

Practical Nursing

APPLICATION PACKET 2016-2017



Read Admission Procedures for Application Deadlines

Admission procedures & eligibility requirements are subject to change annually.

Drumright Campus
3 CT Circle
Drumright, OK 74030
918-352-2551

Sapulpa Campus
1720 S. Main
Sapulpa, OK 74066
918-224-9300





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,

A handwritten signature in black ink that reads "Curtis Baker, RN PhD". The signature is written in a cursive style.

Curtis Baker, RN PhD
District Coordinator Practical Nursing

**TUITION COSTS, FEES, AND
FINANCIAL ASSISTANCE INFORMATION
2016-2017**

IN-DISTRICT

TUITION:	\$2194.50
SURFACE TABLET (Loaded with e-books, software, & resources):	\$2195.00
LEVEL 1 (Includes uniforms, equipment, & fees):	\$1176.00
LEVEL 2 (Background check & drug screening fees):	\$60.00
LEVEL 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$645.00
TOTAL IN-DISTRICT COSTS:	\$6270.50

OUT-OF-DISTRICT

TUITION:	\$4389.00
SURFACE TABLET (Loaded with e-books, software, & resources):	\$2195.00
LEVEL 1 (Includes uniforms, equipment, & fees):	\$1176.00
LEVEL 2 (Background check & drug screening fees):	\$60.00
LEVEL 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$645.00
TOTAL OUT-OF-DISTRICT COSTS:	\$8465.00

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, Ripley, Sapulpa, Shamrock, Stroud, Terlton, Yale

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

Proof of residency may be required by the business office.

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 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 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: Completed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Central Tech Practical Nursing Application (pages 11 & 12 of 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 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 application packet) <input type="checkbox"/> Work validation form, if applicable (page 14 of 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 acceptance being revoked.
Step 4	<p>REVIEW OF APPLICATIONS – ONLY COMPLETED APPLICATIONS WILL BE REVIEWED AND SCORED. 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>

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

Enrollment Option	Starting Times	Length of Instruction
Self-directed Daytime	Throughout the year as openings exist	Option 1: 120 hours per month Option 2: 96 hours per month

Application Deadline

Individually-Paced Daytime.....On-going

APPLICATION TESTING INFORMATION

TEAS 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 ASSESSMENT 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?

Content and Sub-content Areas	# Questions	Time in minutes
Reading <ul style="list-style-type: none"> • Paragraph & Passage Comprehension • Informational Source Comprehension 	48	58
Mathematics <ul style="list-style-type: none"> • Numbers and Operations • Algebraic Applications • Data Interpretation • Measurement 	34	51
Science <ul style="list-style-type: none"> • Human Body Science • Life Science • Earth & Physical Science • Scientific Reasoning 	54	66
English/Language Usage <ul style="list-style-type: none"> • Grammar and Word Meaning in Context • Spelling and Punctuation • Structure 	34	34
Total	170	209

How much does the TEAS cost?

The TEAS test is \$70 the first time and \$45 to 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.

Results

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:

Drumright Campus

Cindy Gann, 918.352.2551, ext. 206

Sapulpa Campus

Denisa Whitehouse, 918.227.9264, Ext. 140

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

<http://www.testprepractice.net/TEAS/Free-Online-TEAS-Practice-Tests.aspx>

Smartphone/Table Apps

Apple/iTunes Study Guide Apps for approximately \$7.99-\$9.99

<https://itunes.apple.com/us/app/complete-teas-study-guide/id521153017?mt=8> <https://itunes.apple.com/us/app/teas-practice-test-questions/id509838037?mt=8>

Window/Android Flashcard App for approximately \$3.99

<http://www.windowphone.com/en-us/store/app/teas-flashcards/134c2833-c6a1-4684-9550-ae30ed054c5f>

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:

Anguilla	Antarctica	Antigua & Barbuda	Australia
Bahamas	Barbados	Belize	Bermuda
Botswana	British Indian Ocean Territory	British Virgin Islands	Brunei
Canada (Except Quebec)	Cayman Islands	Cyprus	Dominica
Fiji	Gambia	Ghana	Gibraltar
Grenada	Guyana	India	Ireland
Islas Malvinas (Falklands)	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 Nevis	St. Kitts and Nevi
St. Lucia	St. Vincent and the Grenadines	Swaziland	Tanzania
Tonga	Trinidad and Tobago	Turks and Caicos Islands	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.
- 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.**

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.

REQUIREMENTS FOR TAKING THE NCLEX-PN AND LICENSURE FROM THE OKLAHOMA BOARD OF NURSES (OBN)

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.

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)
3. 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
4. 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.
5. 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 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 Score Sheet, page 13)

Admissions lists are generated in descending order based on points awarded on the PN Preference Point Grading Sheet (page 13). Applicants with equal points are further ranked by the scores of the ATI TEAS Examination. Applicants may submit updated documents to increase points at any time. New applications are continuously accepted.

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.

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. Must have basic computer skills and access to the internet related to use of E-books and the requirement to upload assignments.
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. 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:

Per the Oklahoma Nurse Practice Act (<http://nursing.ok.gov/nclex9.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.

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 class.
 - 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—Central Tech uses a closed-entry, open-exit format that provides the opportunity for two-to-three classes to start during the school year. Class size and start times are based on position availability.

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)

(Physical 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: _____

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.

In District: Y _____ N _____

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

Transcripted 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

TEAS Test Scores							
Reading (Mean = 63.7)		Math (Mean = 60)		Science (Mean = 42.3)		English (Mean = 57.1)	
49 or <	0 points	44 or <	0 points	26 or <	0 points	41 or <	0 points
50-59	1 point	45 - 54	1 point	27-36	1 point	42 - 51	1 point
60 - 69	2 points	55-64	2 points	37 - 46	2 points	52 - 61	2 points
70 or >	3 points	65 or >	3 points	47 or >	3 points	62 or >	3 points

Transcripted with min GPA 2.0 College			Transcripted with min GPA 2.0 from Central Tech		
Course	Points		Course	Points	
Anatomy	1		CT Completer	1	
Physiology	1		HCC, MA, ST, or ACD Nursing Prep Career Major		
Chemistry	1		Nursing Fundamentals	1	
General/Intro Psychology	1		Nursing Concepts	1	
Developmental Psychology	1		Health Careers Core A & P	1	
Sociology	1		Health Careers Core Med Term	1	
Biology	1		Long Term Care (current CNA certificate)	1	
Microbiology	1				
Nutrition	1				
Medical Terminology	1				

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

Health Care Experience or Training	Points
Healthcare Certificate/License – No work experience	1
Healthcare Certificate/License (minimum 6 months) with Limited Patient Contact , i.e. Unit Secretary, Medical Receptionist, Dietary Aid	2
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	3
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	5

Reference	Points
Excellent (8 – 9)	3
Good (6 – 7)	2
Average (4 – 5)	1

Total Points _____ Signature Reviewer _____ Date _____

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.

Release of Information	
I give my permission for my present/previous supervisor or instructor to release information regarding my employment background.	
_____ Signature	_____ Date
_____ Print Name	
Validation of Work Experience	
Employed from: _____ to _____	
Average hours worked per week: _____	
Employee job title: _____	
_____ Supervisor signature & title	
_____ Agency Name	
_____ Agency Phone Number	

Please return completed form to:

Central Technology Center
Attn: Jennifer Arnold
3 CT Circle
Drumright, OK 74030
or FAX: 918.352.7372

Central Technology Center
Attn: Tiffany Beem
1720 S Main
Sapulpa, OK 74066
or FAX: 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

Applicants Name: _____

**CENTRAL TECH PRACTICAL NURSING APPLICANT'S
WORK REFERENCE 1**

Write the name and address of the person on the lines below who is providing your reference. Work reference **MUST** be from a former/current supervisor or instructor from the past 5 years. Either mail or give this sheet to the person who will be providing your reference. Hand written or typed letters will not be accepted. Have the person who is providing your reference either fax or mail this reference page to one or both of the school addresses provided at the bottom of this page.

TO: _____

Ms., Mrs., Mr. _____ has applied for admission to the Practical Nursing program at Central Tech 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) _____

	1 – Poor	2 – Average	3 – Above Average	4 - Exceptional
Attendance				
Punctuality				
Work Ethic				
Enthusiasm				
Loyalty				
Confidentiality				
Professionalism				
Ability to manage stress				
Maintains appropriate working relationships with peers and employer				

Please use the back of this form to make any additional comments you may have. Thank you.

Signature: _____ Date: _____

Title: _____ Phone: _____

Return to:
 Central Technology Center
 ATTN: Jennifer Arnold
 3 CT Circle
 Drumright, OK 74030
 or FAX: 918.352.7372

Central Technology Center
 ATTN: Tiffany Beem
 1720 South Main
 Sapulpa, OK 74066
 or FAX: 918.227.6079

**CENTRAL TECH PRACTICAL NURSING APPLICANT'S
WORK REFERENCE 2**

Write the name and address of the person on the lines below who is providing your reference. Work reference **MUST** be from a former/current supervisor or instructor from the past 5 years. Either mail or give this sheet to the person who will be providing your reference. Hand written or typed letters will not be accepted. Have the person who is providing your reference either fax or mail this reference page to one or both of the school addresses provided at the bottom of this page.

TO: _____

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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) _____

	1 – Poor	2 – Average	3 – Above Average	4 - Exceptional
Attendance				
Punctuality				
Work Ethic				
Enthusiasm				
Loyalty				
Confidentiality				
Professionalism				
Ability to manage stress				
Maintains appropriate working relationships with peers and employer				

Please use the back of this form to make any additional comments you may have. Thank you.

Signature: _____ Date: _____

Title: _____ Phone: _____

Return to:
 Central Technology Center
 ATTN: Jennifer Arnold
 3 CT Circle
 Drumright, OK 74030
 or FAX: 918.352.7372

Central Technology Center
 ATTN: Tiffany Beem
 1720 South Main
 Sapulpa, OK 74066
 or FAX: 918.227.6079

**CENTRAL TECH PRACTICAL NURSING APPLICANT'S
WORK REFERENCE 3**

Write the name and address of the person on the lines below who is providing your reference. Work reference **MUST** be from a former/current supervisor or instructor from the past 5 years. Either mail or give this sheet to the person who will be providing your reference. Hand written or typed letters will not be accepted. Have the person who is providing your reference either fax or mail this reference page to one or both of the school addresses provided at the bottom of this page.

TO: _____

Ms., Mrs., Mr. _____ has applied for admission to the Practical Nursing program at Central Tech 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) _____

	1 – Poor	2 – Average	3 – Above Average	4 - Exceptional
Attendance				
Punctuality				
Work Ethic				
Enthusiasm				
Loyalty				
Confidentiality				
Professionalism				
Ability to manage stress				
Maintains appropriate working relationships with peers and employer				

Please use the back of this form to make any additional comments you may have. Thank you.

Signature: _____ Date: _____

Title: _____ Phone: _____

Return to:
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 Drumright, OK 74030
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 1720 South Main
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