

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 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> <ul style="list-style-type: none"> <input type="checkbox"/> Central Tech Practical Nursing Application (Pages 13 & 14 of application packet) <input type="checkbox"/> Official accredited high school transcript with GPA and graduation date, GED or HiSET scores. <input type="checkbox"/> 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. <input type="checkbox"/> Official copies of Central Tech and other Career Tech transcripts. <input type="checkbox"/> Complete list of prior experience in nursing and employers/work history including current employer (pages 17 & 18 of application packet) <input type="checkbox"/> TEAS Assessment Score (Reading and English scores must be 1 point or higher to be considered)

	<ul style="list-style-type: none"> ❑ Documentation proving actual physical address (driver's license, utility bill, etc.) ❑ <u>INTERNATIONAL APPLICANTS ONLY</u> – TOEFL scores (unless applicant meets exemption requirements) ❑ 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. ❑ A current Oklahoma State Department of Health Certified Nurse Aide Certification in good standing is a prerequisite.
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> <ul style="list-style-type: none"> • 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>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)</p>

	month prior to the start of class. Being late to or absent from class orientation may result in the withdrawal of acceptance.
Step 8	<p><u>ADMISSION DRUG & BACKGROUND TESTING</u></p> <ol style="list-style-type: none">1. Practical Nursing candidates who meet entrance requirements will be offered conditional acceptance into CTPN.2. 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.<ol style="list-style-type: none">a. Rules pertaining to both the drug screen and background check will be provided at the time the checks are performed.
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>