SOUTHERN TECH

PRACTICAL NURSING PROGRAM
ADMISIIONS PACKET

INCLUDED IN PACKET:
PART 1: PROGRAM INFORMATION
PART 2: APPLICATION PACKET

2610 Sam Noble Parkway
Ardmore, OK 73401
580-223-2070
www.sotc.edu
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PART 1: PROGRAM INFORMATION

➢ CAREER OPPORTUNITIES

Licensed Practical Nurses choose nursing to help others. They get an opportunity to serve people when they need the most assistance. As soon as a license is obtained, a practical nurse has many opportunities for employment in health care. Some areas where the LPN can make worthwhile contributions are: Hospitals, Hospice, Nursing Homes, Home Health Agencies, Doctor’s Offices, Dentists Office, Private Clinics, Private Duty Nursing, Adult Day Care Centers, Public Health Organizations and Surgical Centers.

➢ PROGRAM DESCRIPTION

Length of Program
Our 1463 clock hour program consists of 16 courses that include theory, laboratory practice and clinical experience. Students have up to 24 calendar months to complete the program.

Instructional Methods
Our independent study program utilizes an internet based student learning management system to present courses in the form of modular plans of study that involve reading assignments, workbook activities, skills lab activities, computer assisted learning software, videos, course review sessions, discussion, special projects and guest speakers. Instructors act as facilitators/mentors to guide the student.

Attendance
Our program offers students a flexible attendance environment. Students must attend a minimum of 16 hours per week. Each course has scheduled review and testing session requirements. Campus is available to students Monday through Thursday from 8:00 a.m. – 8:00 p.m. and on Fridays from 8:00 a.m. – 4:00 p.m. School is closed each day from 11:15 a.m. to 12:15 p.m. for lunch, unless otherwise posted.

Clinical Experience
Clinical experience is divided into five daytime rotations ranging from 6:00 a.m. – 7:00 p.m. and 120 hours of role transition/preceptorship totaling 688 hours. Students attend a review and testing sessions once weekly with an average of two clinical days per week.

Progression
Progression through the program includes a combination of all of the following requirements and sometimes all three are expected on a weekly basis.

1. Weekly attendance requirements of 16 hours.
2. Weekly module review sessions, written assignments, skills competency exams and testing.
3. Weekly clinical experience
## COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
</tr>
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<tbody>
<tr>
<td>Medical Terminology/Anatomy &amp; Physiology</td>
<td>165</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Certified Nursing Assistant</td>
<td>55</td>
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<td></td>
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<tr>
<td>Long Term Certified Nursing Assistant Clinical</td>
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<td>16</td>
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<tr>
<td>Concepts of Nursing</td>
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<td>75</td>
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<td>Fundamentals of Nursing</td>
<td>80</td>
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<tr>
<td>Clinical 1 – Basic Nursing</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Pharmacology and IV Therapy Skills</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Surgical Nursing 1&amp;2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical 2 – Medical Surgical Nursing</td>
<td></td>
<td></td>
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<tr>
<td>Clinical 3 – Medical Surgical Nursing</td>
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<td></td>
<td>192</td>
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<tr>
<td>Maternity – Child Nursing</td>
<td>40</td>
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<tr>
<td>Pediatric Nursing</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health Concepts</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical 4 – Maternal/Child, Pediatric and Mental Health</td>
<td>88</td>
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<td></td>
</tr>
<tr>
<td>Transition to Practice</td>
<td>15</td>
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</tr>
<tr>
<td>Clinical 5 – Transition to Practice</td>
<td></td>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>

## ACCREDITATION

**Oklahoma State Department of Career and Technology Education (ODCTE)**
1500 West Seventh Avenue
Stillwater OK 734074
(800) 522-5810

**Oklahoma Board of Nursing (OBN)**
2915 N. Classen BLVD, Suite 524
Oklahoma City OK 73106
(405) 962-1800

**Accrediting Commission for Education in Nursing, Inc. (ACEN)**
3343 Peachtree Rd NE Suite 850
Atlanta GA 30326
(404) 975-5000
1. **Computer/Laptop Requirements/Policy**

   Students enrolled in Southern Tech’s nursing program will be required to have a laptop computer. Students who do not have a laptop will have the opportunity to purchase a laptop through Southern Tech.

   Students who purchase their laptops though Southern Tech are solely responsible for the maintenance and/or upkeep. Southern Tech does not provide a warranty or service laptops for *any reason and are non-refundable*.

   **Laptop features required:**
   - Windows Vista, Windows 7, or Windows 8
   - Microsoft Word, Excel and Power Point Viewer 2007 or newer
   - Internet Explorer 8.0 and Mozilla Firefox
   - Wi-Fi Capable
   - Anti-Virus/Anti Spyware Software - AVG, Symantec, Etc.

   **Student computer skills:**
   - Fundamental Computer Applications – mouse/keyboard operations, knowledge of hardware/software, creating, opening, closing and saving files/folders, knowledge of directories, printing, etc.
   - Knowledge of Microsoft Office – Word, Excel, PowerPoint Applications
   - Knowledge of Internet/E-mail Applications

   Applicants/Students who do not possess the above computer skills are encouraged to take classes through Southern Tech’s Adult Career and Development Program.

2. **Physical Examination and Immunizations**

   *Upon acceptance* into the program, students will be required to obtain a physician’s physical. This form will be provided to you in your acceptance letter.

   Nursing is a very physically demanding profession. Therefore an applicant must be able to:
   - A. Lift and carry 50 to 150 pounds;
   - B. Push and pull 150 to 300 pounds;
   - C. Stand and walk on feet 6 to 7 hours a day;
   - D. Bend, stoop and kneel;
   - E. Possess fine motor movements required for nursing skills; and
   - F. Have the ability to feel hot and cold temperatures and have adequate hearing and vision.

   Immunizations must be documented on official immunization card, physicians’ record or lab results. It is the student’s responsibility to maintain current immunizations throughout the program.

   - One Negative TB Skin Tests within the past 12 months
   - Two MMR Injections or Positive MMR Titer
- Two Varicella (Chicken Pox) Injections or Positive Varicella Titer
- One Tetanus Injection (within the last 10 years)
- Flu Shot (annually)
- Three Hep B Injections or Positive Titer or sign a waiver with the Nursing Department

➢ LICENSURE REQUIREMENTS

Southern Tech is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to complete the application to take the National Council Licensure Examination for practical nurses (NCLEX-PN).

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 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.

Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [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 for admission into the United States; or
2. A pending or approved application for asylum in the United States’ or
3. Admission into the United States in refugee status; or
4. A pending or approved application for temporary protected status in the United States; or
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 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. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. 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. §567.6].

IV. Regulatory Authority 59 O.S. §567.12
PROGRAM COSTS

Costs below are an estimate only. Southern Tech does not have a book buyback program. Books and Fees are non-refundable.

IN-District Tuition $2.00 per hour $2,926.00
Out of District Tuition $4.00 per hour $5,852.00
Out of State Tuition $8.00 per hour $11,704.00

Fees $235.00
Books & Resources $1460.00
Uniforms and Clinical Supplies $295.00
Licensure Fees $360.00

School Supplies not for sale or provided by Southern Tech:
Headphones
Flash Drives

FINANCIAL AID

Contact Information
Terri Downs
Financial Aid Coordinator
Contact: (580) 224-8235

Southern Tech participates in two grant programs for which eligible adult students may apply - Federal PELL Grant, and the Oklahoma Tuition Aid Grant (OTAG). Students must file their FAFSA through the Internet at www.fafsa.ed.gov.

Step 1:
Register for a pin number at www.pin.ed.gov. (This allows you to sign your application electronically.) Note: If you are a dependent student one parent must also register for a pin number.

Step 2:
Print the pre-application worksheet at www.fafsa.ed.gov and complete.

Step 3:
File your application a www.fafsa.ed.gov after you receive your pin number. You will need Southern Tech’s school code, which is 010342. Please contact the financial aid office between 8:00 AM and 4:00 PM if you have questions regarding the above procedure. Southern Tech offers a wide variety of scholarships to assist students. Southern Tech also partners with numerous sponsoring agencies for those who qualify. Sponsoring agencies may pay for tuition, books, and supplies. For more information regarding scholarships or sponsorships please contact the financial aid office.
NOTICE OF NON DISCRIMINATION

Southern Tech does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability.

GAINFUL EMPLOYMENT

Southern Tech is a vocational training school that offers Gainful Employment Programs leading to a certificate of completion. The information reported is not reflective of all career majors. Southern Tech is required to report gainful employment on majors 600 clock hours or more with post-secondary (adult) students enrolled. Over 2/3 of Southern Tech’s total enrollment is secondary (high school) students. Gainful employment information for the Practical Nursing Program can be found on our web site at www.sotc.edu.

APPLICATION REQUIREMENTS

Application Deadlines for 2013-2014 School Year

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Deadline for Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2014</td>
<td>November 13, 2013</td>
</tr>
<tr>
<td>August, 2014</td>
<td>June 4, 2014</td>
</tr>
</tbody>
</table>

1. Online Application for Admissions

Complete the ONLINE APPLICATION in its entirety and submit. The online application is located at www.sotc.edu. Print a copy for your records.

2. High School Diploma or GED

In order to apply to take the NCLEX-PN (state practical nurse licensure exam), applicants must be 18 years of age or older, possess a high school diploma or a graduate equivalency degree (G.E.D.).

3. Admissions Exam

The nursing program will accept one of the following exams:

COMPASS

- Southern Tech is currently administering the COMPASS exam for admissions please contact the assessment assistant (Lyndsey Wallace) at 580-224-8202 or lwallace@sotc.edu for assistance.
- In-District fee is $20.00, Out-Of-District is $40.00 and Out-Of-State is $60.00.
- Minimum acceptable scores - Reading 77, Pre-Algebra 41, and Writing 47
- Cannot be more than five years old.
ACT

- Not administered at Southern Tech, you must provide Southern Tech a copy with your application for admissions.
- Cannot be more than five years old
- Minimum acceptable scores - Reading 17, English15, and Math 17.

TABE

- Not administered at Southern Tech, you must provide Southern Tech a copy with your application for admissions.
- Version 9/10 A, cannot be more than two years old
- Achievement of minimum acceptable scores in the following sections:
  - Reading 585, Math Computation 589, Math Applications 570, Language 572 and Spelling 561

4. **CPR - American Heart Association’s BLS for the Health Care Provider**

During the enrollment process, applicants who do not have a current AHA BLS CPR Card will need to enroll in the next available CPR class through Southern Tech’s Adult Career and Development Office. 580-224-8201 or enroll on-line at [www.sotc.edu](http://www.sotc.edu)

5. **Application Packet**

1. Applicant Information Form
2. Resume Form
3. Statement of Understanding
4. Background Check & Drug Test

**Background Checks and Drug Testing**

In order to protect patients and the general public, a mandatory background check on each student (18 years of age and older) is now required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the accrediting agency for many health care facilities in Oklahoma and in the U.S.

All Southern Tech Practical Nursing Students will be required to undergo drug testing to meet the requirements of their clinical site. The purpose is to establish and maintain a safe, healthy working and learning environment for all employees, students, patients and visitors.

Background checks and drug testing will be conducted through CertifiedBackground.com. Forms and instructions will be provided in application packets. The cost of both the background check and drug testing will be $81.00. This must be completed by the applicant prior to submitting The Southern Tech Practical Nursing program application.
STUDY MATERIAL FOR THE COMPASS EXAM

COMPASS is a computerized placement test that is used to evaluate students’ current academic skills in order to place them into the appropriate course levels. COMPASS is not a test that students can “pass” or “fail.” Scores are used to identify students’ strengths and weaknesses so that students are not placed into classes that are appropriate for each student. The test typically takes two hours to complete; however, there is not an established time limit.

COMPASS SAMPLE TEST QUESTIONS
There are three separate packets to download from the same site below: Mathematics, Reading, and Writing Skills.

http://www.germanna.edu/tutor/handouts/COMPASS/reading.pdf
http://www.germanna.edu/tutor/handouts/COMPASS/writing.pdf
http://www.germanna.edu/tutor/handouts/COMPASS/numeric.pdf

Other Helpful Handouts

http://www.germanna.edu/tutor/helpful_handouts.asp?menuchoice=Helpful%20Handouts

HELPFUL MATH WEBSITES

That Quiz http://www.thatquiz.org/
This site provides many practice problems for a variety of math topics from basic arithmetic to calculus. Quiz results demonstrate which problems were answered correctly or incorrectly, not the solutions.

This site gives detailed explanations on how to solve many different kinds of math problems. Sections include Preliminary topics such as Beginning, Intermediate, and Advanced Algebra and Solving Word Problems.

Math.com http://math.com/homeworkhelp/PreAlgebra.html
Math.com features tutorials on many different math topics, including pre-algebra, math basics, algebra, geometry, trigonometry, statistics, and calculus. Although practice problems allow quiz results to be shown, correct answers are not given. There are also many online calculators available to use, as well as a variety of games that will strengthen your math skills.

Multiplication.com http://www.multiplication.com/basics/teach1.htm
This site provides lessons on calculating basic multiplication practice problems, Intermediate Algebra Extras, Tutorials, and practice problems for algebra topics.
Intermediate Algebra Extras http://student.ccbcmd.edu/~stwigg3/
This site provides notes on select algebra topics, practice quizzes, and calculator tips. The math topics covered include factoring, graphing quadratic equations, solving linear, rational, radical, and quadratic equations, word problems, and integers.

Algebasics http://www.algebasics.com/
This site features oral tutorials on how to solve different types of algebra problems, especially helpful for auditory learners. Topics include algebra basics, equations, ratios and proportions, inequalities, absolute values, exponents, polynomials, factoring, rational expressions, linear equations, functions, and more. An added component features a “teacher” who works out each problem step-by-step while providing an explanation of the mathematical operations being performed.

Algebra.help http://www.algebrahelp.com/worksheets/
This site provides lessons and practice problems with a step-by-step guide to the solutions.

Quick-and-Dirty Guide to the TI-83
This site provides an easy-to-understand guide for using the TI-83 calculator that is provided to students taking the COMPASS test.

How to use the TI-83/84 Calculator http://www.germanna.edu/tutor/videos/TI-83.html
This video workshop provides simple instructions on using the TI-83 calculator.

COMPASS TEST REVIEW

This site provides numerous practice questions related directly to topics on the COMPASS exam. These topics include algebra, basic operations, estimation, exponents, fractions, square roots, geometry, graphs, measurement, percents and ratios, reading comprehension, reading for main ideas, grammar, and sentence corrections.

CollegeBoard http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html
Although this site is specifically geared towards information covered on the SATs, the topics reviewed are similar to the subjects students will encounter on the COMPASS test.

Other Recommendations

For additional assistance contact Lyndsey Wallace at (580) 224-8202 and ask about getting setup on www.keytrain.com today!
Acceptance into Program

Applicants will be accepted into the program with preference points based on the following criteria:
1. Admissions Exam
2. CPR Certification by means of Enrollment Confirmation or Course Completion Card, 
3. Educational History 
4. Work History
5. Background Check/Drug Test

Applicants will be notified by mail of acceptance into the program about 1-2 weeks after the Admission Packet deadline. Upon acceptance into the program students will be required to obtain a physical and provide immunization records. Instructions and forms will be mailed with acceptance letters.

Acceptance into Program with Advanced Standing
Acceptance into program with advanced standing is contingent upon space available during enrollment.

In-District/Out of District Applicants
No out of district applicants will be accepted into the Practical Nursing Program until all qualified in-district applicants have been accepted.

For post-secondary students, residency shall be determined by the student’s primary place of residence at the time application for admission is made.

Preference Points

<table>
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<tr>
<th>COMPASS Scores within the last 5 years</th>
<th>Pre-Algebra</th>
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<tbody>
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<td></td>
<td>Points</td>
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<td>Reading</td>
<td>Writing</td>
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<td>Scores 99-85</td>
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<td>Scores 84-82</td>
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<td>TABE Scores within the last 2 years</td>
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<td>Points</td>
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<tr>
<td>Reading</td>
<td>Math Average</td>
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<tr>
<td>Scores 12.9-12.0</td>
<td>Points 10</td>
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<tr>
<td>Scores 11.9-11.0</td>
<td>Points 8</td>
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<td>Scores 10.9-10.0</td>
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<td>ACT within the last 5 years</td>
<td>Points</td>
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<td>Scores</td>
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<td>Reading</td>
<td>Math</td>
</tr>
<tr>
<td>Scores 21-33</td>
<td>Points 10</td>
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<td>Scores 19-20</td>
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CPR Points

<table>
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<tbody>
<tr>
<td>CPR AHA BLS for the Health Care Provider Completed</td>
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<tr>
<td>Enrolled in a AHA BLS for the Health Care Provider Course</td>
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</table>
Resources for Educational Preference Points

1. Medical Terminology
   On-Line & Traditional Classes

   Southern Tech Ardmore, OK
   Phone: 580-223-2070
   www.ed2go.com/sotc

2. Anatomy and Physiology 1&2
   On-line Classes

   Southern Tech Ardmore, OK
   Phone: (580) 223-2070
   www.ed2go.com/sotc

Traditional Classes

   Ardmore Higher Education Center (AHEC)     East Central University (ECU)
   Ardmore, OK                                 Ada, OK
   (580) 223-1441                              (580) 332-8000
   www.ahec.osrhe.edu                          www.ecok.edu

3. Long Term Care
   Traditional Classes

   Southern Tech - Ardmore, OK     Red River Technology Center - Duncan, OK
   (580) 223-2070                   Phone: (888) 607-2446
   www.sotc.edu                     www.rrtc.edu

   Pontotoc Technology Center - Ada, OK
   Phone: (580) 310-2200
   www.pontotoc.com

<table>
<thead>
<tr>
<th>Work History</th>
<th>Points</th>
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<tbody>
<tr>
<td>3+ years health related</td>
<td>10</td>
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<tr>
<td>-3 years health related</td>
<td>8</td>
</tr>
<tr>
<td>3+ years non-health related</td>
<td>6</td>
</tr>
<tr>
<td>-3 years non health related</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Masters Degree</td>
<td>40</td>
</tr>
<tr>
<td>Bachelors Degree</td>
<td>35</td>
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<tr>
<td>Associate Degree</td>
<td>30</td>
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<tr>
<td>Southern Tech’s Full-Time HCC</td>
<td>30</td>
</tr>
<tr>
<td>Transfer from LPN/RN</td>
<td>10</td>
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<tr>
<td>College hours less degree</td>
<td>8</td>
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<table>
<thead>
<tr>
<th>Other Classes</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Paramedic</td>
<td>30</td>
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<tr>
<td>Basic EMT</td>
<td>10</td>
</tr>
<tr>
<td>LTC @ Career Tech</td>
<td>10</td>
</tr>
<tr>
<td>A&amp;P 1&amp;2</td>
<td>10</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>10</td>
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PART 2: APPLICATION PACKET

Application Deadlines for 2013-2014 School Year

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>February, 2014</td>
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</tr>
<tr>
<td>August, 2014</td>
<td>June 4, 2014</td>
</tr>
</tbody>
</table>

SUBMISSION INSTRUCTIONS

1. Complete Online Application

2. Contact the PN Department and schedule an appointment to turn in your application for admissions at 580-223-2070 ext. 8529 or at bbaxter@sotc.edu. Complete and bring the following forms and documentation with you.
   - Applicant Information Form
   - Resume Form
   - Statement of Understanding
   - High School or GED Transcript
   - Career Tech and/or College Transcript(s)
   - Compass/ACT or TABE Exam Scores
   - CPR Certification Card
   - Acceptable District Status Verifying Document
     (document must include your name and address)
     - Driver’s License/State Issued Photo ID
     - Utility Bill
     - Notarized Rental/Lease Agreement
     - Mortgage Statement
   - Non US citizens must provide qualified alien unexpired documentation

3. Background checks and drug testing will be conducted through CertifiedBackground.com. Forms and instructions will be provided in application packets. The cost of both the background check and drug testing will be $81.00. CertifiedBrackground.com will send the PN department your background and drug testing results. **THIS MUST BE COMPLETED BY THE APPLICANT PRIOR TO SUBMITTING APPLICATION.**
Practical Nursing Applicant Information Form

Social Security Number: __________________________ Birth Date: ____________

Are you a US Citizen? ____ If no, Non US Citizen Registration Number _________________

Name: __________________________________________________________________________

Address: __________________________________________________________________________

City: ___________________________ State: _______________ Zip: Code __________

☐ This address matches address on state issued id or driver’s license

☐ This address does not match; please explain: __________________________________________

Home Phone: ________________________ Cell Phone: ________________________

E-mail address: ______________________________________________________________________

Place of Employment: ___________________________ Wk Phone: ______________

Emergency Contact Person: ___________________________ Phone: ______________

Spouse or Closest Relative: ___________________________ Phone: ______________

________________________________________________________________________________

Have you attended Southern Tech before? ______ If yes which program(s)/course(s)
________________________________________________________________________________

________________________________________________________________________________

Do you have educational records under any other name? _____________________________

________________________________________________________________________________

Signature of Applicant: ___________________________ Date ________________
# Resume Form

Name of Applicant _______________________________________________________

List your employment experience beginning with your most recent employment.

<table>
<thead>
<tr>
<th>Name and Address of Employer</th>
<th>Job Title/Work Performed</th>
<th>Dates Employed From/To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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Complete Information Requested for each level of Education

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<thead>
<tr>
<th>School Name and Location City and State</th>
<th>Date Attended From</th>
<th>Year Graduated To</th>
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<td>High School or GED</td>
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<td>Technical/Trade</td>
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<td>College Or University</td>
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Please list any certifications you hold (ex: LTC, HHA, CPR etc.)

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<tr>
<th>Certifications</th>
<th>Training Center</th>
<th>Date Expires</th>
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Reason for selecting practical nursing as a career:

Please write a short essay on selecting practical nursing as a career. Tell us why you chose to apply at Southern Tech and what your future plans are.
STUDENT INSTRUCTIONS FOR SOUTHERN OKLAHOMA TECHNOLOGY CENTER
PRACTICAL NURSING

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school. Background check results are posted to CertifiedProfile upon completion.

Order Summary

- **Required Personal Information** - In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.
- **Drug Test** - After you place your order, you will receive an email directly from the lab, within 24-48 hours, containing your electronic chain of custody form (echain); the subject line will read: “Form Fox”. This email will explain where you need to go to complete your drug test.
- **Payment Information** - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turnaround time.

Place Your Order

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on “Students” then enter package code: **sf68 – Background Check + Drug Test** You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at (888) 666-7788 Ext. 1 or email: studentservices@certifiedprofile.com.
Statement of Understanding

Program Admission Procedures & Program Delivery Method
I have received and understand the admissions procedures for the nursing program. I also understand Southern Tech’s PN program is flexible scheduling/independent study, and is not a traditional classroom lecture setting.

Admissions with Advanced Standing

The definition of Admission with Advanced Standing is: “The evaluation of an individual’s previous education experience and the application of such experience to the requirements of specific instructional area within a program of study.”

An applicant seeking Admission with Advanced Standing will be evaluated according to the following consideration:

- Each applicant must meet all general admission requirements for the Practical Nursing Program, (see admissions policy).
- Coursework submitted for advanced standing will not be approved if greater than five (5) years old.
- An applicant may be granted Advanced Standing for corresponding coursework completed at Southern Tech or another Technology Center, College, or University provided that a grade of a “C” or above was obtained.
- Challenge exams and skills competencies may be required when previous coursework doesn’t evenly correlate with Southern Tech’s Practical Nursing curriculum.
- Applicants seeking admission as a transfer student from another practical nursing and/or RN program must provide a letter of recommendation from the Coordinator/Director/ or Dean of the previous nursing program stating that the student was in good standing with that school at the time of withdrawal.
- Official transcripts from previous schools must be provided. Syllabi, course catalogs, and clinical schedules may be requested.

*It is important to keep in mind that students with transfer credit/ advanced standing will not spend as much time in the program and this could affect the amount of financial assistance received.

Please select the following:

1. I am applying for advanced credit and have included transcripts and course syllabus. Yes No

2. I am applying for transfer credit and have included transcripts and course syllabus and a letter of recommendation. Yes No

3. If space is not available for the course(s) that qualify for advanced credit:
   _____ I am electing to repeat course(s)
   _____ I am electing to wait until space is available
Computer/Laptop Requirements/Policy
Students enrolled in Southern Tech’s nursing program will be required to have/use a laptop computer. Students may use a laptop they already have with the required elements. Students who do not have a laptop will have the opportunity to purchase a laptop through Southern Tech.

Student who purchase their laptops though Southern Tech are solely responsible for the maintenance and/or upkeep of laptops. Southern Tech does not provide warranty or service laptops for any reason. Laptops purchased at Southern Tech are non-refundable.

Laptop features required:
- Windows Vista, Windows 7, Windows 8
- Microsoft Word, Excel and Power Point Viewer 2007 or newer
- Internet Explorer 8.0 and Mozilla Firefox
- Wi-Fi Capable
- Anti-Virus/Anti Spyware Software - AVG, Symantec, Etc.

Student computer skills:
- Fundamental Computer Applications – mouse/keyboard operations, knowledge of hardware/software, creating, opening, closing and saving files/folders, knowledge of directories, printing, etc.
- Knowledge of Microsoft Office – Word, Excel, PowerPoint Applications
- Knowledge of Internet/E-mail Applications

Applicants/Students who do not possess the above computer skills are encouraged to take classes through Southern Tech’s Adult Career and Development Program.

Please select one:
_____ I have a laptop with the above requirements
_____ I need a laptop with the above requirements and intend to purchase one with Southern Tech.

Program Costs
- An estimated cost of tuition, books, fees, uniforms, lab/clinical supplies, and graduation costs has been given to me. I fully understand the financial commitment of this program if I am accepted into the LPN program. Books, Laptops, Fees and AIT’s are non-refundable.
- I understand it is my responsibility to apply for financial aid.

Criminal History
- I understand a national criminal history records search, including a sex offender search, will be attained by Southern Tech’s PN Administration prior to acceptance in the PN Program.
- I understand my background check may be shared with any clinical facilities that may be utilized during my education.
- I understand that Southern Tech complies with the Oklahoma Board of Nursing regarding felony convictions and application for licensure. Based upon a history of arrest and/or convictions, students may be unable to perform clinical at certain facilities which may hinder or prevent their ability to complete the program.
Drug Testing
I understand All Southern Tech Practical Nursing Students will be required to undergo drug testing in order to meet the requirements of clinical facilities.

- I understand my drug testing results may be shared with Southern Tech’s administration/representative and/or clinical facilities that may be utilized during my education.

US Citizenship
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 State 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 right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification of 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, with the exception of felony convictions. 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 sentence, unless a presidential or gubernatorial pardon is received [59 O.S. § 567.8].

________________________________________________________________________
Print Name of Applicant

________________________________________________________________________
Signature of Applicant Date