

# APPLICATION MATERIALS

## Post-Graduate Certificate (PGC)

The Post-Graduate Certificate options begin in the fall and spring semesters. Required application materials can be submitted as they are completed, but all materials must be received before admission consideration. Review of completed applicant files requires 3 to 4 weeks.

Complete applications are reviewed on a rolling basis

***The following materials must be submitted through the application portal:***

1. Online [Application Form](#)
2. Non-refundable \$50 application fee

***The following materials must be emailed to [admissions@allencollege.edu](mailto:admissions@allencollege.edu):***

3. [Additional application questions](#)
4. Official transcripts from all colleges attended
5. One [recommendation](#) from academic or professional representatives
6. Resume or curriculum vitae
7. RN Licensure from Iowa or a [Nurse Licensure Compact \(NLC\)](#) state
8. Evidence of national nurse practitioner certification, if applicable

Applicants whose first language is not English must prove [English proficiency](#) prior to admission consideration.

Meeting admission criteria does not guarantee admission into the program. Allen College uses a holistic admission review. The process balances academic achievement, work experience, extra-curricular involvement, leadership, community service, diversity, as well as other applicable life experiences. Top applicants are accepted each term.

According to Subrule 2.10(6) nursing courses with a clinical component may not be taken by a person a) who has been denied licensure by the board; b) whose license is currently suspended, surrendered or revoked in any United States jurisdiction; or c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action. Students must notify the Office of Enrollment Management if they are in violation of this code.

*Information subject to change without prior notification.*