

# ***Central Tech***

**2023-2024**

## **Practical Nursing Application Packet**

Read admission procedures for application deadlines.

Admission procedures and eligibility requirements  
are subject to change annually.

Drumright Campus  
3 CT Circle  
Drumright, OK 74030  
918.352.2551

# Central Tech

Dear Applicant:

Thank you for your interest in the Central Tech Practical Nursing Program (CTPN). We are pleased that you are considering furthering your education in the field of Practical Nursing, as there is a great need in the state of Oklahoma for healthcare providers at all levels.

Both CTPN and Central Tech have a sincere interest in our students as individuals as well as in their successful completion of our Practical Nursing Program. CTPN is a strong nursing program that provides quality instruction in theory, clinical, and skills. CTPN utilizes a wide variety of clinical sites to provide our students with excellent hands-on nursing care experiences.

We wish you success in your application process!

Sincerely,

A handwritten signature in black ink that reads "Paul Curtis Baker, RN PhD". The signature is fluid and cursive, with the first name "Paul" being the most prominent.

Paul Curtis Baker, RN PhD  
District Coordinator Practical Nursing

## **STATEMENT FROM THE OKLAHOMA BOARD OF NURSING**

The Central Technology Center Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of the state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicant for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 z7 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of the visa status, or if there is no expiration date for one-year. Applicants who are qualified aliens must present to the Board office in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition, or certificate; issue a license, recognition, or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any profession or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education program with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf> .

## Tuition Costs, Fees, and Financial Assistance Information

2023-2024

**\*\*Prices are subject to change\*\***

### In-District

Tuition:.....	\$2,194.50
Books, Tablet & Resources .....	\$3,360.00
Level 1 (Includes uniforms, equipment, & fees) .....	\$781.00
Level 2 (Background check & drug screening fees) .....	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees) .....	\$740.00
Total In-District Costs: .....	\$7,135.50

### Out-of-District

Tuition.....	\$4,389.00
Books, Tablet & Resources .....	\$3,360.00
Level 1 (Includes uniforms, equipment, & fees) .....	\$781.00
Level 2 (Background check & drug screening fees) .....	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees) .....	\$740.00
Total Out-Of-District Costs: .....	\$9,330.00

*Students must have financial arrangements made prior to the first day of class, which includes completing a FAFSA application and meeting with the Central Tech Financial Aid Officer. No one will be allowed to pick up books, uniforms, or supplies without a receipt or clearance from the financial aid office. **All students must complete a FAFSA.***

To receive in-district tuition students must live in the Central Tech district which includes the following school districts:

Allen-Bowden, Bristow, Cleveland, Cushing, Davenport, Depew, Drumright, Hominy, Jennings, Kellyville, Kiefer, Lone Star, Mannford, Mounds, Oak Grove, Oilton, Olive, Pretty Water, Prue, Ripley, Sapulpa, Stroud, and Yale.

Students, who do not live within one of the above community's school districts will be required to pay out-of-district tuition.

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

**Central Tech Practical Nursing**  
**Step-By-Step Application Process**

Step 1	<b><u>APPLICATION</u></b> - Read the application thoroughly. If you have questions, please call: Chet Cundiff, Adult Counselor, 918.352.2551 ext. 283
Step 2	<b><u>ENTRANCE EXAM</u></b> - 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 6-7 for more information.
Step 3	<p><b><u>REQUIRED DOCUMENTATION CHECKLIST</u></b> – Submit the following required documents when applying. 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"> <li><input type="checkbox"/> Central Tech Practical Nursing Application (Pages 13 &amp; 14 of application packet)</li> <li><input type="checkbox"/> Official high school transcript with GPA and graduation date, GED or HiSET scores.</li> <li><input type="checkbox"/> Official copies of college transcripts from all colleges attended. College and high school transcripts generated by schools outside the United States <b>must</b> be evaluated by a credentialing agency to validate equivalency. Contact the World Education Services at <a href="http://www.wes.org">www.wes.org</a> or check with local colleges and universities. This is the responsibility of the applicant to complete this process.</li> <li><input type="checkbox"/> Official copies of Central Tech and other Career Tech transcripts.</li> <li><input type="checkbox"/> Complete list of prior experience in nursing and employers/work history including current employer (pages 17 &amp; 18 of application packet)</li> <li><input type="checkbox"/> TEAS Assessment Score (Reading score must be 1 point or higher to be considered)</li> <li><input type="checkbox"/> Documentation proving actual physical address (driver's license, utility bill, etc.)</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> A current official Health Certified Nurse Aide Certification in good standing is a prerequisite.</li> <li><input type="checkbox"/> <b><u>FAFSA</u></b> – All students <b>MUST</b> complete a FAFSA Application and set an appointment to meet with the Central Tech Financial Aid Officer prior to enrollment.</li> <li><input type="checkbox"/> <b><u>INTERNATIONAL APPLICANTS ONLY</u></b> – TOEFL scores (unless applicant meets exemption requirements)</li> </ul>
Step 4	<b><u>INTERVIEW SESSION</u></b> – All students must schedule and attend an interview session. The interview session will allow both student and interviewer(s) to ask questions. Schedule appointments through Chet Cundiff, Adult Counselor, at <a href="mailto:chet.cundiff@centraltech.edu">chet.cundiff@centraltech.edu</a> or call 918-352-2551.
Step 5	<b><u>REVIEW OF APPLICATIONS</u></b> – Only completed applications will be reviewed and scored. Classes are formed when space is available. Start dates will be announced approximately 4 months prior to the beginning of the new class. Students will be chosen approximately 2 months prior to the start of class. Applications once submitted will remain active for one calendar year and then be destroyed. Times may vary.
Step 6	<b><u>NOTIFICATION OF ACCEPTANCE INTO PROGRAM, ORIENTATION &amp; START DATE</u></b> – 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. Times may vary.
Step 7	<p><b><u>TUITION PAYMENT &amp; FINANCIAL AID</u></b> – 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"> <li>Charlotte Gaunt, Bursar, Drumright Campus – 918.352.2551 ext. 267</li> <li>Angie Piotrowski, Financial Aid Officer Drumright Campus (M, W, F) 918.352.2551 ext. 237</li> </ul> <p>All students are required to file a FAFSA to be eligible for scholarships available through Central Tech. Apply for federal aid at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> or visit with Angie. If qualified, FAFSA pays Pell Grants only. Central Tech does not offer subsidized or unsubsidized loans.</p>
Step 8	<p><b><u>STUDENT ORIENTATION</u></b> – Applicant will be notified of the date and time of student orientation, which will be held approximately one (1) month prior to the start of class. Being late to or absent from class orientation may result in the withdrawal of acceptance. Times may vary.</p>
Step 9	<p><b><u>ADMISSION DRUG &amp; BACKGROUND TESTING</u></b></p> <ol style="list-style-type: none"> <li>1. Practical Nursing candidates who meet entrance requirements will be offered conditional acceptance into CTPN.</li> <li>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"> <li>a. Rules pertaining to both the drug screen and background check will be provided at the time the checks are performed.</li> </ol> </li> </ol>
Step 10	<p><b><u>ADMISSION OF FORMER NURSING STUDENTS</u></b> – 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 was in attendance at the previous institution.</p>

### **COVID VACCINATIONS**

Central Tech does not require the COVID vaccination for admittance into any program. However, a federal government mandate, which is enforced by the Centers for Medicaid and Medicare Services (CMS), requires that all health care workers must be fully vaccinated or have a medical/religious exemption in place. Central Tech does not require that students be vaccinated and therefore, will not provide a vaccination exemption. As such, Practical Nursing (PN) students, who are not and do not wish to receive the COVID vaccination series, will be required to submit exemption requests to clinical facilities. If a clinical facility will not provide the student with a vaccination exemption for any reason the student will not be allowed to attend clinical at that facility. In addition, some clinical facilities require that all students who attend clinical in their facility must be vaccinated for COVID and will not accept exemptions from students. In either of the above situations, students may experience an extended amount of time to, or may not be able to, complete their clinical requirements, and therefore, they would not be able to successfully complete the Central Tech Practical Nursing Program.

## **COURSE FORMAT**

Practical Nursing at Central Technology Center is offered in a self-directed daytime program on the Drumright Campus. Attendance requirements vary per enrollment option.

<b>Enrollment Option</b>	<b>Starting Times</b>	<b>Length of Instruction</b>
Self-Directed Daytime  Classroom is open from 8 a.m. – 4 p.m. Monday - Friday	Throughout the year as openings exist. Please visit our website, <a href="http://www.centraltech.edu">www.centraltech.edu</a> for the most current information.	<u>Option 1</u> : 6 hours per day: 30 hours per week.  <u>Option 2</u> : 4.8 hours per day: 24 hours per week.

## **ASSESSMENT TEST INFORMATION**

The ATI TEAS Assessment, Test of Essential Academic Skills Assessment includes Math, Science, English and Reading. Test scores are valid 24 months from the date of testing. All applicants are required to take the ATI TEAS Assessment no matter their educational background. The assessment fee is \$80.

To schedule a time and campus to take the TEAS assessment, please contact:

Tiffany Beem  
(918) 227-9264  
Central Technology Center  
1720 S. Main  
Sapulpa, OK 74066

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

**TEAS RETEST:** To schedule a TEAS retest, please contact and pay \$80 to the contact person listed above. An examinee must wait a minimum of thirty days (30) before retesting and may retake the TEAS test one time per calendar year.

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

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

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

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

## **Central Technology Center does not administer the TOEFL examination.**

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

**Countries of Exemption:**

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.

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

- Transcripts generated by schools outside the United States must be evaluated by a credentialing agency to validate equivalency.
- Contact the World Education Services at [www.wes.org](http://www.wes.org) or check with local colleges and universities

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

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

The practical nurse applicant must present evidence of:

1. Competence in oral and written English as evidenced by receipt of scores directly from the testing service or from CGFNS verifying successful completion of:
  - a. Test of English for International Communication (TOEIC), to include the Listening and Reading Test, and the Speaking and Writing Test of the Educational Testing Service; or,
  - b. International English Language Testing System (IELTS); or,
  - c. Test of English as a Foreign Language Internet-based test (TOEFL iBT) of the Educational Testing Service; or



- d. Michigan English Test (MET).
2. Graduates of nursing education programs taught in English in Australia, Canada (except Quebec), Ireland, New Zealand, the United Kingdom, Trinidad, Tobago, Jamaica, Barbados, South Africa, and the United States.
3. Licensed in another US State or Territory have successfully completed the licensure examination approved by the Board and provide evidence of at least one year full-time equivalent work experience in a clinical setting as a practical nurse in the state of licensure.
4. Applicants must submit a completed application with the required application and evaluation fees.

## **SELECTION PROCESS**

Application materials for Central Tech Practical Nursing are submitted to the office of the Adult Counselor. **The application file must be complete before an applicant will be considered for admission.** Application dates will be set and posted on the website when available, approximately 4 months before class begins. Times may vary.

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 15)

Admissions lists are generated in descending order based on points awarded on the PN Preference Point Grading Sheet. Applicants with equal points are further ranked by the scores of the ATI TEAS Assessment (1. Overall, 2. Reading, 3. Science, 4. English, 5. Math). Applicants may submit updated documents to increase points at any time.

Application files will remain open for one calendar year from the date of the application deadline and then be destroyed. Applicants will be offered positions within the class based upon highest score and space available. Available class slots will be filled as follows:

1. Qualified in-district applicants (residency in Central Technology Center School District No. 3)
2. Qualified U.S Military Medics and Corpsman who meet the requirements for the OBN Medic/Corpsman to LPN program.
3. Qualified out-of-district applicants (residency outside of Central Technology Center School District No. 3).

## **NONDISCRIMINATION POLICY**

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

Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the Central Tech Drumright Compliance Coordinator LaDonna Gear, Assistant Superintendent. Ms. Gear may be contacted at (918) 352-2551, Monday through Friday between 8:00 am and 4:00 pm or by email at [ladonna.gear@centraltech.edu](mailto:ladonna.gear@centraltech.edu).

## **APPLICATION GUIDELINES**

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

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

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

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

### **Admission of Applicants with a Criminal History**

Central Technology Center has full approval from 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 NCLEX-Practical Nursing licensure exam by the Oklahoma Board of Nursing. The law states:

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

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

In addition, the school as well as our clinical partners have the right to refuse entrance to a student who has history of certain criminal violations. Admission of an applicant who has been convicted of a felony or misdemeanor will be based upon the policies of Central Tech, contractual agreements with clinical facilities, and Oklahoma Board of Nursing statute.

### **CONVICTION OF THE FOLLOWING FELONIES WILL DISQUALIFY YOUR ABILITY TO TAKE THE NGN NCLEX-PN**

Per the OBN (paraphrased): Any person who has been convicted of the following felonies will disqualify an individual from becoming or retaining a nursing license in OK:

1. Crimes involving fraud, theft, lying and/or falsification:  
Robbery, Falsely personating another to gain money or property, Identity theft.
2. Crimes involving sexual misconduct:  
Human trafficking, Trafficking in children, Incest, Forcible sodomy, Indecent exposure,

indecent exhibitions, obscene material or child pornography, solicitation of minors, Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufacture, or causes to be sold or distributed child pornography.

3. Crimes involving drugs and/or alcohol:

Causing aiding, abetting minor to commit controlled dangerous substance crimes, Drug trafficking.

4. Crimes involving threats, violence and/or harm to another individual:

Assault, battery, or assault and battery with a dangerous weapon, Aggravated assault and battery, Aggravated assault and battery on a law officer, Aggravated assault and battery on medical personnel with firearm or other dangerous weapon, Murder, first or second degree, Manslaughter, first degree, Kidnapping, Extortion kidnapping, Malicious intentional intimidation or harassment based on suspect classification, Desertion/abandonment of child under ten, Child endangerment by permitting child abuse, Rape first or second degree, Peeping Tom – personally or electronically, Stalking, Endangering or injuring a person during arson or attempt, Failure to stop after fatal accident, Mingling poison, drugs or sharp object with food or drink.

5. Crimes involving harm to property: Violation of OK Antiterrorism Act, Arson – first, second, or third degree, Burglary – first degree.

### **Prerequisites**

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

### **Advanced Standing**

Students may be eligible to receive preference points (see Page 15) and advanced standing credit for courses completed prior to being enrolled into Central Tech Practical Nursing. Receipt of advanced standing credit would mean that student would not have to repeat or challenge the course in question.

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

### **Non-Academic Admission Requirement**

#### **Criteria considered when admitting first time or transfer students:**

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

### **Criteria considered when readmitting withdrawn students:**

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

### **PROVISIONAL ACCEPTANCE**

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

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

**PLEASE TYPE OR PRINT INFORMATION:**

In Which School District Do You Reside: \_\_\_\_\_ SS# (Last 4 digits) \_\_\_\_\_

Full Legal Name:

\_\_\_\_\_  
(First) (Middle) (Last) (All Other Names)

\_\_\_\_\_  
(Physical Address) (City) (State) (Zip)

\_\_\_\_\_  
(Mailing Address) (City) (State) (Zip)

Home Phone Number: \_\_\_\_\_ Work Phone 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 High School SCORES and college transcripts.)

Have you ever enrolled in and/or graduated from a nursing program (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 or RN licensure? ☐ 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 Vocational-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 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 Tech Practical Nursing  
Preference Points Score Sheet**

Preference Points: A maximum of **34** points may be earned.

GPA High School or College		GED Scoring prior to 2002		GED Scoring 2002-2013		GED Scoring 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

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							
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

Transcribed with min Grade "C" College		Transcribed with min Grade "C" from Central Tech	
Course	Points	Course	Points
Anatomy	1	CT Completer	1
Physiology	1	Introduction to Nursing	1
Chemistry	1	Health Careers Core Medical Terminology	1
Biology	1	Long Term Care Training (any)	1
Microbiology	1	Health Careers Core A&P	1
Nutrition	1		
Medical Terminology	1		
CNA Training	1		

Health Care Experience or Training	Points
Healthcare Certificate/License – No work experience	1
Healthcare Certificate/License (minimum 6 months) with <b>Limited Patient Contact</b> , i.e., Unit Secretary, Medical Receptionist, Dietary Aid, or 1yr HCC, AHCC, &/or MA	2
Healthcare Certificate/License (minimum 6 months) with <b>Direct Patient Contact</b> , i.e., CNA, CMA, AUA, Paramedic/EMT, MA, Medic/Corpsman, Scrub Tech, Phlebotomist, Rad Tech, PT, OT, RT, or 2yrs HCC, AHCC, &/or MA	3
Healthcare Certificate/License (minimum 1-YEAR) with <b>Direct Patient Contact</b> , i.e., CNA, CMA, AUA, Paramedic/EMT, MA, Medic/Corpsman, Scrub Tech, Phlebotomist, Rad Tech, PT, OT, RT	5
U.S. Military Trained Medic/Corpsman with Transcript	5

Interview Session	Points
Attendance and Punctuality	1
Professionalism and Communication	1

Total Points: \_\_\_\_\_ Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTRAL TECHNOLOGY CENTER  
Practical Nursing Program**

**VALIDATION OF HEALTH-RELATED WORK EXPERIENCE**

**Release of Information**

I give my permission for my present/previous supervisor or instructor to release information regarding my employment/educational background.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Validation of Work Experience**

Employed from: \_\_\_\_\_ to \_\_\_\_\_

Average hours worked per week: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Title

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Phone

**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.



**CENTRAL TECHNOLOGY CENTER**  
**Practical Nursing Program**  
**STATEMENT OF PRIOR EXPERIENCE IN NURSING**

☐ *I have never worked in nursing service.*

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 been enrolled in a nursing program of any kind.*

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.

Dates enrolled: \_\_\_\_\_ School: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Other (Please explain): \_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**CENTRAL TECHNOLOGY CENTER**  
**Practical Nursing Program**

**STUDENT WORK HISTORY**

Have you ever been discharged from employment or resigned to avoid such discharge?

☐ Yes ☐ No

List work history in the last 5 years. List most recent first.

<hr/> Name of Employer	<hr/> Supervisor
<hr/> Business Address: City, State & Zip	<hr/> Dates of Employment
<hr/> Job Title	<hr/> Phone Number
<hr/> Reason for Leaving	<hr/> E-mail
<hr/> Name of Employer	<hr/> Supervisor
<hr/> Business Address: City, State & Zip	<hr/> Dates of Employment
<hr/> Job Title	<hr/> Phone Number
<hr/> Reason for Leaving	<hr/> E-mail
<hr/> Name of Employer	<hr/> Supervisor
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