



# Practical Nursing Application Packet 2021-2022

Admission procedures and eligibility requirements are subject to change.

Drumright Campus  
3 CT Circle  
Drumright, OK 74030  
918.352.2551

Sapulpa Campus  
1720 S. Main St.  
Sapulpa, OK 74066  
918.224.9300

#### **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 Kent Burris, Assistant Superintendent at the Drumright Campus (918) 352-2551 or Kim Howard, Campus Director at the Sapulpa Campus (918) 224-9300, the designated Compliance Coordinators, Monday through Friday between 8:00 am and 4:00 pm.

## ACCREDITATION

Central Tech Practical Nursing is accredited by the following agencies:

Oklahoma Board of Nursing  
2915 N. Classen Blvd., Ste 524  
Oklahoma City, OK 73108  
[www.nursing.ok.gov](http://www.nursing.ok.gov)

Oklahoma Department of Career & Technology Education  
500 W. 7th Ave.  
Stillwater, OK 74074  
[www.okcareertech.org](http://www.okcareertech.org)

## COURSE FORMAT

Practical Nursing at Central Technology Center is offered in an individually paced, daytime program at the Drumright and Sapulpa Campuses. Attendance requirements vary per enrollment option.

Enrollment Option	Length of Instruction
Individually Paced Daytime  Classroom is open from 8 a.m. – 4 p.m. Monday - Friday  <b>In the event of a shutdown, instruction will be moved to an online format.</b>	<u>Option 1</u> 6 hours/day or 30 hours/week Approx. 12 months to complete  <u>Option 2</u> 4.8 hours/day or 24 hours/week Approx. 15 months to complete

## 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. Reading and English scores must be 1 point or higher to be considered.

To schedule an assessment, please contact:

### **DRUMRIGHT CAMPUS**

Cindy Gann  
(918) 352-2551 ext. 206

### **SAPULPA CAMPUS**

Denisa Whitehouse  
(918) 227-9264 ext. 140

**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>

## ADMISSION REQUIREMENTS

### **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 ambulate independently in clients' rooms or in work areas.
3. Visual acuity sufficient to observe and assess client's behavior, prepare, and administer medication, and accurately read monitors and computer screens.
4. Auditory acuity sufficient to hear instructions, requests, monitor alarms, and auscultate heart tones, breath sounds, and bowel sounds.
5. The ability to speak, write and comprehend the English language proficiently.
6. Must have basic computer skills and access to the internet.
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 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 is accredited by the Oklahoma Board of Nursing (OBN) and complies with all OBN requirements. Applicants with a criminal history may be denied the opportunity to take the Practical Nursing licensure exam by the Oklahoma Board of Nursing.

Per the Oklahoma Nurse Practice Act <https://nursing.ok.gov/actwp20.pdf> [59 O.S. §567.8]

The Oklahoma Board of Nursing shall have the power to take any or all of the following actions:

1. To deny, revoke or suspend any:
  - a. licensure to practice as a Licensed Practical Nurse, single-state or multistate,
  - b. licensure to practice as a Registered Nurse, single-state or multistate,
  - c. multistate privilege to practice in Oklahoma,
  - d. licensure to practice as an Advanced Practice Registered Nurse,
  - e. certification to practice as an Advanced Unlicensed Assistant,
  - f. authorization for prescriptive authority, or
  - g. authority to order, select, obtain and administer drugs;
- I. Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:
  - A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and

- B. The misdemeanor offense was not plea bargained from an initial felony charge; and
- C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application for their approval and/or review.

- II. All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).
- III. All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX/AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision. Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.

In addition, the clinical agencies have the right to refuse a student with certain violations into the facility for clinical experiences. Admission of an applicant who has been convicted of a felony or misdemeanor will be based on the policies of Central Tech, contractual agreements with clinical facilities, and Oklahoma Board of Nursing statute.

**Prerequisites**

A current Oklahoma State Department of Health Certified Nurse Aide Certification in good standing is a prerequisite for Central Tech Practical Nursing. Hospital training for PCT is not accepted.

**Advanced Standing**

Students may be eligible to receive preference points (see Page 11) 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	College	A or B	4 hours	No Expiration Date
Physiology w/Lab	College	A or B	4 hours	No Expiration Date
A&P w/Lab	College	A or B	5 hours	No Expiration Date
A&P	Career Tech (Adult/Advanced Health Careers: if FA Davis used)	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

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 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
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 urine 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.

## INTERNATIONAL APPLICANT REQUIREMENTS

### 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	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
- Has completed a minimum of 24 hours of college credit with a minimum grade of "C" in each of the classes.

## FINANCIAL AID

Financial Aid is available at Central Tech to provide assistance to students who, without such aid, would not be able to attend school. Financial assistance is offered in the form of grants, part-time employment, scholarships, and other federally funded programs for which students with financial need may be eligible.

All applicants are encouraged to complete a FAFSA Form at <https://studentaid.gov/h/apply-for-aid/fafsa>, even if you think you might not qualify. Other agencies such as WIA, Cherokee Nation and Vocational Rehabilitation Services may request that you apply for FAFSA before awarding funds from their agencies. You must complete a FAFSA Form every year you are in school in order to stay eligible for federal student aid. Central Tech Federal school code is **009964**.

Central Tech does not participate in or offer student loan programs.

If you have questions about financial aid or how to apply for financial aid, please contact:

Angie Piotrowski, Financial Aid Officer  
Drumright Campus (M, W, F) 918.352.2551 ext. 237  
Sapulpa Campus (T, TH) 918.224.9300 ext. 131

## SELECTION PROCESS

Application materials for Central Tech Practical Nursing are submitted to the office of the Health Programs Secretary on the Drumright Campus and the Practical Nursing Secretary on the Sapulpa Campus. **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.

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 11)

Admissions lists are generated in descending order based on points awarded on the PN Preference Points Score Sheet. Applicants with equal points are further ranked by the scores of the ATI TEAS Assessment. Applicants may submit updated documents to increase points at any time during an application period.

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. In-district qualified applicants (residency in Central Technology Center School District No. 3) are given priority over out-of-district qualified applicants.

**PROGRAM AND TUITION COSTS  
2021-2022**

**In-District**

Tuition:.....	\$2,194.50
Books, Tablet & Resources.....	\$3,195.00
Level 1 (Includes uniforms, equipment, & fees) .....	\$716.00
Level 2 (Background check & drug screening fees) .....	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees) .....	\$715.00
<b>Total In-District Costs:.....</b>	<b>\$6,880.50</b>

**Out-of-District**

Tuition.....	\$4,389.00
Books, Tablet & Resources.....	\$3,195.00
Level 1 (Includes uniforms, equipment, & fees) .....	\$816.00
Level 2 (Background check & drug screening fees) .....	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees) .....	\$715.00
<b>Total Out-Of-District Costs: .....</b>	<b>\$9,075.00</b>

Students must have financial arrangements made prior to the first day of class. No one will be allowed to pick up books, uniforms, or supplies without a receipt or clearance from the financial aid office.

To receive in-district tuition students must live in the Central Tech district:

Bristow, Cleveland, Cushing, Davenport, Depew, Drumright, Hallett, Hominy, Jennings, Kiefer, Kellyville, Mannford, Milfay, Mounds, Oak Grove, Oilton, Olive, Prue, Ripley, Sapulpa, Shamrock, Stroud, Terlton, Yale.

Students, who do not live in one of the above communities 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 APPLICATION GUIDE

<b>Step 1</b>	<p><b>Application</b> - Read the application thoroughly. If you have questions, please call or email:</p> <p><b>Drumright:</b> Jennifer Arnold, Health Programs Secretary; 918.352.2551 ext. 202  <a href="mailto:Jennifer.Arnold@centraltech.edu">Jennifer.Arnold@centraltech.edu</a></p> <p><b>Sapulpa:</b> Tiffany Beem, Practical Nursing Secretary; 918.224.9300 ext. 160  <a href="mailto:Tiffany.Beem@centraltech.edu">Tiffany.Beem@centraltech.edu</a></p>
<b>Step 2</b>	<p><b>Assessment Test</b> - Register for the ATI TEAS Assessment. Refer to page 2 of the application packet for more information. All students applying for Central Tech Practical Nursing, no matter their educational background, are required to take the ATI TEAS Assessment.</p>
<b>Step 3</b>	<p><b>Required Documentation Checklist</b> – Submit the following required documents to the campus you are applying to. All information and documentation must be provided before an application will be considered complete. Applications must be hand-delivered or mailed to the desired campus. Faxed or emailed applications will not 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 12-15 of application packet) For admission of former nursing student, Central Tech maintains the right to contact the administration of the applicant's former school of nursing to inquire about the applicant's history and status while the student in attendance at the previous institution.</li> <li><input type="checkbox"/> <i>Official</i> accredited high school transcript with GPA and graduation date, GED or HiSET scores. Faxed copies are not accepted.</li> <li><input type="checkbox"/> <i>Official</i> copies of college transcripts from all colleges attended. E-Transcripts may be sent to desired campus. Those email addresses are listed in Step 1. Faxed copies are not accepted. 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 <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"/> <i>Official</i> copies of Central Tech and other Career Tech transcripts. Faxed copies are not accepted.</li> <li><input type="checkbox"/> Validation of Health-Related Work Experience Form (Page 16 of application packet), if applicable. This form verifies the work experience portion of the Preference Point Score Sheet and is not required if you do not have health-related work experience. Central Tech reserves the right to contact former</li> </ul>

	<p>employers for additional information regarding the applicant.</p> <ul style="list-style-type: none"> <li>□ TEAS Assessment Score. Reading and English scores must be 1 point or higher to be considered.</li> <li>□ Documentation proving actual physical address (driver's license, utility bill, etc.)</li> <li>□ <u>INTERNATIONAL APPLICANTS ONLY</u> – TOEFL scores (unless applicant meets exemption requirements)</li> <li>□ A current Oklahoma State Department of Health Certified Nurse Aide Certification in good standing is a prerequisite. Hospital training for PCT is not accepted.</li> </ul>		
<b>Step 4</b>	<p><b><u>Review of Applications</u></b> – After the application deadline on July 9, 2021, completed applications will be reviewed and scored.</p>		
<b>Step 5</b>	<p><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 conditional acceptance. Being late to or absent from orientation may result in the withdrawal of conditional acceptance.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Drumright</u> Orientation: 08/11/2021 Class Begins: 09/08/2021</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Sapulpa</u> Orientation: 08/10/2021 Class Begins: 09/09/2021</p> </td> </tr> </table> <p>Applicants who have received conditional acceptance into the program will be allowed to enroll only after passing a drug and national criminal background check. These screenings will be scheduled by Central Tech.</p>	<p><u>Drumright</u> Orientation: 08/11/2021 Class Begins: 09/08/2021</p>	<p><u>Sapulpa</u> Orientation: 08/10/2021 Class Begins: 09/09/2021</p>
<p><u>Drumright</u> Orientation: 08/11/2021 Class Begins: 09/08/2021</p>	<p><u>Sapulpa</u> Orientation: 08/10/2021 Class Begins: 09/09/2021</p>		
<b>Step 6</b>	<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. Central Tech Federal School Code is <b>009964</b>.</p> <ul style="list-style-type: none"> <li>• Charlotte Gaunt, Bursar, Drumright Campus – 918.352.2551 ext. 267</li> <li>• Terri Clunn, Bursar, Sapulpa Campus – 918.352.2551 ext. 101</li> <li>• Angie Piotrowski, Financial Aid Officer  <ul style="list-style-type: none"> <li>Drumright Campus (M, W, F) 918.352.2551 ext. 237</li> <li>Sapulpa Campus (T, TH) 918.224.9300 ext. 131</li> </ul> </li> </ul> <p>Apply for federal aid at <a href="https://studentaid.gov/h/apply-for-aid/fafsa">https://studentaid.gov/h/apply-for-aid/fafsa</a></p>		

LTC Certification:  Yes  No

In District:  Yes  No

## Central Tech Practical Nursing Preference Points Score Sheet

City: \_\_\_\_\_

Preference Points: A maximum of 32 points maybe earned.

GPA High School or College	GED Scoring prior to 2002	GED Scoring 2002-2013	GED Scoring after 2013	HiSET Scoring
0.00 – 2.49 0 points	00 – 49 0 points	0000 - 2499 0 points	000 - 559 0 points	<8 or Essay <2 0 points
2.50 – 2.99 1 point	50 – 59 1 point	2500 – 2999 1 point	560 - 639 1 point	8-10 or Essay 3 1 point
3.00 – 3.49 2 points	60 – 69 2 points	3000 – 3499 2 points	640 - 719 2 points	11-14 or Essay 4 2 points
3.50 – 4.00 3 points	70 – 80 3 points	3500 – 4000 3 points	720 - 800 3 points	15 or > 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	1
Microbiology	1	Health Careers Core A&P	1
Nutrition	1		
Medical Terminology	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	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	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

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



**CENTRAL TECHNOLOGY CENTER  
Practical Nursing Program**

**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: \_\_\_\_\_

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I was formerly enrolled in a diploma nursing program for \_\_\_\_\_ semesters.

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

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

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I was formerly enrolled in an associate degree nursing program for \_\_\_\_\_ semesters.

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

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

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I was formerly enrolled in a baccalaureate nursing program for \_\_\_\_\_ semesters.

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

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

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I was formerly a health occupations student for \_\_\_\_\_ semesters.

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

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

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

**CENTRAL TECHNOLOGY CENTER  
Practical Nursing Program**

**APPLICANT 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

**Financial Aid:**

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 and phone number:

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**Accommodations:**

Will you need accommodations or modifications to successfully perform the essential functions of the assessment and/or occupational program in which you enroll?  Yes  No

If yes, please describe: \_\_\_\_\_

**Criminal History:**

Have you been arrested for any offense other than a minor traffic violation? This includes all DUI/DWI charges or convictions.

Yes  No

Have you been charged or convicted of any offense, including a deferred sentence, or including those pending appeal?

Yes  No

Do you have a record of a felony or misdemeanor conviction, even if it has been expunged?

Yes  No

If you answered yes to any of the above questions, please provide a certified copy of court records with your application.

**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 DISMISSAL FROM THE PROGRAM.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTRAL TECHNOLOGY CENTER  
Practical Nursing Program**

**VALIDATION OF HEALTH-RELATED WORK EXPERIENCE FORM**

**Applicant Directions:**

1. Student completes **Section A** of the form and then deliver to the employer to validate the work experience.
2. Employer completes **Section B** and returns to the applicant to include in the application packet.

This form is required to earn the preference points in the "Healthcare Experience or Training" section of the Preference Point Score Sheet. This form may be copied for additional health-related work history.

**SECTION A**

**Release of Information**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SECTION B**

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

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

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

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

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

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

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