

Central Tech

2025-2026

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

Sapulpa Campus
1720 South Main Street
Sapulpa, OK 74066
918.224.9300

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 dark 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 Tech Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX-PN) for practical nurses. Applicants 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 including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 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 their 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 professional 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 programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The *Petition for Determination of Eligibility for Licensure or Certification* form can be accessed at: <https://oklahoma.gov/nursing/criminal-history.html>

Tuition Costs, Fees, and Financial Assistance Information

2025-2026

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

In-District

Tuition (\$2.25/hr):	\$3,291.75
Books, Tablet & Resources	\$3,515.00
Level 1 (Includes uniforms, equipment, & fees)	\$806.00
Level 2 (Background check & drug screening fees, TB, Flu)	\$105.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$765.00
Total In-District Costs:	\$8,482.75

Out-of-District

Tuition (\$4.50/hr)	\$6,583.50
Books, Tablet & Resources	\$3,515.00
Level 1 (Includes uniforms, equipment, & fees)	\$806.00
Level 2 (Background check & drug screening fees, TB, Flu)	\$105.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$765.00
Total Out-Of-District Costs:	\$11,774.50

*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	<u>APPLICATION</u> - Read the application thoroughly. If you have questions, please call: Drumright Campus: Chet Cundiff, Adult Counselor, 918.352.2551 ext. 283; Sapulpa Campus: Sheila Stewart, Career Counselor, 918.224.9300 ext. 108.
Step 2	<u>ENTRANCE EXAM</u> - Register for the ATI TEAS Assessment. Refer to page 7 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.
Step 3	<p><u>REQUIRED DOCUMENTATION CHECKLIST</u> – Submit the following required documents when applying. All the information and documentation must be provided before an application is 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"> ❑ Central Tech Practical Nursing Application (Pages 18 & 19 of application packet) ❑ Official high school transcript with GPA and graduation date, GED or HiSET scores. ❑ 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. ❑ Official copies of Central Tech and other Career Tech transcripts. ❑ Complete list of prior experience in nursing and employers/work history including current employer (pages 21 & 23 of application packet) ❑ TEAS Assessment Score (Reading score must be 1 point or higher to be considered) ❑ Documentation proving actual physical address (driver's license, utility bill, etc.) ❑ Validation of Health-Related Work Experience Form (Page 21 of application packet), if applicable. Central Tech reserves the right to contact former employers for additional information regarding the applicant. ❑ A current official Health Certified Nurse Aide Certificate in good standing is a prerequisite. ❑ <u>FAFSA</u> – All students MUST complete a FAFSA Application and set an appointment to meet with the Central Tech Financial Aid Officer prior to enrollment. ❑ <u>INTERNATIONAL APPLICANTS ONLY</u> – TOEFL scores (unless applicant meets exemption requirements)
Step 4	<u>INTERVIEW SESSION</u> – All students must schedule and attend an interview session. The interview session will allow both student and interviewer(s) to ask questions. Schedule appointments for Drumright Campus through Chet Cundiff, Adult Counselor, at chet.cundiff@centraltech.edu or call 918-352-2551; Sapulpa Campus through Megan Parker, PN Secretary, at megan.parker@centraltech.edu or call 918-224-9300. Failure to complete the interview will result in an incomplete application.
Step 5	<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 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	<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. Times may vary.</p>
Step 7	<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 Morgan Baker, Bursar, Sapulpa Campus – 918.224.9300 ext. 101 Angie Piotrowski, Financial Aid Officer Drumright Campus (M, W, F) 918.352.2551 ext. 237 Sapulpa Campus (T, TH) 918.224.9300 ext. 131 <p>All students are required to file a FAFSA to be eligible for scholarships available through Central Tech. 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 8	<p><u>STUDENT ORIENTATION</u> – 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 or absent from class orientation may result in the withdrawal of acceptance. Times may vary.</p>
Step 9	<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 10	<p><u>ADMISSION OF STUDENTS</u> – Central Tech Practical Nursing maintains the right to contact the administration, counselor or instructor of the applicant's former school to inquire about the applicant's history, and status while the student attended the previous institution. Grades, attendance and discipline may adversely affect the applicant's acceptance.</p>
Step 11	<p><u>INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.</u></p>

COVID VACCINATIONS

Central Tech does not require the COVID vaccination for admittance into any program. However, some of our clinical sites do require that students either must have been vaccinated or have an exemption for the vaccine. If a student cannot provide either of these pieces of information, they may not be able to attend clinical at that facility, which could make it difficult for them 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 and Sapulpa Campus. Attendance requirements vary per enrollment option.

Enrollment Option	Starting Times	Length of Instruction
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, www.centraltech.edu for the most current information.	4.8 hours per day: 24 hours per week minimum. Student may work quicker but must complete a minimum of 90% of assigned hours.

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:

Ronda Casey, ESC Coordinator
(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 \$50 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 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 on the Drumright Campus and the PN Secretary on the Sapulpa Campus. **The application file must be complete before an applicant will be considered for admission.** Applications will be open year around with closing dates 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 20)

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, gender identity, 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.

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 providers. 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 is 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 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: 485:10-8-1: REQUIREMENTS FOR CRIMINAL BACKGROUND CHECKS FOR INITIAL LICENSURE/CERTIFICATION IN THE STATE

1. All applications for...PN licensure by examination or endorsement...shall include a state and national criminal history records search.
2. Each applicant for licensure shall have a fingerprint-based background check no more than 90 days old at the time of submission of the application for initial endorsement or higher level of licensure.

3. The fingerprint images will be accompanied by an electronic payment, money order or cashier's check made payable to the OSBI or the Board's designated vendor for the fee established by the OSBI and/or vendor.

485:10-11-1: DENIAL OF ...LICENSURE...

1. Deceit or Material Misrepresentation:
 - a. False representation of fact in connection with an application for licensure...
2. Engaging in Conduct that violates the security of licensure/certification examination...
 - a. Copying, disseminating, or receiving a portion of an examination.
 - b. Having unauthorized possession of any portion of a future, current, or previously administered examination.
 - c. Violating the standards and/or rules of test administration.
 - d. Permitting an impersonator to take the examination on one's behalf.
 - e. Impersonating an examinee.
 - f. Possessing unauthorized items and/or materials during the examination.
 - g. Any other conduct that violates the security or integrity of the examination.
3. Unprofessional Conduct:
 - a. Inaccurate recording, falsifying, altering or inappropriate destruction of patient records.
 - b. Verbally or physically abusing patients.
 - c. Falsely manipulating drug supplies, narcotics, or patient records.
 - d. Appropriating without authority medications, supplies, or personal items of the patient or agency.
 - e. Falsifying documents submitted to the Board of Nursing.
 - f. Leaving a nursing assignment or patient care assignment without properly advising appropriate personnel.
 - g. Violating the confidentiality of information or knowledge concerning the patient by any means.
 - h. Conduct detrimental to the public interest.
 - i. Discriminating in the rendering of nursing services or patient care assignment.
 - j. Aiding and abetting the practice of practical nursing...by any person not licensed as an LPN...
 - k. Impersonating any applicant or acting as proxy for the applicant in any examination required for the issuance of a license or certificate.
 - l. Impersonating another licensed or certified practitioner or permitting another person to use their license...for any purpose.
 - m. Aiding, abetting, or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a...LPN...
 - n. Forging a prescription for medication, drugs, or supplies or equipment.
 - o. Presenting a forged prescription.
 - p. Selling or attempting to sell drugs or controlled substances or otherwise making such drugs available without authority to self, friends, or family members.
 - q. Engaging in conduct with a patient or key party, inside or outside health care setting that is sexual or may reasonably be interpreted a sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient or key party or engaging in sexual exploitation of a patient or key party. Patient or key party consent to, or initiation of, a relationship is not a defense.
 - r. Obtaining money, property, or services from a patient, other than reasonable fees for service provided to the patient, through undue influence, harassment, duress, deception, or fraud.
 - s. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
 - t. Failure to maintain proper custody and control of controlled dangerous substances of the patient or agency.
 - u. Diversion or attempts to divert drugs or controlled substances.

- v. Failure to cooperate with a lawful investigation by the Board of Nursing staff.
- 4. Conduct which jeopardizes a patient's life:
 - a. Failure of the LPN...to supervise adequately the performance of acts by any person working at the nurse's direction.
 - b. Delegating or accepting the delegation of a nursing function or a prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care.
 - c. Unauthorized alteration of medications.
 - d. Failure to utilize appropriate judgment in administering safe nursing practice or patient care assignment based upon the level of nursing for which individual is recognized.
 - e. Failure to exercise technical competence in carrying out nursing care of patient care assignment.
 - f. Performing new nursing techniques, procedures, or patient care activities without proper education and preparation.
 - g. Failure to report through channels the unsafe or illegal practice of any person who is providing nursing care or patient care.
- 5. Conduct that violates professional boundaries is behavior that jeopardizes or could impair the relationship of trust that should exist between nurse and patient. Nurses must be able to recognize the appropriate interpersonal boundaries in all places and at all times for the duration of a therapeutic relationship. It is immaterial whether the boundary violation is instituted by the nurse or the patient; the nurse is the professional in the nurse-patient relationship.

485:10-11-4. Licensure or certification of individuals with criminal history

- a. This section establishes the criteria utilized by the Board in determining the effect of criminal history on eligibility for nursing licensure or Advanced Unlicensed Assistant (AUA) certification and implements the requirements of Oklahoma Statutes Title 59 Sections 567.1 et seq. and 4000.1 (2022). This section applies to:
 - 1. all currently licensed nurses and holders of an AUA certificate.
 - 2. all individuals seeking to obtain a nursing license or AUA certificate; and
 - 3. all individuals seeking determination of their eligibility for nursing licensure or AUA certification.
- b. The felonies listed below in subsections (d) and (e) disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified as an AUA in Oklahoma. When deciding the Board will give consideration as set forth within 59 O.S. § 4000.1 (B). Subsections (d) and (e) are not an exhaustive or exclusive list of crimes, both felonies and misdemeanors resulting in a conviction or a deferred sentence, that may result in discipline from the Board of Nursing, up to and including revocation. The felonies listed in subsections (d) and (e) disqualify an individual because they substantially relate to the practice of nursing and pose a reasonable threat to public safety for the reasons stated below.
 - 1. **The practice of nursing is a unique profession.** Licensees and certificate holders practice nursing autonomously in a wide variety of settings and provide care to patients who are, by virtue of their illness or injury, physically, emotionally, and/or financially vulnerable. These patients often include the elderly, children, those with mental or cognitive disorders, sedated or anesthetized patients, and/or disabled or immobilized individuals. Individuals who have engaged in criminal conduct place patients, healthcare employers and employees, and the public at risk of harm.
 - 2. **Crimes involving fraud and/or theft.** Licensees and certificate holders often have unfettered access to patients' privileged information, financial information, and valuables, including but not limited to medications, money, jewelry, credit

cards/checkbook, and/or sentimental items. The practice of nursing continues 24 hours per day in all healthcare settings, including those where there is often no direct supervision of the individual. Patients in these healthcare settings are particularly vulnerable to the unethical, deceitful, and illegal conduct of a licensee or certificate holder. When an individual has engaged in criminal behavior involving fraud and/or theft, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk. As such, crimes involving any type of fraud and/or theft are highly relevant to an individual's ability to provide safe nursing care.

3. **Crimes involving sexual misconduct.** Licensees and certificate holders frequently provide nursing care to partially clothed or fully undressed patients, who are particularly vulnerable to exploitation. Due to the intimate nature of nursing care, professional boundaries in the practice of nursing are extremely important. When an individual has engaged in criminal behavior involving any type of sexual misconduct, the Board is mindful that similar misconduct may be repeated in healthcare settings. As such, crimes involving any type of sexual misconduct are highly relevant to an individual's ability to provide safe nursing care.
4. **Crimes involving lying, falsification, and/or deception.** Licensees and certificate holders are required to accurately and honestly report and record information in a variety of places, such as medical records, pharmacy records, billing records, nursing notes, and plans of care, as well as to report errors in their own nursing practice. When an individual has engaged in criminal behavior involving lying, falsification, and/or deceptive conduct, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk of harm. As such, crimes involving any type of lying, falsification and/or deception are highly relevant to an individual's ability to provide safe nursing care.
5. **Crimes involving drugs and/or alcohol.** Licensees and certificate holders have a duty to their patients to provide safe, effective nursing care and to be able to practice safely. Individuals who have a substance use disorder may have impaired judgment and motor skills and are at risk for harming their patients and/or the public. Licensees and certificate holders have access to many medications and drugs and those with substance use disorders may misuse or steal drugs. Individuals affected by a substance use disorder may be unable to accurately assess patients, make appropriate judgments, or intervene in a timely and appropriate manner, thus putting their patients at risk. This danger is heightened when the licensee or certificate holder works in an autonomous setting where other healthcare providers are not present to intervene for the patient or the public. As such, crimes related to the use or possession of drugs or alcohol are highly relevant to an individual's fitness to practice.
6. **Crimes involving violence and/or threatening behavior.** Licensees and certificate holders provide care to the most vulnerable of populations, including patients who often have no voice of their own and cannot advocate for themselves. Further, patients are dependent on the caregiver- patient relationship for their daily care. When an individual has engaged in violent or threatening criminal behavior, the Board is mindful that patients may be at risk for similar behavior in a healthcare setting. As such, crimes involving violence and threatening behavior are highly relevant to an individual's fitness to practice.
 - a. All crimes listed in this and subsections d. and e. are as described Titles 21, 47, and 63 of the Oklahoma Statutes. In addition, the Board recognizes and gives similar treatment to similar offenses charged in other jurisdictions.
 - b. Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or become certified as an AUA in Oklahoma include:
 - i. Crimes involving fraud, theft, lying and/or falsification. Robbery 21 O.S. §

791 et seq.

2. Crimes involving sexual misconduct.
 - a. Human Trafficking 21 O.S. § 748.
 - b. Trafficking in children 21 O.S. § 866.
 - c. Incest 21 O.S. § 885.
 - d. Forcible sodomy 21 O.S. § 888.
 - e. Indecent exposure, indecent exhibitions, obscene material or child pornography, solicitation of minors 21 O.S. § 1021.
 - f. Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufactures, or causes to be sold or distributed child pornography 21 O.S. §§ 1021.2 and 1024.2
 - g. Commercial sale or distribution of pornography 21 O.S. § 1040.13.
 - h. Soliciting/offering sex with minor 21 O.S. § 1040.13a.
 - i. Offering or transporting one under 18 for sex 21 O.S. § 1087.
 - j. Child Prostitution – unlawful detainment in prostitution house 21 O.S. § 1088.
 - k. Lewd or indecent proposals to minor, sexual battery of minor 21 O.S. § 1123.
3. Crimes involving drugs and/or alcohol. Aggravated trafficking in subsection C of 63 O.S. § 2-415.
4. Crimes involving threats, violence and/or harm to another individual.
 - a. Assault, battery, or assault and battery with a dangerous or deadly weapon or by other means likely to produce death or great bodily harm 21 O.S. §§ 645 and 652.
 - b. Aggravated assault and battery 21 O.S. § 646.
 - c. Aggravated assault and battery on a law officer 21 O.S. § 650.
 - d. Murder, first or second degree 21 O.S. §§ 701.7 and 701.8.
 - e. Manslaughter, first degree 21 O.S. § 711.
 - f. Kidnapping 21 O.S. § 741.
 - g. Extortionate kidnapping 21 O.S. § 745.
 - h. Child endangerment by permitting child abuse 21 O.S. § 852.1.
 - i. Rape by instrumentation and Rape, first or second degree 21 O.S. §§ 1111.1 and 1114.
 - j. Mistreatment of a mental patient, as provided for in 21 O.S. § 843.1.
 - k. Abuse of a vulnerable adult as defined in 43A O.S. § 10-103.
 - l. A felony involving domestic assault, domestic assault and battery, or domestic abuse as defined in Section 644 of Title 21 of the Oklahoma Statutes.
 - m. Poisoning with intent to kill, as provided for in Section 651 of Title 21 of the Oklahoma Statutes.
5. Crimes involving harm to property.
 - a. Violation of Oklahoma Antiterrorism Act 21 O.S. §§ 1268 et seq.
 - b. Arson, first degree 21 O.S. § 1401.
 - c. Burglary, first degree 21 O.S. § 1431.
6. Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma if a conviction or plea of guilty or nolo contendere for which less than five (5) years has elapsed since the date of conviction, plea, or release from incarceration, whichever is later, include:
 - a. Crimes involving fraud, theft, lying and/or falsification.
 - i. Falsely personating another to gain money or property 21 O.S. § 1532.
 - b. Identity theft 21 O.S. § 1533.1.
7. Crimes involving sexual misconduct. Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 O.S. § 1192.1.
8. Crimes involving drugs and/or alcohol.
 - a. Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 O.S. § 856.1.
 - b. Drug trafficking 63 O.S. § 2-415.
9. Crimes involving threats, violence and/or harm to another individual.
 - a. Aggravated assault and battery on medical personnel with firearm or other

- dangerous weapon 21 O.S. § 650.5.
 - b. Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850.
 - c. Desertion – abandonment of child under ten 21 O.S. § 851.
 - d. Rape in the second degree 21 O.S. § 1114.
 - e. Mistreatment of a mental patient, as provided for in 21 O.S. § 843.1.
 - f. Abuse of a vulnerable adult as defined in 43A O.S. § 10-103.
 - g. Endangering or injuring a person during arson or attempt 21 O.S. § 1405.
 - h. Failure to stop after fatal accident 47 O.S. § 10-102.1.
 - i. Mingling poison, drugs, or sharp objects with food, drink 21 O.S. § 832.
10. Crimes involving harm to property. Arson, second or third degree 21 O.S. §§ 1402, and 1403.
11. To obtain a Determination of Eligibility pursuant to 59 O.S. § 4000.1 (G-J), the required form shall be completed and filed with the Board. The fee for a Determination of Eligibility shall be \$95.00 and shall be submitted with the required form.
- 12. The Executive Director is authorized to close a file requesting determination of eligibility when the person seeking determination of eligibility for licensure or certification has failed to respond to a written request from the Board for information, within sixty (60) days of the written request.**

Prerequisites

A current State Department of Health Certified Nurse Aide Certification in good standing or has been trained through Central Tech and whose certificate has been expired for no more than 1yr.

Advanced Standing

Students may be eligible to receive preference points (see Page 20) 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)	B	45 hours: To receive advanced standing student must take and pass a challenge exam with a minimum grade of 77%. Students who are requesting Advanced Standing will be required to take the course final within the first week of class. If they receive a passing grade of 77%, they will be granted Advanced Standing	Maximum 5yrs from completion
Anatomy w/Lab Physiology w/Lab	College College	B B	4 hours 4 hours: To receive advanced standing student must take and pass a challenge exam with a minimum grade of 77%. Students who are requesting Advanced Standing will be required to take the course final within the first week of class. If they receive a passing grade of 77%, they will be granted Advanced Standing	Maximum 5yrs from completion
A&P w/Lab	College	B	5 hours: To receive advanced standing student must take and pass a challenge exam with a minimum grade of 77%. Students who are requesting Advanced Standing will be required to take the course final	Maximum 5yrs from completion

			within the first week of class. If they receive a passing grade of 77%, they will be granted Advanced Standing	
A&P	Career Tech	B	120 hours: To receive advanced standing student must take and pass a challenge exam with a minimum grade of 77%. Students who are requesting Advanced Standing will be required to take the course final within the first week of class. If they receive a passing grade of 77% they will be granted Advanced Standing	Maximum 5yrs from completion
Intro to Nursing	Career Tech or Former Nursing Program	B	40 hours	Maximum 5yrs from completion
Nursing Fundamentals w/Skills Lab	Career Tech	B	160hrs	Maximum 5yrs from completion

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.
4. History of class success, behavior, attendance, and disciplinary action taken by school, etc.

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 (2-step).
 - **COVID vaccinations ARE NOT required by Central Tech (See page 6)**
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, fingerprinting, 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.

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) (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

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

HiSET Score	Points
49 or <	0 points
50-64	1 point
65-74	2 points
75 or >	3 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

Transcripted with min Grade "C" College		Transcripted 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	CTPN Fundamentals of Nursing	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 Limited Patient Contact , i.e., Unit Secretary, Medical Receptionist, Dietary Aid, Completed and passed 1 year of Health Careers or Medical Assisting at a Career Tech	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, Completed and passed 2yrs of Health Careers or Medical Assisting at a Career Tech	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
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.

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