2025 Health Professions
Online Program Admissions Application & Payment Instructions

Before starting your Online Program Admissions Application & Payment session be sure to:	
a.	Complete your **credit** admission application to obtain a student L number – a Lane ID number.
b.	Have an active personal e-mail account (Lane now issues students Lane e-mail accounts – See myLane)
c.	Have a Visa or MasterCard credit card on which to charge the **$35 non-refundable application** fee.
d.	Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:

Click on link to right to begin	Admissions Login **(Opens April 1, 2025 at 12:15am and closes May 6, 2025 at 11:45pm)**
Create a **new** Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. **Write down** your PassPhrase (PIN)!
Select "Login"	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. **Write down your G#!**
Select "Continue"	**Make sure you have all the required documents you need prior to completing this Online Application and Payment. (Application Fee is non-refundable.)** • Lane Student ID Number (L Number) • Forms 1 & 2 completed as a fillable PDF. • Certified Nursing Assistant License, Certified Medical Assistant License, or State or National Paramedic License (or in the process of being completed by Sept 1, 2025.) • Submitted any official outside transcripts to Lane Enrollment Services or Degree Evaluators (for non-Lane courses)

Apply for Online Program Admissions:

Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment (**Spring 2025**)
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.

Application Checklist:

Select "Fill out Application"	As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: • Follow the instructions provided on each screen • Start with **"Name – LPN"** • Select "Continue" after each section • Select "Application is Complete" after you have completed all sections
Admissions Agreement	Select "I agree to the terms" after reviewing the information. This is your Admissions Agreement with Lane Community College.

Application Fee Payment:

Select "Submit Payment"	Only Visa or MasterCard will be accepted for payment submission.
Application Final Page	This lets you know that the online application and payment process is done.

Online Program Admissions Application and Payment Completed:

Lane Health Professions Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both emails for your reference.