# Indiana Career Pathway Guide for Internationally Trained Nurses



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#### Purpose of this Guide:

Becoming a licensed nurse in Indiana, or any other state, is complicated. The goal of this guide is to provide information to internationally trained nurses so that they can make informed decisions about options available to them in the healthcare field in Indiana

### **Currency of Information:**

As of August 2022, the policies, processes and prices associated with becoming a Registered Nurse or Licensed Practical Nurse in Indiana are current. These are all subject to change. You will need to research potential changes with relevant organizations.

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### **PLANNING YOUR CAREER**

We are delighted that you have chosen to live and work in Indiana! Nursing is a profession that is regulated by the State of Indiana. It will take time to get licensed here even though you were educated and licensed as a nurse in another country.

Some questions to ask yourself as you plan for a healthcare career in Indiana:

- What experience do you have in healthcare?
- Are you currently working in healthcare? If not, how long have you been out of the healthcare field?
- Do you have transcripts and diplomas from the schools you attended? Are they translated into English?
- Do you have a nursing license that is valid and dated within the last 3 years?
- What are your short term and long-term goals for a job in healthcare?
- What financial resources do you have to pay for credential evaluation, required examinations and licensure fees?

### **CAREER PATHWAYS IN NURSING**

There are several pathways for internationally trained nurses to be licensed as a nurse in Indiana. If you are internationally trained and have a nursing license from another State, you can become a nurse in Indiana through "endorsement." If the State where you received a license did not require verification of your international education, you will need to provide your academic records in English to the nursing board in Indiana. The endorsement process is a relatively straight forward process that may take as little as 90 days. This link provides all of the requirements for licensure through endorsement. <u>https://www.in.gov/pla/professions/indiana-state-board-of-nursing/licensed-practical-nurse/application-by-endorsement</u>.

If you are not licensed in another State, you have the following options:

<u>Registered Nurses</u> (RNs) have an Associate Degree, although a Bachelor's degree in nursing is becoming the standard in some healthcare settings. If you have the international education and worked as Registered Nurse outside the United States, and want to pursue a Registered Nurse career path in Indiana, you can choose <u>one of three options</u> for licensure:

- Credential Evaluation through CGFNS International
- VisaScreen® Assessment through CGFNS International
- CGFNS Certification Program through CGFNS International

<u>Licensed Practical Nurses</u> (LPNs) have a specialized certification. They work under the supervision of a RN. If you have a specialized certification for practical nursing and worked outside the United States as a Licensed Practical Nurse and want to pursue a Licensed Practical Nurse career path in Indiana, you can choose <u>one of two options</u> for licensure:

- Credential Evaluation through CGFNS International
- VisaScreen® Assessment through CGFNS International

Or, you may decide to enter a college in Indiana that will lead directly to licensure in Indiana.

- To become a Licensed Practical Nurse (LPN), requires a Certificate. This takes approximately 1 year. In North Central Indiana, IVY Tech Community College has an LPN program.
- To become a Registered Nurse, requires an Associate's Degree. This takes approximately 2 years. In North Central Indiana, IVY Tech Community College has an RN program.
- A degree that prepares you for advancement in a nursing career, is a Bachelor's of Science in Nursing (BSN). This degree takes approximately 4 years. In North Central Indiana, colleges and universities that have BSN programs are:
  - o Bethel University

### Planning

- o Goshen College
- Indiana University South Bend
- o St. Mary's College

### **RN OPTION I: CREDENTIAL EVALUATION**

CGFNS International (CGFNS) offers CGFNS Credential Evaluation Service for Registered Nurses. This is the <u>first of three pathway options</u> that will lead to licensure in Indiana. You need only follow <u>ONE</u> of these pathways. This will likely take the least amount of time to become a licensed Registered Nurse in Indiana. The steps involved in obtaining licensure in Indiana with this program are:

- 1. Register with CGFNS. Create an account on the portal: https://applicants.cgfns.org/portal/view/login?ref=start\_app\_create
- 2. After creating an account on the portal, apply for the Credential Evaluation Service (CES) Professional Report. Documents required are:
  - a. Secondary school diploma. This must be in English. You can translate this document.
  - b. Your license/registration/diplomas for the equivalent position of a Registered Nurse must be submitted. These documents must be dated within the last 3 years.
  - c. A complete professional academic record from each educational institution where you received your nursing education. These documents must be translated into English by a professional translator. CGFNS can translate these documents at an additional cost.
  - d. Pay a fee of \$420 for the CES Report.
- 3. Once CGFNS has completed your CES Report, submit an application for licensure as a registered nurse on the Indiana State Board of Nursing website along with a \$50 application fee. You start the process here: <u>https://mylicense.in.gov/eGov/index.html</u>
- 4. After you receive confirmation that the Board has received your application, submit a Criminal Background Check. You can find sites for the background check at <a href="https://www.identogo.com/">https://www.identogo.com/</a>
- 5. Request that CGFNS submit the CES Report to the Indiana State Board of Nursing.
- 6. When both the Criminal Background Check & the CES Report are received and approved by the Indiana State Board of Nursing, register for the NCLEX-RN exam and pay the \$200 application fee. You can start the application process to take the exam here: <u>https://www.ncsbn.org/nclex-application-and-registration.htm</u>
- 7. After the Board has approved you for testing and you have registered and paid the application fee, you will receive an email from the authorized testing site, Pearson Vue, with an Authorization to Test. The NCLEX-RN exam can be challenging for internationally trained nurses. Here are resources to help you prepare:
  - a. A test plan: <u>https://www.nclex.com/test-plans.htm</u>
  - b. A practice exam: <u>https://www.nclex.com/nclex-practice-exam.htm</u>

### **Registered Nurse Options**

- 8. It will take at least 3 weeks for the results of the NCLEX-RN exam to be processed and sent to the Indiana Professional Licensing Agency. It will be a minimum of 4 weeks before you are notified of the status of their application.
  - a. If you have passed the exam, you will receive an email from the Indiana Professional Licensing Agency with your license number.
  - b. If you did not pass the exam, you will receive a letter and an application to retake the NCLEX-RN exam.

### **RN OPTION 2: VISASCREEN® ASSESSMENT**

The CGFNS International (CGFNS) offers the VisaScreen®: Visa Credentials Assessment Program for Registered Nurses. This is the <u>second of three pathway options</u> that will lead to licensure in Indiana. You need only follow <u>ONE</u> of these pathways. Registered Nurses who are outside the United States and want to enter the United States to work as a Registered Nurse, may use this option. Registered Nurses who are in the United States and want to change visa status, may use this option. The steps involved in obtaining licensure in Indiana with this program are:

- 1. Register with the CGFNS. Create an account here: https://applicants.cgfns.org/portal/view/login?ref=start\_app\_create
- 2. Apply for the VisaScreen®: Visa Credential Assessment. Documents required are:
  - a. Secondary school diploma. This must be in English. You can translate this document. If it has been more than 10 years since you completed your secondary education, you do not have to provide a secondary school diploma.
  - b. Your license/registration/diplomas for the equivalent position of a Registered Nurse must be current (dated by the licensing authority within the last 3 years)
  - c. A complete professional academic record from each educational institution where you received your nursing education. These documents must be translated into English by an officially registered translator. CGFNS can translate these documents at an additional cost.
  - d. Passing grade on the CGFNS Qualifying Exam OR NCLEX-RN® exam
  - e. A square (51 mm x 51 mm) passport photo in JPG format of less than 5MB in full color.
  - f. Pay fee of \$665 for the VisaScreen® Application.
- 3. You must pass an approved English proficiency test. These tests must be taken at an approved testing site. The approved tests and passing scores for Registered Nurses are:
  - a. Cambridge English (B2 First, C1 Advanced, or C2 Proficiency exams) Overall 176
     Speaking section 185
  - b. IELTS (International English Language Testing System) Overall 6.5 Speaking Section 7
  - c. **MET** (Michigan English Test) Overall 55 Speaking Section 55
  - d. OET (Occupational English Test) Reading Section 300 Listening Section 300
     Writing Section 300 Speaking Section 350
  - e. **Pearson PTE Academic** Overall 55 Reading Section 50 Listening Section 50 Writing Section 50 Speaking Section 50
  - f. TOEFL iBT (Test of English as a Foreign Language, Internet-based Test) Overall 81
    Reading, Listening, and Writing Sections combined 57 Speaking Section 24

g. **TOEIC** (Test of English for International Communication) - Reading Section & Listening Section 725 - Writing Section 150 - Speaking Section 160

For more details on each: <u>https://www.cgfns.org/services/certification/visascreen-visa-credentials-assessment/</u>

- h. To be exempt from the English proficiency test, English must have been the language of instruction at the school and in the textbooks used for instruction. And, your education was completed in one of the following countries: Australia, Canada except Quebec, Ireland, New Zealand, United Kingdom, United States
- 4. Once the VisaScreen® is successfully completed, you will receive an official International Commission of Health Care Professionals (ICHP) certificate that you meet the requirements of the Department of Homeland Security screening criteria.
- 5. Once you receive the ICHP certificate, submit an application for licensure as a Registered Nurse to the Indiana State Board of Nursing along with a \$50 application fee. You start the process here: <u>https://mylicense.in.gov/eGov/index.html</u>
- After you receive confirmation that the Board has received your application, submit a Criminal Background Check. You can find sites for the background check at <u>https://www.identogo.com/</u>
- 7. Based on the receipt of the ICHP certificate and the successful completion of the Criminal Background Check, you will receive an Indiana license as a Registered Nurse.

# RN OPTION 3: CGFNS CERTIFICATION PROGRAM

The CGFNS International (CGFNS) offers the CGFNS Certification Program for Registered Nurses. This is the <u>third of three pathway options</u> that will lead to licensure in Indiana. You need only follow <u>ONE</u> of these pathways. The steps involved in obtaining licensure in Indiana with this program are:

- 1. Register with CGFNS. Create an account here: https://applicants.cgfns.org/portal/view/login?ref=start\_app\_create
- 2. Apply for the CGFNS Certification Program. Documents required are:
  - a. Secondary school diploma. This must be in English. You can translate this document. If it has been more than 10 years since you completed your secondary education, you do not have to provide a secondary school diploma.
  - b. Your license/registration/diplomas for the equivalent position of a Registered Nurse must be submitted directly by the licensing organization to CGFNS.
  - c. A complete professional academic record including actual clinical hours from each educational institution where you received your nursing education. These must come directly from the educational institution. These documents must be translated into English by an officially registered translator. CGFNS can translate these documents at an additional cost.
  - d. A square (51 mm x 51 mm) passport photo in JPG format of less than 5MB in full color.
  - e. Pay fee of \$475 for the Certification Program Application.
- 3. After your information has been submitted and approved, you can take the CGFNS Qualifying Exam at a Kryterion testing center. The test is meant to determine your knowledge of areas of care. The test is administered quarterly. Results of the tests are available within 15 days after the close of the testing window.
  - a. You will receive a Study Guide to help you prepare for the Qualifying Exam.
  - b. A self-assessment practice test is available to take over the internet at home. The cost of these tests is an additional \$50.
- 4. You must pass an approved English proficiency test. These tests must be taken at an approved testing site. The approved tests and passing scores are:
  - a. Test of English as a Foreign Language, Internet Based Test (TOEFL® iBT) 83. The cost for this test typically ranges from \$180 - \$325 depending on the location of the test.

- International English Language Testing System (IELTS) 6.5 (academic only). The cost of this test typically ranges from \$245 - \$255 depending on the location of the test.
- c. To be exempt from the English proficiency test, English must have been the language of instruction at the school and in the textbooks. And your, education was completed in one of the following countries: Australia, Barbados, Canada except Quebec with a few exceptions, Ireland, Jamaica, New Zealand, South Africa, Trinidad and Tobago, United Kingdom, United States
- Note: Both the CGFNS Qualifying Exam and the English Proficiency exams must be completed within 1 year.
- Once you have successfully completed the credential evaluation & qualifying tests, you can submit an application for licensure as a Registered Nurse to the Indiana State Board of Nursing along with a \$50 application fee. You start the process here: <u>https://mylicense.in.gov/eGov/index.html</u>
- 6. After you receive confirmation that the Board has received your application, submit a Criminal Background Check. You can find sites for the background check at <a href="https://www.identogo.com/">https://www.identogo.com/</a>
- 7. Request that CGFNS submit the CES Report to the Indiana State Board of Nursing.
- 8. When both the Criminal Background Check & the CES Report are received and approved by the Indiana State Board of Nursing, register for the NCLEX-RN exam and pay \$200 application fee. You can start the application process to take the exam here: <u>https://www.ncsbn.org/nclex-application-and-registration.htm</u>
- 9. After the Board has approved you for testing and you have registered and paid the application fee, you will receive an email from the authorized testing site, Pearson Vue, with an Authorization to Test.
- 10. After the NCLEX-RN test, it will take at least 3 weeks for the results of the NCLEX-RN exam to be processed and sent to the Indiana Professional Licensing Agency. It will be a minimum of 4 weeks before you are notified of the status of your application.
  - a. If you have passed the exam, you will receive an email from the Indiana Professional Licensing Agency with your license number.
  - b. If you did not pass the exam, you will receive a letter and an application to retake the exam.

### LPN OPTION I: CREDENTIAL EVALUATION

The CGFNS International (CGFNS) offers the Credential Evaluation Service (CES) Program for practical nurses. This is <u>one of two pathway options</u> to receive a license as a Licensed Practice Nurse in Indiana. You need only follow <u>ONE</u> of these pathways The steps involved in obtaining licensure in Indiana with this program are:

- 1. Register with the CGFNS. Create an account here: https://applicants.cgfns.org/portal/view/login?ref=start\_app\_create
- 2. Apply for the Credential Evaluation Services (CES) Professional Report. Documents required are:
  - a. Secondary school diploma. This must be in English. You can translate this document.
  - b. Your license/registration/diplomas for the equivalent position of a Licensed Practical Nurse must be submitted. These documents must be dated within the last 3 years.
  - c. A complete professional academic record from each educational institution where you received your nursing education. These documents must be translated into English by a professional translator. CGFNS can translate these documents at an additional cost.
  - d. Pay fee of \$420 for the CES Report.
- 3. Submit an application for licensure as a Licensed Practical Nurse on the Indiana State Board of Nursing along with a \$50 application fee. You start the process here: <u>https://mylicense.in.gov/eGov/index.html</u>
- 4. After you receive confirmation that the Board has received your application, submit a Criminal Background Check. You can find sites for the background check at <a href="https://www.identogo.com/">https://www.identogo.com/</a>
- 5. Request that CGFNS submit the CES Report to the Indiana State Board of Nursing.
- 6. Upon review of the CES report and successful completion of the Criminal Background Check, you will receive an Indiana license as a Licensed Practical Nurse

### LPN OPTION 2: VISASCREEN® ASSESSMENT

The CGFNS International (CGFNS) offers the VisaScreen®: Visa Credentials Assessment Program for Licensed Practical Nurses. This is <u>the second of two pathway options</u>. You need only follow <u>ONE</u> of these pathways. Licensed Practical Nurses who are outside the United States and want to enter the United States to work as a Licensed Practical Nurse, may use this option. Licensed Practical Nurses who are in the United States and want to change visa status, may use this option. The steps involved in obtaining licensure in Indiana with this program are:

- 1. Register with the CGFNS. Create an account here: https://applicants.cgfns.org/portal/view/login?ref=start\_app\_create
- 2. Apply for the VisaScreen®: Visa Credential Assessment. Documents required are:
  - a. Secondary school diploma. This must be in English. You can translate this document. If it has been more than 10 years since you completed your secondary education, you do not have to provide a secondary school diploma.
  - b. Your license/registration/diplomas for the equivalent position of a Licensed Practical Nurse must be current (dated by the licensing authority within the last 3 years).
  - c. A complete professional academic record from each educational institution where you received your nursing education. These documents must be translated into English by an officially registered translator. CGFNS can translate these documents at an additional cost.
  - d. A square (51 mm x 51 mm) passport photo in JPG format of less than 5MB in full color.
  - e. Pay fee of \$665 for the VisaScreen® Application.
- 3. You must pass an approved English proficiency test. These tests must be taken at an approved testing site. The approved tests and passing scores for Licensed Practical Nurses are:
  - a. Cambridge English (B2 First, C1 Advanced, or C2 Proficiency exams) Overall 176
     Speaking section 185
  - b. IELTS (International English Language Testing System) Overall 6.5 Speaking Section 7
  - c. **MET** (Michigan English Test) Overall 55 Speaking Section 55
  - d. OET (Occupational English Test) Reading Section 300 Listening Section 300
     Writing Section 300 Speaking Section 350
  - e. **Pearson PTE Academic** Overall 55 Reading Section 50 Listening Section 50 Writing Section 50 Speaking Section 50
  - f. TOEFL iBT (Test of English as a Foreign Language, Internet-based Test) Overall 81
    Reading, Listening, and Writing Sections combined 57 Speaking Section 24

g. **TOEIC** (Test of English for International Communication) - Reading Section & Listening Section 725 - Writing Section 150 - Speaking Section 160

For more details on each: <u>https://www.cgfns.org/services/certification/visascreen-visa-credentials-assessment/</u>

- h. To be exempt from the English proficiency test, English must have been the language of instruction at the school and in the textbooks used for instruction. And education was completed in one of the following countries: Australia, Canada except Quebec, Ireland, New Zealand, United Kingdom, United States
- 4. Once the VisaScreen® is successfully completed, you will receive an official International Commission of Health Care Professionals (ICHCP) certificate that you meet the requirements of the Department of Homeland Security screening criteria.
- 5. Once you have received the ICHP certificate, submit an application for licensure as a Licensed Practical Nurse to the Indiana State Board of Nursing along with a \$50 application fee. You start the process here: <u>https://mylicense.in.gov/eGov/index.html</u>
- 6. After you received confirmation that the Board has received your application, submit a Criminal Background Check. You can find sites for the background check at <a href="https://www.identogo.com/">https://www.identogo.com/</a>
- 7. Based on the receipt of the ICHP certificate and the successful completion of the Criminal Background Check, you will receive an Indiana license as a Licensed Practical Nurse.

## OTHER HEALTH SCIENCE CAREERS FOR NURSES

Nursing is one of the many in demand health science jobs in Indiana. If you decide not to pursue a nursing career, one of the other health science careers may be a great option. According to research done by the State of Indiana, the following health science jobs are in demand across the State.

Career	Education	Average Salary
Registered Nurse: Assess patient health problems and needs,	Associate's	\$58,000
develop and implement nursing care plans, and maintain medical	Degree	
records. Administer nursing care to ill, injured, convalescent, or		
disabled patients. May advise patients on health maintenance and		
disease prevention or provide case management. Licensing or registration required		
Licensed Practical Nurse: Care for ill, injured, or convalescing	Certificate	\$44,000
patients or persons with disabilities in hospitals, nursing homes,		. ,
clinics, private homes, group homes, and similar institutions. May work		
under the supervision of a registered nurse. Licensing required.		
Nurse Practitioner: Diagnose and treat acute, episodic, or	Master's	\$93,000
chronic illness, independently or as part of a health care team.	Degree	
May focus on health promotion and disease prevention. May		
order, perform, or interpret diagnostic tests such as lab work		
and x rays. May prescribe medication. Must be registered		
nurses who have specialized graduate education		
Medical and Health Services Manager: Plan, direct, or coordinate	Bachelor's	\$86,000
medical and health services in hospitals, clinics, managed care	Degree	
organizations, public health agencies, or similar organizations.		
Administrative Services Manager: Plan, direct, or coordinate one	High School	\$77,000
or more administrative services of an organization, such as	or	
records and information management, mail distribution,	Equivalent	
facilities planning and maintenance, custodial operations, and		
other office support services		
Medical Records and Health Information Technician: Compile,	High School	\$35,000
process, and maintain medical records of hospital and clinic	or	
patients in a manner consistent with medical, administrative,	Equivalent	
ethical, legal, and regulatory requirements of the healthcare		

Career	Education	Average Salary
system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system		
Surgical Technicians: Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.	Associate's Degree	\$41,000
Health Educators: Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May serve as a resource to assist individuals, other health care workers, or the community, and may administer fiscal resources for health education programs	Bachelor's Degree	\$56,000
<b>Community Health Workers:</b> Assist individuals and communities to adopt healthy behaviors. Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs	Bachelor's Degree	\$37,000

### **FREQUENTLY ASKED QUESTIONS**

### 1. What if my school or licensing agency doesn't respond when I ask for documents?

Some organizations are slower than others to respond to requests. You may have to ask a family member or friend in your country to go to the organization on your behalf. You may need to pay fees to your school or licensing agency to get the documents you need.

#### 2. What if I cannot get my official documents?

If you can't get your documents, you may not be able to receive certification through the CGFNS, the organization that Indiana requires internationally trained nurses to use for certification. However, if you are able to get school transcripts that meet the requirements of IVY Tech or Indiana University, you may be able to have the majority of your international education credited towards a degree or certificate in Indiana. If this is the case, you would take a few courses to graduate as a Registered Nurse or Licensed Practical Nurse. Or, you could explore other healthcare opportunities that don't require licensure. Your background as a nurse will provide many advantages for other opportunities in the healthcare field.

If you received your education in Afghanistan, Eritrea, Iraq, Syria, Turkey, Ukraine or Venezuela, World Education Services has the WES Gateway Program to assess the educational credentials of individuals who have been displaced as a result of adverse circumstances in their country and have limited proof of their academic achievements. Here is a link to information about the program: <u>https://www.wes.org/partners/global-talent-bridge/wes-gateway-overview/</u>.

#### 3. How can I best prepare for English proficiency tests?

Even if you are very confident in your ability to speak and write in English, standardized tests can be challenging. Plan to take TOEFL or IELTS practice tests early in the certification process if the option you selected requires an English test. This will give you extra time to improve your English testing skills. Here is a link to TOEFL test preparation information: <u>https://www.ets.org/toefl/test-takers/ibt/prepare/courses</u>. Here is a link to IELTS test preparation information: <u>https://www.ielts.org/en-us/for-test-takers/how-to-prepare/ielts-progress-check</u>

#### 4. How do I prepare of the NCLEX-RN test?

There are practice tests and courses that you can take to prepare for the NCLEX-RN. Here is a link to a practice exam: <u>https://www.nclex.com/nclex-practice-exam.htm</u> If you are already working in healthcare, some employers will pay for test preparation courses. Ask your Human Resources department what your employer's policy is.

#### 5. What are other alternatives if I can't get certified as a nurse?

Indiana is very focused on helping people succeed and build careers in Indiana. Depending on your visa status, there are a number of courses that you can take through the Next Level Jobs program that, in some cases, can be totally paid for through grants. In some cases, this will put you in a position to build a career in healthcare or other fields. Here is a link to information about Next Level Jobs: <u>https://nextleveljobs.org/workforce-ready-grant/</u>

### **USEFUL LINKS TO EXPLORE CAREERS**

Here is a summary of useful links to guide you to resources for a nursing career pathway in Michiana (i.e., North Central Indiana):

#### **English Proficiency Resources**

- South Bend Community School Corporation <u>Adult Education ELL program</u> offers free classes for adults.
- <u>The Language Company</u> is a private firm with offices at Indiana University South Bend. They have fee-based English classes both in person and on-line.
- La Casa de Amistad offers English classes: <u>https://lacasadeamistad.org/programs/immigrants/language-classes/</u>.

#### **NCLEX® Resources**

 You can learn about the NCLEX® examination process from National Council of State Boards of Nursing, Inc. (NCSBN): <u>https://www.ncsbn.org/before-the-exam.htm</u> You can find suggestions for NCLEX® test preparation resources at <u>https://nurse.org/articles/top-nclexreview-courses</u>

#### **Resources for Returning to School**

- The Indiana State Board of Nursing maintains a list of <u>Nursing Programs Accredited By</u> the Indiana State Board of Nursing. North Central Indiana Nursing program application/enrollment information:
  - o Goshen College: https://www.goshen.edu/admissions/apply/first-year/
  - Indiana University South Bend <u>https://go.iu.edu/4gTQ</u>
  - o IVY Tech Community College: https://www.ivytech.edu/nursing/index.html
  - o St. Mary's College: https://www.saintmarys.edu/admission-aid/first-year-students/apply
- <u>The U.S. Department of Education</u> website can help you understand the U.S. education system, types of programs, and financial aid system. Note: If you have an advanced degree (master's or higher), you may not qualify for federal educational funding.

#### **Researching International Recruiters**

 There are recruiters who help internationally trained nurse find jobs in the United States, The Alliance for Ethical Recruitment Practices is a non-profit organization that works to ensure that all internationally educated professionals are recruited in a fair, ethical and transparent manner for employment in the U.S. To research a recruiter: <u>https://www.cgfnsalliance.org/certification\_process/view-certified-recruiters/</u>

#### **Career and Employment Resources**

- For help with future goal planning, check the "SMART Goal Worksheet" in the <u>(WES)</u>
  <u>Global Talent Bridge Career Pathways in Nursing E-Guide</u>. You can also find help in the "Strategies for Success" section and additional resources on the <u>WES Advisor Blog</u>.
- Career advice for skilled immigrants is available from "Jobversity," a free online resource site hosted by <u>Upwardly Global</u>.
- If you are looking to change careers, explore the "Local Training Finder" at My Next Move: <u>https://www.mynextmove.org/</u>
- Job seekers may find assistance through <u>WorkOne Employment and Career Services</u> (American Job Center Indiana).
- The professional organization for nurses in the State is the <u>Indiana State Nurses</u> <u>Association</u>.

#### **Financial Planning Resources**

 Indiana University hosts CashCourse to help individuals planning for college with free financial educational resources. Learn more from Indiana University's Office of Financial Literacy at: <u>https://www.iusb.edu/students/financial-aid/financial-literacy.html</u>

#### **Immigration Services**

- La Casa de Amistad provides both immigration legal services and general legal services: <u>https://lacasadeamistad.org/</u>
- United Religious Community of St. Joseph County can provide information on where to access immigration services: <u>https://www.urcsjc.org/</u>

### **RESOURCES FOR A NURSING RESUME**

#### Sample Nursing Resume Headers

- > Education
- > Honors
- > Certifications and Skills / Clinical Skills and Procedures / Summary of Skills
- > Work Experience: Clinical Experience / Related Experience
- > Volunteer Experience
- > Professional Development
- > Professional Associations
- > Publications

#### **Sample Resumes**

- Sample Health Care Resume Examples <u>https://www.wcupa.edu/\_services/careerDevelopment/documents/HealthWellness\_Res</u> <u>umes.pdf</u>
- Sample Nurse Resumes

https://www.vpul.upenn.edu/careerservices/files/MSNResumes\_1345747125.pdf

• Sample Nurse Resume Template

https://www.careerbuilder.com/advice/sample-registered-nurse-resume

• Sample Nurse Resume Builder

https://www.resumeok.com/nursing-resume-sample/