



Application Check List

Before sending in your application please be sure that:

- You have requested **Official** transcripts from **every** institution of higher learning that you have attended, (even if only one or two courses were taken). These transcripts are to be forwarded **directly** to the anesthesia school; **do not** include with application.
- You have requested that the three individuals you are using for reference complete the **enclosed** Letter of Reference form. One reference must be from your current nurse manager. Letters of Reference may be sent in with your application **but must be sealed with reference's name written across envelope flap.**
- You have enclosed a copy of your current RN license **with expiration date** (display portion, not wallet, for PA); copies of current BLS and ACLS cards; copies of other types of current certifications such as; PALS, NALS, CCRN, etc. **It is the applicant's responsibility to assure that all required information is, and continues to be, current and up-to-date and is received at the Anesthesia School by the deadline.**
- You have completely filled out the application form and have included your email address. **This is extremely important; communication from the school is done via email.** If your email address should happen to change, please notify the school immediately.
- You have enclosed a professional resume with your application.
- You have enclosed the required application processing fee.
- Make check payable to Westmoreland Hospital (write Excelsa Health School of Anesthesia in the memo section of your check)** and forward the application and application fee directly to:

Excelsa Health School of Anesthesia
813 Ligonier Street
Latrobe, PA 15650

All applications must be complete and received by December 15, 2010
to be considered for the class beginning in August, 2011.

Student selection is done on a Rolling Admission basis.
We strongly recommend that you submit your application early.