

# A Guide to Completing the Application for the University of Hawai'i at Hilo Doctor of Nursing Practice (DNP)

## DNP Checklist & Eligibility Criteria for Admission

- BSN to DNP**       **MSN to DNP**
- UH Hilo Graduate application form
  - Application fee
  - Minimum GPA qualification of 3.2
  - School of Nursing Supplemental Application
  - Official transcripts (**BSN:** baccalaureate **MSN:** baccalaureate AND masters) from all colleges or universities (must be received in a sealed envelope)
  - Baccalaureate degree and master's degree transcripts from international institutions must be submitted to an independent transcript evaluation service (see below)
  - Current Resume or Curriculum Vitae (see pg. 2)
  - Personal Goal Statement, 600 words max (see page 2 for more info)
  - 3 Recommendations from academic and/or professional referees (form can be found on [DNP Supplemental Application](#))
  - Current RN licensure for Hawai'i
  - Current licensure appropriate to the state where the practice inquiry project will be conducted
  - Health Clearance (see page 2)

### For international applicants:

- [Supplemental Information for International Graduate Students](#)
- [International Transcript Information](#)
- *TOEFL or IELTS scores (non-native speakers of English; see Eligibility Criteria, pg. 2)*
- Completion of the CGFNS Qualifying exam

**Priority deadline for receipt of all  
application materials:  
December 1st**

### Program Mission

The Doctorate of Nursing practice (DNP) is a program designed to prepare the nurse at an advanced level of nursing science. The program emphasizes the development of the student's capacity to impact the clinical setting as leaders and educators and to utilize clinical research to improve and transform health care. Our program is based on the understanding that nursing provides services including 1) provision of direct care of individual clients, 2) informed transcultural nursing, 3) promotion of management of care for rural populations, 4) enhanced administration of nursing systems, and 5) improved development and

implementation of health policy. In addition, the program will provide coursework encompassing health policy, health economics, cultural diversity, chronic care management, health promotion, and disease prevention in rural communities, and will create a cadre of new nursing faculty who can immediately address the nursing faculty shortage. Advanced practice nurses with practice doctorates will address significant practice issues in a scholarly way, adopt broad system perspectives for health promotion and risk reduction, and act as agents of change that transform client/community care, participate in the on-going evaluation of health care outcomes, and assist in the translation of research that leads to positive nursing practice changes.

### Program Learning Outcomes

The program is committed to helping the student:

1. Synthesize theoretical knowledge and research evidence in designing primary care delivery for diverse populations across the lifespan in rural contexts.
2. Collaborate with multidisciplinary professionals, multisectoral agencies and lay communities to influence social and health policies impacting rural population health.
3. Assume leadership roles in organizational systems to improve rural population health in local and regional communities.
4. Adhere to personal and organizational professional and ethical-legal standards.
5. Integrate cultural competence and social justice in addressing health disparities in rural populations.
6. Examine research evidence in design, implementation and evaluation of policies and programs for population health in rural communities.
7. Use best practices and technology to improve care delivery for diverse individuals, families and communities within the continuum of primary, secondary and tertiary care.
8. Create educational programs to develop culturally competent practice and education of the nursing workforce.
9. Design educational programs and evaluation to enhance rural community empowerment for health.

Apply online at:

<http://hilo.hawaii.edu/admissions/Apply.php>

**All supporting documents should be directed  
to the UH Hilo Graduate Division  
[hilograd@hawaii.edu](mailto:hilograd@hawaii.edu)**

### **Application Process**

New students are accepted for Fall semesters only. The priority application deadline is December 1. Complete applications received after the priority deadline will be considered on a space available basis. The UH Hilo Graduate Division receives all applications and supporting. Applications that meet the admission requirements will be forwarded to the School of Nursing where they will undergo a comprehensive review. Admission decisions will be made by the Graduate Admissions Committee of the School of Nursing. The Graduate Division will send out the final notification to the applicant.

### **Admission Status**

The applicant's admission status is valid only for the semester in which the applicant is accepted. Applications for students who do not register or who withdraw from the University are voided but retained for a period of one (1) year. Students may reapply for admission the next year by submitting a new graduate application with the application fee. An updated statement, resume and recommendations will be required.

### **Eligibility Criteria for International Students**

Minimum scores are 550 (paper based), 213 (computer based), or 79 (internet based) on the TOEFL, or 6.0 on the IELTS (applicants for whom English is not the native language). Students with degrees from colleges whose language of instruction is English need not submit TOEFL or IELTS scores.

### **Resume or Curriculum Vitae (CV)**

Your CV should include but not be limited to education, work experience, activities, leadership, volunteer work, and scholarly or other relevant publications.

### **DNP Personal Statement**

Your personal statement should address the following in 600 words maximum:

1. Describe your professional goals and how participation in the DNP program will enhance these goals.
2. Identify and briefly discuss a practice-based problem of interest to you that might serve as a topic for your final, scholarly DNP project.

### **Health Clearance**

This is required AFTER you have gotten an *acceptance letter*, but must be completed BEFORE entering the program! Tuberculosis clearance documentation, documentation for tetanus/diphtheria vaccination received within the last ten years; documentation for hepatitis-B vaccination series or serological evidence of immunity; serological evidence of immunity to mumps, rubella, rubeola, and varicella (may vary by state/organization where practicum are performed or where the practice inquiry project is conducted).

### **Transfer of Credits**

Requests for transfer of credits must be made during the first semester in which the student is enrolled in the program; departmental approval for all credit transfers is required. Only credit hours with a grade of B or better from accredited universities are transferable. Credit hours for practicum and internship courses are not transferable. Transfer credit hours must have been completed within five years prior to admission, and not used to satisfy requirements of another degree. Students may transfer a maximum of 12 semester hours (or its equivalent). In rare circumstances, requests for an exception to this limit may be considered by the program faculty. All requests for transfer of credits must be accompanied by a transcript and course syllabi.

### **International Admissions**

Official college transcripts in the original language and official translations into English must be provided. To expedite your application, all graduate applicants with international baccalaureate and/or master's transcripts are required to be sent for professional evaluation by one of the credential evaluation services listed on our web site:

<http://hilo.hawaii.edu/academics/graduate/intlgraduate.php>

Only graduates of accredited universities will be considered for acceptance.

### **Employment Opportunities**

DNP career options in healthcare are many and varied. What a DNP chooses depends on his/her skills and where his/her interests lie. The DNP may choose to work in sectors such as acute care, family care, geriatric care, and holistic care. The DNP can serve in administrative leadership and leadership positions in research, clinical care delivery, patient outcome and system management, education and direct practice. DNPs are experts in managing the complex balance between quality of care, access to care and fiscal responsibility.

### **Course of Study (Program Entry Points)**

Students have two program entry points to earn the Doctorate of Nursing Practice degree:

- The Post Baccalaureate DNP entry point is intended to allow entry into the DNP program for nurses who have completed the BSN. The program will educate candidate nurses to be Family Nurse Practitioners (FNP) with foci in Gerontology, Transcultural Nursing, Rural Health Care, or Evidence-based Practice.
- The Post Masters DNP entry point offers nurses with advanced degrees in nursing specialty areas (e.g. APRN or Education, Administration, Information Systems Management, Leadership, Evidence-based Practice etc). It is a doctoral program which expands the level of nursing practice expertise.

<http://hilo.hawaii.edu/depts/nursing/>

## REQUIRED COURSES (73 Credits)

### Course Cr Title

- \*Nurs 618 (3) Env. Epidemiology & Stats
  - \*Nurs 601 (3) Social Aspects of Health
  - \*Nurs 602 (3) Info. Systems/Technology
  - Nurs 603 (3) Adv. Clinical Pharmacology
  - Nurs 604 (3) Adv. Clinical Pathophysiology
  - Nurs 605 (4) Adv. Health Assessment
  - \*Nurs 606 (3) Rural Health Promotion
  - Nurs 606L (3) Rural Health Promotion Lab
  - Nurs 607 (3) Primary Care of Adults
  - Nurs 607L (3) Primary Care of Adults Lab
  - Nurs 608 (3) Primary Care of Older Adults
  - Nurs 608L(3) Primary Care of Older Adult Lab
  - Nurs 609 (2) Primary Care of Women
  - Nurs 609L (2) Primary Care of Women Lab
  - Nurs 610 (2) Primary Care of Children
  - Nurs 610L (2) Primary Care of Children Lab
  - \*Nurs 611 (3) Advanced Research Methods
  - \*Nurs 612 (3) Evidence Based Practice
  - \*Nurs 613 (3) Program Develop/Evaluation
  - \*Nurs 614 (3) System-Based Leadership
  - \*Nurs 615 (4) Health Policy: Local to Global
  - \*Nurs 616 (3) Health Economics
  - \*Nurs 617 (6) Practice Inquiry Project
- \* MSN entry students take starred courses plus at least one elective.*

### **For questions regarding program information, contact the DNP Co-Coordinators:**

Dr. Kay Daub  
(808) 932-7067  
[katharyn@hawaii.edu](mailto:katharyn@hawaii.edu)

Dr. Kimberly Shmina  
Ph: (808) 932-7059  
[kshmina@hawaii.edu](mailto:kshmina@hawaii.edu)

(808) 932-7067 (School of Nursing office)

### **For questions regarding the application process, contact:**

UH Hilo Graduate Division  
200 West Kāwili St, Hilo HI 96720-4091  
(808) 932-7927  
[hilograd@hawaii.edu](mailto:hilograd@hawaii.edu)

### **For financial aid assistance, contact:**

UH Hilo Financial Aid Office  
200 W. Kāwili St.  
Hilo, HI 96720-4091  
(808) 932-7449, fax: (808) 932-7459  
[uhhfao@hawaii.edu](mailto:uhhfao@hawaii.edu)

Rev. 09/18/18 SW

## 2019-2020 Tuition Schedule

Resident:	\$797 per credit hour
Non-Resident:	\$1574 per credit hour

Total Credits: 73: BSN to DNP, 37: MSN to DNP  
Special practicum fees may apply

## Frequently Asked Questions

### 1. How long does it take to complete the program?

The BSN to DNP program is designed to be completed in 3 years; MSN to DNP in 1.5 years, in full-time status.

### 2. What are the entrance requirements?

See Check List and Criteria for Admission on the front of this form.

### 3. Do I have to take the GRE?

No, the GRE exam is not required.

### 4. How does the program work?

Courses are offered using an executive model, with online courses that are geared towards working professionals. However, you need to be on-campus three times during your time in the program; itineraries and dates will be provided in advance so that you may work out your schedule.

### 5. How much will it cost to live in Hilo?

You should budget approximately \$46,000 (residents) and \$68,000 (non-residents) for the first year for tuition, books, housing, food, and personal expenses. Subsequent years require fewer credits so overall costs will be slightly less.

### 6. Is financial aid available?

Contact the UH Hilo Financial Aid Office for information: (808) 932-7449.

### 7. Do I need a computer?

Yes, you will need access to webcam or video functions on your computer. In addition, you will need a program called Typhon, to help log your clinical hours.

### 8. Can I take the program part-time?

No, part-time enrollment is not currently available.

### 9. Is there a website for the program?

Yes, the website has information on pertinent program information:  
<http://hilo.hawaii.edu/depts/nursing>

### 10. Can I take classes as an unclassified student?

Yes, contact the Graduate Division on how to apply as an unclassified student. A total of 9 credits may be taken as an unclassified graduate student.



UNIVERSITY  
of HAWAII  
HILO

# University of Hawai'i at Hilo

## School of Nursing

### DOCTOR OF NURSING PRACTICE

Supplementary Application Form

Last Name _____ Address (street): _____ Phone: _____ Employer's Name: _____ Employer's Address (street): _____ Work Email (optional): _____	First Name _____ MI _____ City _____ State _____ Zip _____ Email: _____ Work Phone: _____ City _____ State _____ Zip _____ Gender (optional): _____	Please check ONE entry point: <input type="checkbox"/> BSN to DNP <input type="checkbox"/> MSN to DNP UH ID Number (if known): _____
--	--	---

Do you currently hold an active registered nurse (RN) license in the United States?  Yes  No  
 If Yes, in what state or states do you hold an active RN license? \_\_\_\_\_  
 License number: \_\_\_\_\_

Have you ever attended the UH Hilo School of Nursing? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently employed in Nursing? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, do you plan to continue working while in graduate school? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, do you plan on working part-time or full-time? <input type="checkbox"/> Part time <input type="checkbox"/> Full time	Please list degree(s) received and graduation dates (if applicable): <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of Institution (School)</th> <th style="text-align: left;">Graduation Date (MM/YYYY)</th> <th style="text-align: left;">Degree Received</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name of Institution (School)	Graduation Date (MM/YYYY)	Degree Received	_____	_____	_____	_____	_____	_____
Name of Institution (School)	Graduation Date (MM/YYYY)	Degree Received								
_____	_____	_____								
_____	_____	_____								

Are you a member of Sigma Theta Tau?  Yes  No IF YES, list chapter(s) and leadership positions held (if any).  
 \_\_\_\_\_

**FOR INTERNATIONAL OR ENGLISH AS A SECOND LANGUAGE STUDENTS ONLY**  
 Have you successfully completed the CGFNS qualifying examination? **IF NO**, when do you plan to take the CGFNS qualifying examination?  
 Yes  No  
 Have you successfully completed the NCLEX qualifying examination? **IF NO**, when do you plan to take the NCLEX qualifying examination?  
 Yes  No  
 TOEFL or IELTS Score (within last 2 years): \_\_\_\_\_

If you are **NOT** applying for the MSN to DNP entry point, please skip the next three questions:

Are you currently certified as an Advanced Practice Nurse?  Yes  No IF YES, please specify: Agency & Expiration Date: \_\_\_\_\_

If you have a Master's degree in nursing, what is your specialty?  FNP  ANP  Gero  Administration  Other

If other, please list your area of study: \_\_\_\_\_

I have reviewed the [UH-Hilo School of Nursing Faculty, Preceptor, and Student Graduate Handbook](#) and understand the following: I acknowledge that all information on this application is correct and that if admitted into the Doctor of Nursing Practice program, I will be financially liable for obtaining all immunizations, a drug screen, a background check, CPR certification, and other items required for the clinical practicum and/or internship portion of this program. I understand that there are required on-campus visits and that I will be responsible for making arrangements to attend. An online Doctor of Nursing Practice program in nursing is time intensive; and I understand that my coursework and/or clinical practicum requirements may conflict with other activities or my current employment and that I may need to rearrange these commitments to allow myself the opportunity and time to do well as a UH-Hilo DNP nursing student.

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

## PLEASE PROVIDE THE FOLLOWING ADDITIONAL DOCUMENTS WITH YOUR APPLICATION

**Resume or Curriculum Vitae:** Please include a resume or curriculum vitae which documents your educational preparation, work experience, leadership and professional organization activities, and scholarly endeavors such as publications, presentations, research, honors, and awards.

**Personal Goal Statement:** Your personal goal statement should be typed, single-spaced, and attached to this application. In 600 words, submit a statement describing your professional goals and how participation in the DNP program will enhance these goals. Additionally, the statement should identify and briefly discuss a practice-based problem of interest to you that might serve as the topic for your final, scholarly, DNP project. The scope of the project when completed should be large enough that it would result in, for example, a change at the organizational system, regional or national level; new or revised state health policy, or the establishment of significant new health-related service to a population or geographic region. The purpose of this statement is to provide the Admissions Committee insight into the professional goals and expectations of the applicant, congruency of topic area with faculty expertise, and an opportunity to evaluate the applicant's written communication skills.

**Recommendations:** Please include three (3) professional recommendations, these can be from former faculty members or employers prepared at the master's or doctoral level who can address your potential or ability to function in the advanced practice nursing role (i.e. clinical skills, critical thinking, independent decision making, collaboration and communication with other health professionals, and leadership abilities). Applicants currently enrolled in a nursing program must submit recommendation forms in a sealed envelope with the reference's signature across the seal.

### Final Checklist: SUBMIT ONLY A COMPLETED APPLICATION PACKET

- Application for UH Hilo Graduate School and a non-refundable application fee.
- Official Transcripts from all previous colleges/universities attended from an accredited nursing program.
- Current resume or curriculum vitae
- Personal Goal Statement (Est. 600 words, single spaced)
- 3 Recommendations from academic and/or professional references  
(<https://hilo.hawaii.edu/academics/graduate/documents/DNPLetterofrecommendationDec2016.pdf>)
- Copy of Current RN Licensure for Hawai'i
- Copy of current Licensure in state where clinical practice or practice inquiry project will be conducted.
- Copy of Verification of APRN certification or license appropriate to the state where the clinical practice and practice inquiry will be conducted.
- Health Clearance: Tuberculosis clearance documentation, documentation for tetanus/diphtheria vaccination received within the last ten years; documentation for hepatitis-B vaccination series or serological evidence of immunity; serological evidence of immunity to mumps, rubella, rubeola and varicella. Others as requested by agency. (Health clearance documents to be submitted *after* acceptance to the DNP program.)

### FOR INTERNATIONAL STUDENTS:

- TOEFL/IELTS results to be sent to UH Hilo
- Successful completion of CGFNS exam

Please send your Supplementary Application form to: UH Hilo Graduate Division  
200 W. Kāwili Street  
Hilo, HI 96720