Before submitting your application please be sure that ALL the following items are included and 

sent in one complete packet:

☐ 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 the required $65.00 application processing fee in your application packet.
Make check payable to Westmoreland Hospital (write Excela Health School of Anesthesia in the 
memorandum section of your check).

☐ Mail completed packet to:
  Excela Health School of Anesthesia
  Latrobe Hospital
  One Mellon Way
  Latrobe, PA 15650

☐ You have included your summary, as requested on Page 3 of the application.

☐ You have enclosed a professional resume with your application.

☐ A copy of your current RN license with expiration date

☐ Copies of required current BLS, ACLS cards

☐ Copies of all other current certification cards (PALS, CCRN, etc.)

☐ Copy of your current driver’s license

☐ You have requested one official transcript from every institution of higher learning that you have
attended, (even if only individual courses were taken). All original transcripts must be in the unopened 
envelope in which they were received and are to be included with your application packet. International students must send official WES transcripts; no others will be accepted.

☐ You have requested that the three individuals you are using for references complete the School of
Anesthesia’s Letter of Reference form which is available on our website excelahealth.org. One
reference must be from your current nurse manager. Letters of Reference must be sent in with your 
application packet and must be sealed with reference’s name written across envelope flap.

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 before 3:00 p.m. on January 
15th the year prior to year you are applying for.