scheduled date and time, with your Evolve username & password, along with a valid government issued photo ID.

**Northwest Florida State College**  
**Associate Degree Nursing Program**  
**Spring 2020 Application**  
**(PLEASE DO NOT SUBMIT PRIOR TO MAY 1, 2019)**

**PERSONAL INFORMATION**

NWFSC Student ID Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Other Legal/Maiden Name(s) Under Which Records May Be Found \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ College E-Mail \_\_\_\_\_

High School Graduate? Yes or No If no, when do you expect to graduate? \_\_\_\_\_  
(Circle One)

**Note: You must be 18 years or older and have graduated from high school before beginning Spring 2020 Nursing classes.**

**PLEASE CHECK THE PROGRAM TO WHICH YOU ARE APPLYING:**

**Associate Degree Nursing (RN)**

**LPN to RN Track** (If you are applying for the LPN to RN track you must have an active, unencumbered Florida Practical Nursing (PN) license or be eligible for the Florida PN license. Applicants who are currently enrolled in a PN program may apply, and if accepted, be granted provisional admission provided they obtain licensure no later than the first day of Spring 2020 classes.)

I certify that the information provided on this application is true and understand that reporting false information will result in my disqualification from the applicant pool and program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMIT THE FORM BY JUNE 1, 2019 IN ONE OF THE FOLLOWING WAYS:**

1. FAX this form to (850)729-6484
2. Drop it off in person to the Nursing Administration Office (Niceville campus, Bldg 420, Room 333)
3. Scan and E-mail to [asnursing@nwfsc.edu](mailto:asnursing@nwfsc.edu)
4. Mail to: Northwest Florida State College  
Nursing – Bldg 420, Room 333  
100 College Blvd  
Niceville, FL 32578

**Applications will not be considered after the June 1, 2019 deadline**

Northwest Florida State College  
Associate of Science in Nursing Program (RN)  
**Spring 2020 Information Session Post-Test and Confirmation  
Form**

**Step 1: Provide your information below: (Please print neatly)**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ College Email: \_\_\_\_\_

**Step 2: Complete the Information Session Post-Test**

1. What is the final date that official transcripts may arrive at the College to meet the current deadline?
  - A. June 2, 2019
  - B. May 1, 2019
  - C. June 1, 2019
  - D. August 1, 2019
  
2. An applicant earned the following scores on the HESI A2 (entrance) exam: 76%, 88%, 74%, 93%, 98%, with a cumulative score of 85%. The student is eligible to be considered as an applicant for the nursing program.
  - A. True
  - B. False
  
3. An applicant took the HESI A2 exam for another program in February 2019. Does she have to take it again to apply to the nursing program at NWF State College for Spring 2020?
  - A. Yes
  - B. No
  
4. An applicant that has any questions regarding eligibility for licensure in nursing due to problems with past felony charges will need to contact the State of Florida Board of Nursing for answers to their questions.
  - A. True
  - B. False
  
5. An applicant who applied for the program for Fall 2019 met all the requirements but was not accepted. This same applicant wants to apply for Spring 2020. The only action required of the applicant for this new application cycle is to complete a new application to the program.
  - A. True
  - B. False



6. An applicant has taken 3 courses at NWF State College totally 11 credits and earned an A or B in each one. How many points will he receive for these on the Selective Admission Point System?
  - A. 2
  - B. 3
  - C. 4
  - D. 5
  
7. An applicant earned the following scores on the HESI A2 (entrance) exam: 78%, 94%, 88%, 90% and 96%. What are the total points the applicant will receive for the HESI 42 (entrance) according to the Selective Admission Point System?
  - A. 71
  - B. 446
  - C. 125
  - D. 45
  
8. All general education and nursing courses required for an AS in Nursing degree must be passed with a grade of C or higher.
  - A. True
  - B. False
  
9. An applicant who graduated from an out-of-state high school took the college placement test. Based on her results, she must take Developmental Mathematics (such as MAT0028). She has not yet taken this course. Her HESI A2 scores are all above 75% and she submitted all paperwork by the deadline. Does she meet minimum eligibility for the Spring 2020 application cycle?
  - A. Yes
  - B. No
  
10. How many points will an applicant who holds a current/valid certification as a CNA receive according to the Selective Admission Point System?
  - A. 20
  - B. 10
  - C. 5
  - D. 0

**Step 3: Sign the confirmation:**

By signing this form, you are stating that you watched the online information Session for the RN program and that you understand the application process (minimum eligibility requirements and timing) for the Northwest Florida State College Nursing Program.

Signature: \_\_\_\_\_

**Step 4: Submit the form in one of the following ways:**

1. FAX this form to (850)729-6484
2. Scan and Email to [asnursing@nwfsc.edu](mailto:asnursing@nwfsc.edu)
3. Mail to: Northwest Florida State College  
Nursing – Bldg 420, Room 333  
100 College Blvd  
Niceville, FL 32578
4. Drop it off in person to the Nursing Administration Office (Niceville campus, Bldg 420, Room 333)



# NORTHWEST FLORIDA STATE COLLEGE

## Associate in Science in Nursing (RN) Curriculum SPRING START

Semester	Course ID	Course Name	Credit Hours
<b>FIRST YEAR</b>			
<b>FALL SEMESTER</b>	BSC 1085C	Human Anatomy & Physiology I	4
	ENC 1101	English Composition I	3
	MAC 1105 or STA 2023	College Algebra or Statistics	3
	<b>TOTAL</b>		<b>10</b>
<b>SPRING SEMESTER</b>	BSC 1086C	Human Anatomy & Physiology II	4
	HUN 2201	Nutrition	3
	NUR 1021C	Nursing Process I	6
	NUR 1021L	Nursing Process I Clinical Experience	4
	NUR 1141	Pharmacologic Principles in Nursing I	1
<b>TOTAL</b>		<b>18</b>	
<b>SECOND YEAR</b>			
<b>FALL SEMESTER</b>	DEP 2004	Human Growth & Development	3
	HUM ____	Humanities Elective+	3
	NUR 1231C	Nursing Process II	5
	NUR 1750L	Nursing Process II Clinical Experience	4
	NUR 1142	Pharmacologic Principles in Nursing II	1
<b>TOTAL</b>		<b>16</b>	
<b>SPRING SEMESTER</b>	MCB 2010C	Microbiology	4
	NUR 2233C	Nursing Process III	6
	NUR 2233L	Nursing Process III Clinical Experience	4
<b>TOTAL</b>		<b>14</b>	
<b>THIRD YEAR</b>			
<b>FALL SEMESTER</b>	SYG 2000 or PSY 2012	Sociology or Psychology	3
	NUR 2241C	Nursing Process IV	5
	NUR 2241L	Nursing Process IV Clinical Experience	3
	NUR 2811L	Nursing Clinical Practicum	3
<b>TOTAL</b>		<b>14</b>	
<b>TOTAL HOURS</b>			<b>72</b>

+Be sure to take a "Core" Humanities course that incorporates the Oral Communication component which satisfies the program's "Speaking-Across-the-Curriculum" requirement. If you have a previous bachelor's degree, you have met this requirement.

Once you begin the ASN program (you begin taking NUR courses), most financial aid plans will ONLY cover courses that are in the ASN program of study. Therefore, PLAN AHEAD and leave enough credits available to take WITH your nursing courses to ensure you have full-time credits each semester if needed.

**Northwest Florida State College**  
**Associate Degree in Nursing Program**  
**Requirements**  
**Spring 2020**

**Upon acceptance** to the Spring 2020 NWFSC Nursing Program, students will be required to have the following prior to the start of Spring 2020 classes:

**Complete the following courses with a “C” or higher before the 1<sup>st</sup> day of Spring 2020 classes:**

- English Composition I
- College Algebra or Statistics
- Anatomy & Physiology I

**Physical examination. Information about access to health forms will be provided after you have been selected to the program.**

Students are required to complete a Nursing and Allied Health Program Health Certificate upon selection to the Nursing Program. This certificate requires a health examination by a licensed healthcare provider (physician, nurse practitioner, or physician's assistant) as well as acknowledgement that you can meet the Performance Standards.

**A Medical Release must be signed and notarized.**

**Proof of current immunizations:**

- Tuberculin Skin Test (PPD) or Chest x-ray (if you have a history of a positive PPD)
- Tetanus (within last 10 years)
- MMR (Measles, Mumps, Rubella)
- Varicella (proof of immunity by positive titer result or record of varicella vaccine)
- Hepatitis B (or notarized Statement of Decline). This is a series of three injections, which must be started before you begin the program.
- In addition, clinical facilities are require that all healthcare workers receive the influenza vaccine each year.

**Current AHA (American Heart Association) Healthcare Provider CPR Card**

**Drug screen**

**Background check**

Admission to the nursing program is contingent upon submission of satisfactory results of both a federal criminal background check and a drug screen. If accepted into the nursing program, information on health forms, and how to obtain the background check and the drug screening will be provided during orientation, which is typically held in June.

**Northwest Florida State College**  
**AS Nursing Program Estimated Expenses**

NWFSC Nursing Program Expenses	Semester 1 10 Credit Hours	Semester 2 18 credit hours	Semester 3 16 credit hours	Semester 4 14 credit hours	Semester 5 14 credit hours	Total
Florida Residents: 62 credit hours @ \$104.12 credit hour	\$1,041.20	\$1,874.16	\$1,665.92	\$1,457.68	\$1,457.68	\$7,496.64
Non-Florida Residents: 62 credit hours @ \$398.02 credit hour	\$3,980.20	\$7,164.36	\$6,368.32	\$5,572.28	\$5,572.28	\$28,657.44
Textbooks (Approximate per semester)**	**	\$600.00	\$400.00	\$100.00		\$1,100.00
Computer/Laptop/Tablet Required for Class and Clinicals		\$250.00				\$250.00
eLearning tools (Nursing Central & SimChart)		\$114.00	\$114.00	\$114.00	\$114.00	\$456.00
Lab Skills Kit (Approximate per semester)		\$100.00	\$140.00	\$100.00	\$35.00	\$375.00
Laboratory Fees (Approximate per semester)		\$60.00	\$60.00	\$60.00	\$60.00	\$240.00
Standardized Testing Fees (Paid as part of registration fees)		\$150.00	\$150.00	\$150.00	\$150.00	\$600.00
Clinical Laboratory Attire		\$358.00				\$358.00
Other fees (Student ID, online course fee)		\$24.00	\$24.00	\$15.00	\$15.00	\$78.00
Criminal Background and Drug Testing		\$150.00				\$150.00
Physical Examination & Immunizations (may vary due to student's personal health insurance carrier)		\$350.00				\$350.00
Adult, Infant, Child CPR and AED Training		\$55.00				\$55.00
Certification Course					\$200.00	\$200.00
Licensure Examination (NCLEX-RN), Licensure, & Fingerprinting Fees)					\$404.00	\$404.00
<b>*Estimated Costs for Florida Resident</b>	<b>\$1,041.20</b>	<b>\$4,085.16</b>	<b>\$2,553.92</b>	<b>\$1,996.68</b>	<b>\$2,435.68</b>	<b>\$12,112.64</b>
<b>*Estimated Costs for Non-Florida Residents</b>	<b>\$3,980.20</b>	<b>\$9,375.36</b>	<b>\$7,256.32</b>	<b>\$6,111.28</b>	<b>\$6,550.28</b>	<b>\$33,273.44</b>

**ALL FEES ARE ESTIMATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

\*Fees for classes may be paid by semester. These fees reflect the tuition effective Fall 2019.

\*\* Fees and textbook costs for general education classes are not included due to varying nature of the courses.

Present this chart to your financial aid adviser or donor for verification of estimated nursing program costs.

Alabama In-State Fees: Alabama residents qualify for in-state fees at NWFSC plus a \$1.00 per credit hour border state fee.



# HESI Assessment

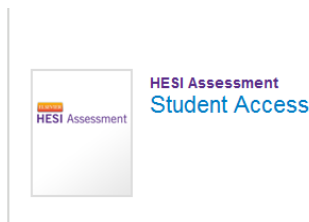
## Distance Testing Eligibility Instructions ONLY for applicants NOT testing at NWF State College, Niceville Campus

### 1. You must have an Evolve student account with HESI Assessment

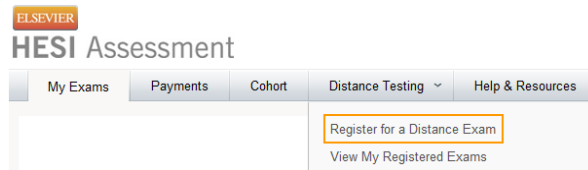
To register for your HESI Distance Testing exam, you will need an Evolve student account. If you do not have an account, you can create it at: <https://evolve.elsevier.com/>

### 2. Register for Distance Testing Exam

Log into your Evolve Account and click on:



Click on Distance Testing Tab > Register for a Distance Exam:



Complete the required information, check box, and click the submit button:

1

Register For a Distance Testing Exam

Please enter required information below. Review your Evolve profile and confirm that the information provided is the same as it appears on your government issued photo ID.

Please update your profile at <https://evolve.elsevier.com>

Dept. ID*	2	<input type="text"/>	Evolve
Dept. Name		<input type="text"/>	
First Name		<input type="text" value="Student"/>	Middle
Last Name		<input type="text" value="Testing"/>	Email
Address Line 1		<input type="text" value="111"/>	
Address Line 2		<input type="text"/>	
City		<input type="text" value="XXX"/>	State
Zip		<input type="text" value="11111"/>	Phone
Exam*	4	<input type="text"/>	<input type="text" value="555-5555"/>

My Evolve profile is the same as it appears on my government issued photo ID.

Submit Cancel

1. Please confirm that your first and last name match your government-issued photo ID with signature. (Middle name is not required)

2. Click Tab on your keyboard to populate information.

3. Enter school's department ID.

4. Select the appropriate exam.

## **NORTHWEST FLORIDA STATE DISTANCE TESTING Department ID: 199193**

### **\*IMPORTANT INFORMATION:**

**1. Do not use the school's department ID as your student ID when creating your student Evolve account.**

**2. The first and last name on your Evolve account must be the same as it appears on your government issued photo ID with signature (i.e. Driver's License or Passport). You will not be admitted into the testing lab if there is any discrepancy between what is listed on your Evolve student account and what is presented on your ID.**

**3. Your government issued ID must include your signature and a photo that resembles your current appearance to gain admittance into the testing center (your middle name/initial is not required).**

**You will receive an email Confirmation Notice indicating that you may schedule your exam. Please carefully review the information contained in your Confirmation Notice. If name is not correct, or has been changed, please contact Elsevier HESI Assessment at [exameligibility@elsevier.com](mailto:exameligibility@elsevier.com). Failure to do so could result in forfeiture of your testing appointment and associated fees.**

### **PLEASE NOTE:**

**You will receive your Eligibility ID within 1-3 business days from our receipt of your eligibility request. Please add the following email address to your email's safe sender list to avoid delays: [exameligibility@elsevier.com](mailto:exameligibility@elsevier.com). If you do not see the notification, please check your spam/junk folder.**