

CENTRAL TECH PRACTICAL NURSING STEP-BY-STEP APPLICATION PROCESS

Step 1	<p>Read the APPLICATION packet thoroughly. If you have questions, please call:</p> <ul style="list-style-type: none"> • Jennifer Arnold, Drumright Health Programs Secretary, 918-352-2551, ext. 202 • Tiffany Beem, Sapulpa Practical Nursing Secretary, 918-224-9300, ext. 160
Step 2	<p>ASSESSMENT TEST – Register for the ATI TEAS Assessment. Refer to “Testing Information” (page 5 of a application packet). 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 “International Applicants Only” (page 7 of a application packet)</p> <p>FINANCIAL AID Speak to Financial Aid Officer Angie Piotrowski to see if you qualify for grants/scholarships.</p>
Step 3	<p>REQUIRED DOCUMENTATION CHECKLIST – submit the following <u>required</u> documents to the campus you are applying to:</p> <p>Completed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Central Tech Practical Nursing Application (pages 11 & 12 of a application packet) <input type="checkbox"/> <u>Official</u> accredited high school transcript with GPA and graduation date or GED scores <input type="checkbox"/> <u>Official</u> copies of college transcripts from all colleges attended, if applicable <input type="checkbox"/> <u>Official</u> copies of Central Tech transcripts <input type="checkbox"/> <u>Complete</u> list of employers and work history including current employer (pages 14-16 of a application packet) <input type="checkbox"/> Transcripts generated by schools outside the United States must be evaluated by a credentialing agency in order 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. <input type="checkbox"/> TEAS Assessment score <input type="checkbox"/> INTERNATIONAL APPLICANTS ONLY – TOEFL scores (unless applicant meets exemption requirements) <input type="checkbox"/> Three (3) applicant work references from supervisors verifying job experience, or former instructors. The applicants work reference must be from former or current supervisors or instructor in the past 5 years, NOT co-workers or colleagues. Applicant work reference must be submitted on the Central Tech applicant work reference forms provided. Hand written or typed letters will not be accepted. Persons unable to meet this requirement will be assessed on an individual basis. (pages 17-19 of a application packet) <input type="checkbox"/> Work validation form, if applicable (page 14 of a application packet) <ul style="list-style-type: none"> • Central Tech reserves the right to contact former employers for additional information regarding the applicant. • Applications will not be considered until all documentation has been received by Central Tech. <u>Making sure that all documentation has been turned in and received is the responsibility of the APPLICANT.</u> • Failure to supply required information may result in the offer of a acceptance being revoked.
Step 4	<p>REVIEW OF APPLICATIONS – ONLY COMPLETED APPLICATIONS WILL BE REVIEWED AND SCORED.</p> <p>Self-Directed Class: Classes are formed on space available.</p> <ul style="list-style-type: none"> • Applications are accepted on an ongoing basis • Assessment of files is completed on an ongoing basis • Assessment files remain open for 18 months from the student’s completion date of the ATI TEAS Examination. The files will be disposed of after 18 months.
Step 5	<p>NOTIFICATION OF ACCEPTANCE INTO PROGRAM & START DATE: Applicants, whose files were reviewed for program acceptance, will be notified by mail of provisional acceptance or rejection 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>TUITION PAYMENT & FINANCIAL AID– 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, 918-224-9300, Ext. 101 Angie Piotrowski, Financial Aid Officer is at: Drumright Campus (MWF) 918-352-2551, Ext. 237 and Sapulpa Campus (TTh) 918-224-9300, Ext. 131</p> <p>Apply for federal aid on 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>STUDENT ORIENTATION - Student 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 the offer of acceptance.</p>