



Practical Nursing Application Packet

Read admission procedures for application deadlines.

Admission procedures and eligibility requirements
are subject to change annually.

Drumright Campus
3 CT Circle
Drumright, OK 74030
918.352.2551

Sapulpa Campus
1720 S. Main St.
Sapulpa, OK 74066
918.224.9300



Dear Applicant:

Thank you for your interest in Central Technology Center Practical Nursing. We are pleased that you are considering education in the field of Practical Nursing, as there is a great need in the state of Oklahoma for healthcare providers at all levels of caregiving.

At Central Technology Center, we have a sincere interest in our students as individuals and in their successful completion of Practical Nursing. We have a strong program which provides quality instruction both in theory and skills. We utilize a wide variety of clinical sites to provide our students with excellent hands-on nursing care experiences.

We wish you success in your application process!

Sincerely,

A handwritten signature in black ink that reads "Paul Curtis Baker, RN PhD". The signature is fluid and cursive.

Paul Curtis Baker, RN PhD
District Coordinator Practical Nursing

Tuition Costs, Fees and Financial Assistance Information 2018-2019

In-District

Tuition:	\$2,194.50
Books, Tablet & Resources	\$2,615.00
Level 1 (Includes uniforms, equipment, & fees)	\$1,051.00
Level 2 (Background check & drug screening fees)	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$715.00
Total In-District Costs:	\$6,635.50

Out-of-District

Tuition	\$4,389.00
Books, Tablet & Resources	\$2,615.00
Level 1 (Includes uniforms, equipment, & fees)	\$1,051.00
Level 2 (Background check & drug screening fees)	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$715.00
Total Out-Of-District Costs:	\$8,830.00

Students must have financial arrangements made prior to the first day of class. No one will be allowed to pick up books, uniforms, or supplies without a receipt or clearance from the financial aid office.

To receive in-district tuition students must live in the Central Tech district:

Bristow, Cleveland, Cushing, Davenport, Depew, Drumright, Hallett, Hominy, Jennings, Kiefer, Kellyville, Mannford, Milfay, Mounds, Oak Grove, Oilton, Olive, Prue, Ripley, Sapulpa, Shamrock, Stroud, Terlton, Yale.

Students, who do not live in one of the above communities will be required to pay out-of-district tuition.

Proof of residency may be required by the business office. Acceptable forms of proof are an Oklahoma driver's license or a utility bill.

Central Tech Practical Nursing Step-By-Step Application Process

Step 1	<p><u>APPLICATION</u> - Read the application thoroughly. If you have questions, please call: Jennifer Arnold, Drumright Health Programs Secretary, 918.352.2551 ext. 202 or Tiffany Beem, Sapulpa Practical Nursing Secretary, 918.224.9300 ext. 160</p>
Step 2	<p><u>ASSESSMENT TEST</u> - Register for the ATI TEAS Assessment. Refer to page 6 for more information. All students applying for Central Tech Practical Nursing, no matter their educational background, are required to take the ATI TEAS Assessment. International applicants must also provide proof of a passing TOEFL score or meet requirements for exemption. Refer to pages 7-8 for more information.</p>
Step 3	<p><u>REQUIRED DOCUMENTATION CHECKLIST</u> – Submit the following required documents to the campus you are applying to. All the information and documentation must be provided before an application will be considered complete. Only complete applications will be accepted. Ensuring that all documentation has been submitted is the responsibility of the applicant.</p> <p>Central Tech Practical Nursing Application (Pages 13 & 14 of application packet)</p> <p>Official accredited high school transcript with GPA and graduation date, GED or HiSET scores.</p> <p>Official copies of college transcripts from all colleges attended. College and high school transcripts generated by schools outside the United States must be evaluated by a credentialing agency to validate equivalency. Contact the World Education Services at www.wes.org or check with local colleges and universities. This is the responsibility of the applicant to complete this process.</p> <p>Official copies of Central Tech and other Career Tech transcripts.</p> <p>Complete list of prior experience in nursing and employers/work history including current employer (pages 17 & 18 of application packet)</p> <p>TEAS Assessment Score (Reading and English scores must be 1 point or higher to be considered)</p> <p>Documentation proving actual physical address (driver's license, utility bill, etc.)</p> <p><u>INTERNATIONAL APPLICANTS ONLY</u> – TOEFL scores (unless applicant meets exemption requirements)</p> <p>Validation of Health-Related Work Experience Form (Page 16 of application packet), if applicable. Central Tech reserves the right to contact former employers for additional information regarding the applicant.</p> <p>A current Oklahoma State Department of Health Certified Nurse Aide Certification in good standing is a prerequisite.</p>
Step 4	<p><u>REVIEW OF APPLICATIONS</u> – Only completed applications will be reviewed and scored. Classes are formed when space is available. Start dates will be announced 4 months prior to the beginning of the new class. Students will be chosen 2 months prior to the start of class. Applications once submitted will remain active for one calendar year and then be destroyed.</p>

Step 5	<p><u>NOTIFICATION OF ACCEPTANCE INTO PROGRAM, ORIENTATION & START DATE</u> – Applicants whose files were reviewed for program acceptance will be notified by mail of either rejection or provisional acceptance approximately two (2) months prior to the start of class. Provisionally accepted students must attend a mandatory class orientation approximately one (1) month prior to the start of class.</p>
Step 6	<p><u>TUITION PAYMENT & FINANCIAL AID</u> – Payment arrangements must be made with the Bursar prior to the first day of class. Students must contact the Central Tech Financial Aid Officer prior to the beginning of class to determine if they are eligible for financial aid.</p> <p>Charlotte Gaunt, Bursar, Drumright Campus – 918.352.2551 ext. 267 Terri Clunn, Bursar, Sapulpa Campus – 918.352.2551 ext. 101 Angie Piotrowski, Financial Aid Officer Drumright Campus (M, W, F) 918.352.2551 ext. 237 Sapulpa Campus (T, TH) 918.334.9300 ext. 131</p> <p>Apply for federal aid at www.fafsa.ed.gov or visit with Angie. If qualified, FAFSA pays Pell Grants only. Central Tech does not offer subsidized or unsubsidized loans.</p>
Step 7	<p><u>STUDENT ORIENTATION</u> – Applicant will be notified of the date and time of student orientation, which will be held approximately one (1) month prior to the start of class. Being late to or absent from class orientation may result in the withdrawal of acceptance.</p>
Step 8	<p><u>ADMISSION DRUG & BACKGROUND TESTING</u></p> <p>Practical Nursing candidates who meet entrance requirements will be offered conditional acceptance into CTPN.</p> <p>CTPN candidates who have received conditional acceptance will be allowed to enroll in CTPN only after passing both a drug screen and national criminal background check.</p> <p>Rules pertaining to both the drug screen and background check will be provided at the time the checks are performed.</p>
Step 9	<p><u>ADMISSION OF FORMER NURSING STUDENTS</u> – Central Tech Practical Nursing maintains the right to contact the administration of the applicant's former school of nursing to inquire about the applicant's history and status while the student in attendance at the previous institution.</p>

COURSE FORMAT

Practical Nursing at Central Technology Center is offered in an Individually-Paced daytime program at the Drumright and Sapulpa Campuses. Attendance requirements vary per enrollment option.

Enrollment Option	Starting Times	Length of Instruction
<p>Self-Directed Daytime</p> <p>Classroom is open from 8 a.m. – 4 p.m. Monday - Friday</p>	<p>Throughout the year as openings exist. Please visit our website, www.centraltech.edu for the most current information.</p>	<p><u>Option 1</u>: 120 hours per month; Approx. 30 hours per week.</p> <p><u>Option 2</u>: 88 hours per month; Approx. 22 hours per week.</p>

ASSESSMENT TEST INFORMATION

The ATI TEAS Assessment, Test of Essential Academic Skills Assessment includes Math, Science, English and Reading. Test scores are valid 24 months from the date of testing. All applicants are required to take the ATI TEAS Assessment no matter their educational background. The assessment fee is \$70.

To schedule an assessment, please contact:

DRUMRIGHT CAMPUS
Cindy Gann
(918) 352-2551 ext. 206
Central Technology Center
3 CT Circle
Drumright, OK 74030

SAPULPA CAMPUS
Denisa Whitehouse
(918) 227-9264 ext. 140
Central Technology Center
1720 South Main
Sapulpa, OK 74066

THE DAY OF THE TEST: Please bring your driver's license or a state ID. Examinees may not have any of the items during the test administration: Calculator, food, drink, candy, textbooks, reference books, sunglasses, hats, a hood or communication devices including cell phones, pagers, PDA, etc. If an examinee requires food for medical reasons, the proctor will inspect the food to ensure that there is nothing unusual about the food or packaging. Scratch paper and pencils will be provided.

TEAS RETEST: To schedule a TEAS retest, please contact and pay \$45 to the contact person listed above. An examinee must wait a minimum of thirty days (30) before retesting and may retake the TEAS test one time per calendar year.

For more information and how to prepare for the ATI TEAS, please visit:

<https://www.atitesting.com/solutions/pre-program/teas.aspx>

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) - International Applicants Only

A High School Equivalency Assessment letter indicating a foreign country education is equivalent to a United States high school education is required as proof of high school equivalency. The evaluation and letter are available through the International Students Office at many colleges and universities. It can also be obtained from World Education Services at <http://www.wes.org>

Central Technology Center does not administer the TOEFL examination.

- The applicant may register for the examination online or over the phone. <http://www.ets.org> (Select "TOEFL" from the list of exams) 1-800-GO-TOEFL (1-800-468-6335)
- The TOEFL exam is required for admission of international students from non-exempt countries.

Countries of Exemption:

Anquilla	Antarctica	Antigua & Barbuda	Australia
Bahamas	Barbados	Belize	Bermuda
Botswana	British Indian Ocean	British Virain Islands	Brunei
Canada (Except	Cayman Islands	Cyprus	Dominica
Fiji	Gambia	Ghana	Gibraltar
Grenada	Guyana	India	Ireland
Islas Malvinas	Jamaica	Kenya	Kiribati
Lesotho	Liberia	Malawi	Malta
Marshall Islands	Mauritius	Micronesia	Montserrat
Namibia	Nauru	New Zealand	Nigeria
Pakistan	Palau	Papua New Guinea	Philippines
Seychelles	Sierra Leone	Singapore	Solomon Islands
South Africa	Sri Lanka	St. Christopher and	St. Kitts and Nevi
St. Lucia	St. Vincent and the	Swaziland	Tanzania
Tonga	Trinidad and Tobago	Turks and Caicos	Tuvalu
Uganda	United Kingdom	United States	Vanuatu
Vatican City	Virgin Islands	Western Samoa	Zimbabwe

A score >500 must be achieved on the paper-based exam to be considered for admission. In lieu of this requirement, the applicant may instead:

- Achieve a score > 173 on the computer-based TOEFL
- Achieve a score > 61 on the Internet-based TOEFL
- Provide proof of completion of 24 credit hours of college courses, taken in the United States, with a grade of "C" or higher in all courses
- Provide proof of graduation from a high school located in the United States
- If the applicant has completed the "Institutional TOEFL" at a college or university, this score is acceptable and meets the testing requirement.

- Legal aliens who have applied for school are exempt from taking the TOEFL if:
- Transcripts generated by schools outside the United States must be evaluated by a credentialing agency to validate equivalency. Contact the World Education Services at www.wes.org or check with local colleges and universities
- Has completed a minimum of 24 hours of college credit with a minimum grade of "C" in each of the classes.

REQUIREMENTS FOR TAKING THE NCLEX-PN AND LICENSURE FROM THE OKLAHOMA BOARD OF NURSING FOR APPLICANTS EDUCATED IN FOREIGN COUNTRIES OR IN A U.S. TERRITORY.

Applicants educated in a foreign country must meet the current educational requirements for licensure in Oklahoma. An applicant educated in a U.S. territory not recognized as a full member of National Council of State Boards of Nursing (NCSBN) must meet the requirements for applicants educated in foreign countries. An applicant educated in a U.S. territory that is a full member of NCSBN but in a nursing education program not included on the NCSBN state approved programs of nursing list at the time of the applicant's graduation from the program must meet the requirements for applicants educated in foreign countries.

The applicant must present evidence of:

1. Completion of a high school diploma from an accredited high school or high school equivalency certificate (GED)
2. Current competence in oral and written English as evidenced by receipt of current, valid scores directly from the testing service verifying successful completion of:
 - a. Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), and Test of Spoken English (TSE) of the Educational Testing Service;
 - b. Test of English for International Communication (TOEIC) and Test of Spoken English and Test of Written English of the Educational Testing Service;
 - c. International English Language Testing System (IELTS)
 - d. Graduates of nursing education programs taught in English in Australia, Canada (except Quebec), Ireland, New Zealand, the United Kingdom, Trinidad, Tobago, Jamaica, Barbados, South Africa, and the United States.
3. Licensed in another US State or Territory, have successfully completed the licensure examination approved by the Board and provide evidence of at least one year full-time equivalent work experience in a clinical setting as a practical nurse in the state of licensure.
4. Applicants must submit a completed application with the required application and evaluation fees.

SELECTION PROCESS

Application materials for Central Tech Practical Nursing are submitted to the office of the Health Programs Secretary on the Drumright Campus and the Practical Nursing Secretary on the Sapulpa Campus. **The application file must be complete before an applicant will be considered for admission.** Application dates will be set and posted on the website when available, approximately 4 months before class begins.

Each file is reviewed when it is complete and points are assigned based on the criteria set in the Central Tech Practical Nursing Application Preference Point Grading Sheet. (See PN Preference Points Score Sheet, page 14)

Admissions lists are generated in descending order based on points awarded on the PN Preference Point Grading Sheet. Applicants with equal points are further ranked by the scores of the ATI TEAS Assessment. Applicants may submit updated documents to increase points at any time.

Application files will remain open for one calendar year from the date of the application deadline and then be destroyed. Applicants will be offered positions within the class based upon highest score and space available. In-district qualified applicants (residency in Central Technology Center School District No. 3) are given priority over out-of-district qualified applicants.

NONDISCRIMINATION POLICY

Central Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American Disabilities Act (ADA), does not discriminate on the basis of race, color, religious creed, national origin, age, sex/gender, disability or veteran status in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid and educational services.

Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Kent Burris, Assistant Superintendent at the Drumright Campus (918) 352-2551 or Kim Howard, Campus Director at the Sapulpa Campus (918) 224-9300, the designated Compliance Coordinators, Monday through Friday between 8:00 am and 4:00 pm.

APPLICATION GUIDELINES

Physical, Mental, and Other Central Tech Practical Nursing Program Requirements

The following minimum physical and mental requirements are necessary for successful progression through Practical Nursing:

1. The ability to lift or move weights of up to 50 pounds. Must not have any lifting restrictions prescribed by physician or other healthcare provider. This requirement will remain in force throughout the entirety of student's time within the program.
2. The motor ability necessary to ambulate independently in clients' rooms or in work areas.
3. Visual acuity sufficient to observe and assess client's behavior, prepare and administer medication, and accurately read monitors and computer screens.
4. Auditory acuity sufficient to hear instructions, requests, monitor alarms, and auscultate heart tones, breath sounds, and bowel sounds.
5. The ability to speak, write and comprehend the English language proficiently.
6. Must have basic computer skills and access to the internet.
7. The ability to communicate in a professional manner and establish rapport with clients and colleagues.
8. The ability to resolve conflicts appropriately and function effectively under stress.
9. Must have reliable transportation to and from clinical.

Students in the Practical Nursing Program will be held accountable for the performance of these requirements while they are in the program.

Admission of Applicants with a Criminal History

Central Technology Center is accredited by the Oklahoma Board of Nursing (OBN) and complies with all OBN requirements. Applicants with a criminal history may be denied the opportunity to take the Practical Nursing licensure exam by the Oklahoma Board of Nursing. The law states:

Per the Oklahoma Nurse Practice Act (<http://nursing.ok.gov/actwp17.pdf>)

“The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. Section 567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. Statutes 567.5 & 567.7].”

In addition, the clinical agencies have the right to refuse a student with certain violations into the facility for clinical experiences. Admission of an applicant who has been convicted of a felony or misdemeanor will be based on the policies of Central Tech, contractual agreements with clinical facilities, and Oklahoma Board of Nursing statute.

Prerequisites

A current Oklahoma State Department of Health Certified Nurse Aide Certification in good standing.

Advanced Standing

Students may be eligible to receive preference points (see Page 14) and advanced standing credit for courses completed prior to being enrolled into Central Tech Practical Nursing. Receipt of advanced standing credit would mean that student would not have to repeat or challenge the course in question.

Course	School	Grade Requirements	Hour Requirements	Expiration Date
Medical Terminology	College or Career Tech (ACD/HC/MA: if Erlich 8 th Ed. used)	A or B	45 hours	No Expiration Date
Anatomy w/Lab Physiology w/Lab	College College	A or B A or B	4 hours 4 hours	No Expiration Date No Expiration Date
A&P w/Lab	College	A or B	5 hours	No Expiration Date
A&P	Career Tech (Adult/Advanced Health Careers: if FA Davis used)	A or B	120 hours	No Expiration Date
Intro to Nursing	Career Tech or Former Nursing Program	A or B	40 hours	Not more than 5 years old

Non-Academic Admission Requirement

Criteria considered when admitting first time or transfer students:

1. Whether the applicant has been expelled, suspended, denied admission by any educational institution.
2. Whether the applicant has been dismissed from employment by any hospital,

- nursing home, doctor's office or other healthcare facility.
3. Resignation in lieu of termination.

Criteria considered when readmitting withdrawn students:

1. Reason for withdrawal
2. Faculty recommendation
3. Actions taken to correct deficiencies
4. Requirements to Complete Provisional Admission

Once an applicant has been selected for provisional admission, forms will be mailed to you as **the following items must be completed by the first day of class** for the student to be fully accepted into the program.

1. CPR Training - American Heart Association - BLS Health Care Provider CPR certification must remain current throughout the length of the class. Applicants must have a CPR certification within one month of the start date of the class. Red Cross CPR certification is **not** accepted.
2. Physical Examination - A physical examination must be completed and must reflect good physical and mental health. Students must be capable of performing all tasks associated with the profession. The CTPN physical examination form must be completed by a physician, physician assistant, or nurse practitioner.
3. Immunizations - The following immunizations are required by our clinical sites.
 - a. 2 MMR or proof of positive titer
 - b. 2 Varicella or proof of positive titer
 - c. 3 Hepatitis or proof of positive titer
 - d. Tdap (within the last 5 years)
 - e. Influenza (repeated yearly)
 - f. TB skin test will be done on the first day of class
4. A government-issued birth certificate, United States Passport, or proof of Legal Alien Status (used to apply to the Oklahoma Board of Nursing).
5. At various times during the program, students will be required to participate in and pass both national criminal background checks and urine drug screens. Students who do not pass either of these screens may be dismissed from the program, and have their status reported to a certifying or licensing agency if they hold certification or licensure with agencies including but not limited to the Oklahoma Board of Nursing, the Oklahoma State Department of Health, etc.