



Northwestern

OKLAHOMA STATE UNIVERSITY

Wisdom Family Foundation Doctoral Program in Rural Nursing Practice

709 Oklahoma Boulevard · Alva, Oklahoma 73717-2799 · Phone: (580) 327-8442

To the DNP Program Applicant:

Verification of Employment:

1. Number of hours of employment as a Registered Nurse and/or volunteer activities as an RN within the past five years are counted in the application process.
2. Please email the Human Resources Director of your employer/s and/or organizer of any volunteer activities a copy of this letter.
3. Please email the DNP Administrative Assistant the list of employers or volunteer agency directors from which we can expect a letter.
4. The student is responsible for any cost associated with this request.

To the Human Resource Director: on letterhead stationery, please document the following and return to our office no later than January 15.

- Name of applicant
- Title of RN position held
- Dates employed (within the past 5 years)
- Total number of hours employed in the RN position
- Your signature, title, and date of signature

To the Community Agency in which the applicant volunteered as a Registered Nurse: on letterhead stationery, please document the following and return to our office no later than March 1.

- Name of applicant
- Description of RN volunteer position/activity
- Name and address of the organization
- Dates RN volunteered (within the past 5 years)
- Total number of volunteer hours completed
- Your signature, title, and date of signature

Scan or fax directly back to the DNP Office. To scan, address to mbrown@nwosu.edu. To fax, the number is 580-327-8434. Thank you very much for helping this applicant!

Dr. H. Courtney Ballina, DNP, APRN-CNP, FNP-C

Program Director and Assistant Professor

Wisdom Family Foundation Doctoral Program in Rural Nursing Practice

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