Practical Nursing

APPLICATION PACKET

Read Admission Procedures for application deadlines. Admission procedures/eligibility requirements are subject to change annually.

Central Technology Center
3 CT Circle
Drumright, OK 74030
918-352-2551

Central Technology Center
1720 S. Main
Sapulpa, OK 74066
918-224-9300

www.centraltech.edu
Dear Applicant:

Thank you very much 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 (class lectures and presentations) and skills (clinical practice). 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,

Curtis Baker, RN MSN
District Coordinator Practical Nursing
TUITION COSTS, FEES, AND FINANCIAL ASSISTANCE
2015-2016
(Cost subject to change)

TUITION COSTS:

Total Program Hours: 1463
Tuition Fee per Hour In-District: $1.50
Total Tuition In-District: $2194.50

Total Program Hours: 1463
Tuition Fee per Hour Out-of-District: $3.00
Total Tuition Out-of-District: $4389.00

LEVEL I: Fees, Supplies & Equipment: $1176.00
LEVEL II: Fees: $60.00
LEVEL III: Fees, Supplies & Equipment: $645.00
TOTAL: Fees, Supplies & Equipment: $1881.00

BOOKS & RESOURCES: $2145.00

TOTAL PROGRAM COST:

IN-DISTRICT: $6220.50
OUT-OF-DISTRICT: $8415.00

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.
# CENTRAL TECH PRACTICAL NURSING
## STEP-BY-STEP APPLICATION PROCESS

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Read the APPLICATION packet thoroughly. If you have questions, please call the Drumright Health Programs Secretary at 918-352-2551, ext. 202 (Drumright) or the Sapulpa Practical Nursing Secretary 918-224-9300, ext. 160 (Sapulpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td><strong>ASSESSMENT TESTS</strong> – Take the ATI TEAS Assessments and the ATI Ability Indicator Assessment. Refer to “Testing Information” (page 5). All students applying for Central Tech Practical Nursing (NO MATTER THEIR EDUCATIONAL BACKGROUND) are required to take the ATI TEAS Examination. International applicants must also provide proof of a passing TOEFL score or meet requirements for exemption. Refer to “International Applicants Only” (page 7)</td>
</tr>
</tbody>
</table>
| Step 3 | **REQUIRED DOCUMENTATION** – submit the following required documents to the Drumright Health Programs Secretary or Sapulpa Practical Nursing Secretary:  
- Central Technology Center Practical Nursing Admission Application Form  
- Official accredited high school transcript or GED scores  
- Official copies of college transcripts from all colleges attended  
- Official copies of Central Technology transcripts  
- Complete list of employers and work history including current employer.  
- 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.**  
- TEAS scores and ATI Ability Indicator Assessment score  
- International Applicants – TOEFL scores (unless applicant meets exemption requirements)  
- Three (3) applicant work references from supervisors verifying job experience, or former instructors. **The applicants work reference must be from former or current supervisors, NOT co-workers or colleagues.** Applicant work references must be from supervisors or teachers within the last 5 years. 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.  
- 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. **Making sure that all documentation has been turned in and received is the responsibility of the applicant.**  
- Failure to supply required information may result in the offer of acceptance being revoked. |
| Step 5 | **NOTIFICATION OF ACCEPTANCE INTO PROGRAM & START DATE:** Applicants whose files were reviewed for program acceptance will be notified by mail of acceptance or rejection approximately (2)-months prior to the start of class, and one (1)-month prior to class students will attend a mandatory orientation. **ONLY COMPLETED FILES WILL BE REVIEWED.** |
| Step 6 | **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. Bursar Drumright Campus: 918-352-2551 Ext. 267  
Bursar Sapulpa Campus: 918-224-9300 Ext. 101  
Central Tech Financial Aid Officer: 918-352-2551 Ext. 237 - T, W, Th, F  
Central Tech Financial Aid Officer: 918-224-9300 Ext. 131 - M |
PART 1 – APPLICATION PROCEDURES

Course Format:
Practical Nursing at Central Technology Center is offered in the Individually-Paced Daytime format at both the Drumright and Sapulpa Campuses. Attendance requirements and class schedules vary according to enrollment option.

Completion Options

<table>
<thead>
<tr>
<th>Enrollment Option</th>
<th>Starting Times</th>
<th>Length of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individually-Paced Daytime</td>
<td>Throughout the year as</td>
<td>Option 1: 120 hrs per month</td>
</tr>
<tr>
<td></td>
<td>openings exist</td>
<td>Option 2: 96 hrs per month</td>
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<tr>
<td></td>
<td></td>
<td>Option 3: 80 hrs per month</td>
</tr>
</tbody>
</table>

Application Deadline
Individually-Paced Daytime…………………………On-going

Application Testing Information

TEAS Assessments and ATI Ability Indicator Assessment:
Test of Essential Academic Skills Assessment includes math, science, English and reading. Test scores valid 18 months from date of testing. **ALL APPLICANTS ARE REQUIRED TO TAKE THE ATI TEAS EXAMINATION NO MATTER THEIR EDUCATIONAL BACKGROUND.**

What is the Test of Essential Academic Skills (TEAS)?
The Test of Essential Academic Skills (TEAS®) measures basic essential skills in the academic content area domains of Reading, Mathematics, Science and English and Language Usage. The test is intended for use primarily with adult nursing program applicant populations. The objectives assessed on TEAS®-V are those which nurse educators deemed most appropriate and relevant to measure entry level skills and abilities of nursing program applicants.

What is covered on the TEAS Test?

<table>
<thead>
<tr>
<th>Content and Sub-content Areas</th>
<th># Questions</th>
<th>Time in minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>48</td>
<td>58</td>
</tr>
<tr>
<td>Paragraph &amp; Passage Comprehension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informational Source Comprehension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>34</td>
<td>51</td>
</tr>
<tr>
<td>Numbers and Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebraic Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Interpretation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measurement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>54</td>
<td>66</td>
</tr>
<tr>
<td>Human Body Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Science</td>
<td></td>
<td></td>
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<tr>
<td>Earth &amp; Physical Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientific Reasoning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English/Language Usage</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td>Grammar and Word Meaning in Context</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spelling and Punctuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>170</td>
<td>209</td>
</tr>
</tbody>
</table>
How much does the test cost?
The test is $70 to take the TEAS test and $45 to take the TEAS retest. An examinee must wait a minimum of thirty days before retesting and may retake the TEAS test one time per calendar year.

When will scores be available?
Scores will be available immediately following the test. Scores can also be accessed from the ATI website using the student’s log-in and password.

Taking the exam:
Arrive at the testing site at least 15 minutes prior to the scheduled testing time. Bring a valid photo ID such as a driver’s license, military ID, passport, etc. Calculators, electronic devices, and/or study materials will not be permitted in the testing facility.

Result: TEAS scores can earn the applicant up to a maximum of 12 preference points.

To inquire about or schedule a time to take the TEAS, contact the following:

<table>
<thead>
<tr>
<th>Drumright Campus</th>
<th>Sapulpa Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Gann (918) 352-2551 ext. 206</td>
<td>Denise Whitehouse (918) 227-9264 Ext. 140</td>
</tr>
<tr>
<td>Central Technology Center</td>
<td>Central Technology Center</td>
</tr>
<tr>
<td>3 CT Circle</td>
<td>1720 South Main</td>
</tr>
<tr>
<td>Drumright, OK 74030</td>
<td>Sapulpa, OK 74066</td>
</tr>
</tbody>
</table>

Study Guides:

ATI TEAS V Study Manual: Official TEAS V resource specifically written to address each objective that could potentially be addressed on the TEAS V exam including Reading, Mathematics, Science and English and Language Usage. Each study guide comes with two additional paper/pencil practice tests with rationales for correct answers. This can be purchased through the ATI website, Amazon.com or Barnes & Noble.

Approximate cost = $48.00 plus shipping and handling. The cost for study manual is separate from the examination fee and not the responsibility of Central Tech.

ATI TEAS V Online Practice Assessment Forms A & B: Online practice assessment patterned after the actual TEAS V exam. Each test includes 150 questions in the same format as the official test with detailed rationales for correct and incorrect responses. Each test can be taken twice. Available through website, https://atitesting.com

Approximate cost = $44.00

Free Resources:

Flashcards:
http://www.flashcardexchange.com/tag/teas
http://www.quizlet.com/5444216/teas-v-flash-cards

Test Questions:
http://www.testprepreview.com/teas_practice.htm

Smartphone/Table Apps:


Window/Android Flashcard App for approximately $3.99

Revised 9/09, 4/10, 11/10, 3/11, 5/11, 7/12, 7/13, 1/14, 7/14, 7/15
TEST OF ENGLISH AS A FOREIGN LANGUAGE:

**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 www.wes.org.

**TOEFL Exemptions**
Legal aliens who have applied for school are exempt from taking the TOEFL if:

1. 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.
2. Has completed a minimum of 24 hours of college credit with a minimum grade of “C” in each of the classes.
3. 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 www.wes.org.

   a. The TOEFL (Test of English as a Foreign Language) exam is required for admission of international students from non-exempt countries. Exempt countries for the TOEFL include but are not limited to Australia, Bahamas, British Isles, Canada, Guyana, Jamaica, Liberia, New Zealand, South Africa, and the West Indies.
   b. 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:
      i. Achieve a score > 173 on the computer-based TOEFL
      ii. Achieve a score > 61 on the Internet-based TOEFL
      iii. 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
      iv. Provide proof of graduation from a high school located in the United States
      v. Note: Institutional TOEFL scores are acceptable.

4. **Central Technology Center does not administer the TOEFL examination.**
   a. 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)
   b. If the applicant has completed the “Institutional TOEFL” at a college or university, this score is acceptable and meets the testing requirement.
   c. Other applicants wishing to be exempted from the TOEFL exam must make an appointment with the Career Advisor and present the reason for requesting an exemption. **The Career Advisor’s determination of the need to take the TOEFL is final.**

5. **Requirements for taking the NCLEX-PN and licensure from the OBN:**
   a. **Qualifications 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.
   b. The applicant must present evidence of:
      i. Completion of a high school diploma from an accredited high school or high school equivalency certificate (GED)
      ii. Current competence in oral and written English as evidenced by receipt of current, valid scores directly from the testing service verifying successful completion of:
      iii. Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), and Test of Spoken English (TSE) of the Educational Testing Service;
      iv. Test of English for International Communication (TOEIC) and Test of Spoken English and Test of Written English of the Educational Testing Service;
      v. International English Language Testing System (IELTS);
c. 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

d. 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.

i. Applicants must submit a completed application with the required application and evaluation fees.

<table>
<thead>
<tr>
<th>Countries of Exemption:</th>
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<tbody>
<tr>
<td>Anguilla</td>
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<tr>
<td>Antarctica</td>
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<tr>
<td>Antigua &amp; Barbuda</td>
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<tr>
<td>Australia</td>
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<tr>
<td>Bahamas</td>
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<tr>
<td>Barbados</td>
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<tr>
<td>Belize</td>
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<td>Bermuda</td>
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<tr>
<td>Botswana</td>
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<tr>
<td>British Indian Ocean Territory</td>
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<tr>
<td>British Virgin Islands</td>
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<tr>
<td>Brunei</td>
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<tr>
<td>Canada (Except Quebec)</td>
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<tr>
<td>Cayman Islands</td>
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<td>Cyprus</td>
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<td>Dominica</td>
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<td>Fiji</td>
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<td>Gambia</td>
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<td>Ghana</td>
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<td>Gibraltar</td>
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<td>Grenada</td>
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<tr>
<td>Guyana</td>
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<tr>
<td>India</td>
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<tr>
<td>Ireland</td>
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<tr>
<td>Islas Malvinas (Falklands)</td>
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<tr>
<td>Jamaica</td>
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<tr>
<td>Kenya</td>
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<td>Kiribati</td>
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<td>Lesotho</td>
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<td>Liberia</td>
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<td>Malawi</td>
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<tr>
<td>Malta</td>
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<tr>
<td>Marshall Islands</td>
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<td>Mauritius</td>
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<tr>
<td>Micronesia</td>
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<tr>
<td>Montserrat</td>
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<td>Namibia</td>
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<td>Nauru</td>
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<td>New Zealand</td>
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<td>Nigeria</td>
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<td>Pakistan</td>
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<td>Palau</td>
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<td>Papua New Guinea</td>
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<td>Philippines</td>
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<td>Seychelles</td>
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<td>Sierra Leone</td>
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<td>Singapore</td>
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<td>Solomon Islands</td>
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<td>South Africa</td>
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<td>Sri Lanka</td>
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<td>St. Christopher and Nevis</td>
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<td>St. Kitts and Nevi</td>
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<td>St. Lucia</td>
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<tr>
<td>St. Vincent and the Grenadines</td>
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<tr>
<td>Swaziland</td>
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<tr>
<td>Tanzania</td>
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<tr>
<td>Tonga</td>
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<tr>
<td>Trinidad and Tobago</td>
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<tr>
<td>Turks and Caicos Islands</td>
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<tr>
<td>Tuvalu</td>
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<tr>
<td>Uganda</td>
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<tr>
<td>United Kingdom</td>
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<tr>
<td>United States</td>
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<tr>
<td>Vanuatu</td>
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<tr>
<td>Vatican City</td>
</tr>
<tr>
<td>Virgin Islands</td>
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<tr>
<td>Western Samoa</td>
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<tr>
<td>Zimbabwe</td>
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</tbody>
</table>

**Selection Process**

Application materials for Central Tech Practical Nursing are submitted to the office of the Career Advisor on the Drumright campus and the Practical Nursing Secretary on the Sapulpa Campus and are accepted year-round. **The file must be complete before an applicant will be considered for admission.**

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 Grading Sheet, page 13) Admissions lists are generated in descending order based on points awarded on the PN Preference Point Grading Sheet (pages 14&15). Applicants with equal points are further ranked by the scores of the ATI TEAS Examination.

Application files will remain open for 18-months from the date of the TEAS test and then be disposed of. The applicant at the top of this list will be offered the position. In-district qualified applicants (residency in Central Technology Center School District No. 3) are given priority over out-of-district qualified applicants.

Applicants to Central Tech Practical Nursing may submit updated documents to increase points at any time. New applications are continuously accepted.

**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. Central Tech offers career and technical training under the national career cluster framework. Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Patti Pouncil, Assistant Superintendent, the designated Compliance Coordinator, at 918-352-2551, Monday through Friday between 8:00 am and 4:00 pm.
PART 2 – APPLICATION GUIDELINES

Physical and Mental 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.
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. The ability to communicate in a professional manner and establish rapport with clients and colleagues.
7. The ability to resolve conflicts appropriately and function effectively under stress.
8. Students in Practical Nursing 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: http://www.ok.gov/nursing/nclex9.pdf

Per the Oklahoma Nurse Practice Act, “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.

Non-Academic Admission Requirement
Criteria taken into account when admitting first time or transfer students:

- Whether the applicant has been expelled, suspended, denied admission by any educational institution.
- Whether the applicant has been dismissed from employment by any hospital, nursing home, doctor’s office or other healthcare facility.
- Resignation in lieu of termination.

Criteria taken into account when readmitting withdrawn students:

- Reason for withdrawal
- Faculty recommendation
- Actions taken to correct deficiencies

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 in order for the student to be fully accepted into the program.

1. CPR Training
   a. American Heart Association “BLS Health Care Provider” CPR certification must remain current throughout the length of the class. CPR classes will be made available during the first month of classes.
   b. Persons whose CPR certification will expire prior to the end of class or do not have an AHA BLS Healthcare Provider CPR certification will be required to take the CPR certification class at the time it is offered.
   c. Red Cross CPR certification is not accepted.
2. **Physical Examination and Immunizations**
   a. 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 physical examination form must be completed by a physician, physician assistant, or nurse practitioner.
   b. A physical exam occurring up to six (6) months prior to admission is acceptable with official proof of examination.
   c. The physical exam is due one week (7 days) before the start of class.
   d. A list of required immunizations and/or immunity titers will be sent to students who are accepted provisionally into the program.
   e. Official proof of all immunizations/titers is due **ONE WEEK (7 DAYS) BEFORE THE START OF CLASS.**

3. **Certified Birth Certificate**
   a. A copy of an official certified state birth certificate is due before first day of school.
   b. A hospital generated certificate of live birth or birth certificate card will not be accepted.

4. **Class Start Date**
   a. Central Tech Practical Nursing:
      i. Drumright and Sapulpa use a controlled-entry format that provides the opportunity for two-to-three classes to start during the school year.
      ii. Class size and start times are based on position availability.

**CENTRAL TECH PRACTICAL NURSING**

Please check to see that you have all of the required documents. Incomplete applications will not be considered.

**Documents Required From All Applicants**

- Practical Nursing Application (Pages 11-16)
- Official completed high school transcript with GPA and graduation date or GED scores
- College Transcript(s) – If applicable
- TEAS scores and ATI Ability Indicator Assessment
- Three (3) applicant work reference forms from supervisors or teachers (17-19)
- Work validation form (if applicable)

**International Students Only**

- TOEFL Score

**Once complete please submit to the Drumright Adult Career Advisor or the Sapulpa Practical Nursing Secretary**
PRACTICAL NURSING APPLICATION

Please indicate program for which you are applying:

____ Drumright  ____ Sapulpa  ____ Either Program

PLEASE TYPE OR PRINT INFORMATION:

In Which School District Do You Reside: __________________ SS#(Last 4 digits) ______

Full Legal Name:

(First)                    (Middle)                           (Maiden)                           (Married)
______________________________________________________________________________
(Street Address)            (City)                           (State)                           (Zip)
______________________________________________________________________________
(Mailing Address)            (City)                           (State)                           (Zip)

Home Telephone Number: (____) __________          Work Number: (____) ____________
Cell Phone Number: (____) __________          E-Mail Address: ___________________

Present Occupation: ___________________________    Employer: _______________________

Current Employer's Address:

(Street # & Name, or P.O. Box)           (City)                 (State)           (Zip)

Past Employer's Address:

(Street # & Name, or P.O. Box)           (City)                 (State)           (Zip)

Circle highest grade completed: 7 8 9 10 11 12 GED    College: 1 2 3 4
(Attach an official copy of your high school transcript or GED SCORES and college transcripts.)

Have you ever enrolled in and/or graduated from a nursing program (either LPN or RN) before?
Yes _____ No _____

If yes, name of Nursing School: _______________________________________________________

LPN_________ RN_________ Dates of Attendance: __________________________________________

If you did not graduate, reason for leaving previous nursing school: _________________________

Revised 9/09, 4/10, 11/10, 3/11, 5/11, 7/12, 7/13, 1/14, 7/14, 7/15
Have you ever taken the NCLEX-PN nursing licensing exam in any state?   Yes_____ No_____

Have you ever attended a career and technology center in the past?   Yes_____ No ____
If yes, name of school and program attended: ____________________________________________

Are you seeking financial aid?  Yes _____ No _____
If you are seeking financial aid from any agencies such as W.I.A., V.A., B.I.A., or Voc-Rehab, please list the agency and your counselor's name:

How did you hear about Central Technology Center?
   Radio/TV _____ Newspaper _____ Friend _____ Website _____

Will you need accommodations or modifications in order to successfully perform the essential functions of the assessment and/or occupational program in which you enroll? If yes, please describe:
__________________________________________________________________________________

______________________________________________________________________________

Have you ever been arrested for any offense other than a minor traffic violation?   Yes_____ No_____

Have you been convicted of any offense including a deferred sentence within the past five years?
Yes_____ No_____

Do you have a record of a felony or misdemeanor conviction, even if conviction has been expunged?
Yes_____ No _____ (If yes, you will need to provide an official copy of your conviction record)

In case of emergency please notify: (Please list someone who will always know your whereabouts)

   (Name)                          (Relationship)                       (Home Phone)              (Work/Cell Phone)

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF ENROLLED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR TERMINATION.

DATE ___________________ SIGNATURE_____________________________

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 Americans with 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.
Central Tech Practical Nursing
Preference Points Score Sheet

Preference Points: A maximum of 40 points may be earned.

<table>
<thead>
<tr>
<th>GPA High School or College</th>
<th>GED Scoring prior to 2002</th>
<th>GED Scoring 2002-2013</th>
<th>GED after 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 – 2.49</td>
<td>00 – 49 0 points</td>
<td>0000 – 2499 0 points</td>
<td>000 - 559 0 points</td>
</tr>
<tr>
<td>2.50 – 2.99</td>
<td>50 – 59 1 point</td>
<td>2500 – 2999 1 point</td>
<td>560 - 639 1 point</td>
</tr>
<tr>
<td>3.00 – 3.49</td>
<td>60 – 69 2 points</td>
<td>3000 – 3499 2 points</td>
<td>640 - 719 2 points</td>
</tr>
<tr>
<td>3.50 – 4.00</td>
<td>70 – 80 3 points</td>
<td>3500 – 4000 3 points</td>
<td>720 - 800 3 points</td>
</tr>
</tbody>
</table>

Transcribed Hours or Degree Completed | Points
--- | ---
GPA of < 2.0 | 0 points
Less than 30 hours min. GPA of 2.0 | 0.5 points
30 hours or greater min. GPA of 2.0 | 1 point
Completed Degree min. GPA of 2.0 | 2 points

ATI: Test of Essential Academic Scores Assessment Test

<table>
<thead>
<tr>
<th>Reading (Mean = 63.7)</th>
<th>Math (Mean = 60)</th>
<th>Science (Mean = 42.3)</th>
<th>English (Mean = 57.1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>49 or &lt;</td>
<td>44 or &lt;</td>
<td>26 or &lt;</td>
<td>41 or &lt;</td>
</tr>
<tr>
<td>50-59</td>
<td>45-54</td>
<td>27-36</td>
<td>42-51</td>
</tr>
<tr>
<td>60-69</td>
<td>55-64</td>
<td>37-46</td>
<td>52-61</td>
</tr>
<tr>
<td>70 or &gt;</td>
<td>65+</td>
<td>47+</td>
<td>62+</td>
</tr>
</tbody>
</table>

Transcripted with min GPA 2.0 College | Points
--- | ---
Anatomy | 2
Physiology | 2
Chemistry | 1
General/Intro Psychology | 1
Developmental Psychology | 1
Sociology | 1
Biology | 1
Microbiology | 1
Nutrition | 1
Medical Terminology | 1

Transcripted with min GPA 2.0 from Central Tech | Points
--- | ---
CT Completer | 1
HCC, MA, ST, or ACD Nursing Prep | 1
Career Major | 1
Nursing Fundamentals | 1
Nursing Concepts | 1
Health Careers Core A & P | 2
Health Careers Core Med Term | 1
Long Term Care (current CNA certificate) | 1

Health Career Nursing Prep Career Major Applicants Must Submit Letter of Good Standing from HCC Instructor

<table>
<thead>
<tr>
<th>Health Care Experience or Training</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Certificate/License – No work experience</td>
<td>1</td>
</tr>
<tr>
<td>Healthcare Certificate/License (minimum 6 months) with Limited Patient Contact, i.e. Unit Secretary, Medical Receptionist, Dietary Aid</td>
<td>2</td>
</tr>
<tr>
<td>Healthcare Certificate/License (minimum 6 months) with Direct Patient Contact, i.e. CNA, CMA, AUA, Paramedic/EMT, MA, Medic/Corpsman, Scrub Tech, Phlebotomist, Rad Tech, PT, OT, RT</td>
<td>3</td>
</tr>
<tr>
<td>Healthcare Certificate/License (minimum 1-YEAR) with Direct Patient Contact, i.e. CNA, CMA, AUA, Paramedic/EMT, MA, Medic/Corpsman, Scrub Tech, Phlebotomist, Rad Tech, PT, OT, RT</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent (8 – 9)</td>
<td>3</td>
</tr>
<tr>
<td>Good (6 – 7)</td>
<td>2</td>
</tr>
<tr>
<td>Average (4 – 5)</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Points _______ Signature Reviewer _____________________________ Date _________

Revised 9/09, 4/10, 11/10, 3/11, 5/11, 7/12, 7/13, 1/14, 7/14, 7/15
CENTRAL TECHNOLOGY CENTER  
Division of Practical Nursing  

VALIDATION OF HEALTH-RELATED  
WORK EXPERIENCE  

Applicant Directions:  
Please sign the “Release of Information” section of this form and request that your supervisor or teacher complete the “Validation of Work Experience” portion. Use separate sheets for each supervisor or teacher. **The employer is to return this directly to our office.** You must show documentation of health related experience to receive the point or points for this section. This form maybe copied.

<table>
<thead>
<tr>
<th>Release of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I give my permission for my present/previous supervisor or teacher to release information concerning my employment background.</td>
</tr>
<tr>
<td>_________________________</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>_________________________</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Validation of Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed from: __________ to __________</td>
</tr>
<tr>
<td>Average hours worked per week __________</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>Employee job title</td>
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<tr>
<td>____________________________</td>
</tr>
<tr>
<td>Supervisor Signature &amp; Title</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>Agency Name</td>
</tr>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>Agency Phone Number</td>
</tr>
</tbody>
</table>

Please return completed form to:

Central Technology Center
Attn: Jenna Spencer
3 CT Circle
Drumright, OK 74030
Fax Number: 918-352-2441

Central Technology Center
Attn: Tiffany Beem
1720 S Main
Sapulpa, OK 74066
Fax Number: 918-227-6079
CENTRAL TECHNOLOGY CENTER
PRACTICAL NURSING
STATEMENT OF PRIOR EXPERIENCE IN NURSING

I have previously worked a total of _______ years, _______ months at a hospital in a nursing service capacity.

I have previously worked a total of _______ years, _______ months at a nursing home in a nursing service capacity.

I have never worked in nursing service ________.

I was formerly enrolled in practical nursing for ________ semesters.
Dates enrolled: ___________ School: ____________________________________________
Reason for leaving: _______________________________________________________

I was formerly enrolled in a diploma nursing program for _____ semesters.
Dates enrolled: ___________ School: ____________________________________________
Reason for leaving: _______________________________________________________

I was formerly enrolled in an associate degree nursing program for _____ semesters.
Dates enrolled: ___________ School: ____________________________________________
Reason for leaving: _______________________________________________________

I was formerly enrolled in a baccalaureate nursing program for _____ semesters.
Dates enrolled: ___________ School: ____________________________________________
Reason for leaving: _______________________________________________________

I was formerly a health occupations student for _____ semesters.
School: __________________________________________
Dates enrolled: ___________________________ Reason for leaving: __________________

Other (Please explain) ______________________________________________________

I have never been enrolled in a nursing program of any kind: ____________

Any erroneous statement may be reason for dismissal from the program.

_________________________________     _________________________
Applicant’s Signature                  Date
# CENTRAL TECHNOLOGY CENTER
# PRACTICAL NURSING
# STUDENT WORK HISTORY

1. Have you ever been discharged from employment or resigned to avoid such discharge?
   Yes ________ No ________

2. Work History: (List most recent within last 5 years)

   a. Name of Employer ________________________________
      Supervisor ________________________________
      Business Address: City, State & Zip ________________________________
      Dates of Employment ________________________________
      Job Title ________________________________
      Reason for Leaving ________________________________
      Phone Number ________________________________
      E-mail ________________________________

   b. Name of Employer ________________________________
      Supervisor ________________________________
      Business Address: City, State & Zip ________________________________
      Dates of Employment ________________________________
      Job Title ________________________________
      Reason for Leaving ________________________________
      Phone Number ________________________________
      E-mail ________________________________

   c. Name of Employer ________________________________
      Supervisor ________________________________
      Business Address: City, State & Zip ________________________________
      Dates of Employment ________________________________
      Job Title ________________________________
      Reason for Leaving ________________________________
      Phone Number ________________________________
      E-mail ________________________________

   d. Name of Employer ________________________________
      Supervisor ________________________________
      Business Address: City, State & Zip ________________________________
      Dates of Employment ________________________________
      Job Title ________________________________
      Reason for Leaving ________________________________
      Phone Number ________________________________
      E-mail ________________________________
Reference for: ______________________________________

CENTRAL TECH PRACTICAL NURSING
APPLICANT’S WORK REFERENCE

The address of the person you are requesting the reference from goes below.

TO: __________________________________________
    __________________________________________
    __________________________________________

Mr. Ms. ____________________________________ has applied for admission to Practical Nursing at Central Technology Center and has given us your name as a reference. In order to be considered for this instruction, we need your candid opinions as to the applicant’s suitability to perform the duties required of a practical nurse. **ALL INFORMATION WILL BE KEPT CONFIDENTIAL. PLEASE RETURN THIS REFERENCE TO ONE OF THE CAREER ADVISORS BELOW.** Thank you for your time.

1. How long have you known the applicant? ____________________________________
2. In what relationship have you known the applicant? ________ Supervisor _______ Teacher ________ Other (specify) __________________________________________________________________

<table>
<thead>
<tr>
<th></th>
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Signature: __________________________________________ Date: __________________________________

Title: __________________________________________ Phone: __________________________________

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Revised 09/2009
Reference for: ________________________________________

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