

**CHISHOLM TRAIL TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM**

**ADMISSIONS PROCESS**

**Step 1: Application**

Complete the “**Application for Admission**” and check that all required information is complete. Return to the following address as quickly as possible:

Chisholm Trail Technology Center  
Attn: Practical Nursing Director  
Route 1 Box 60  
Omega, OK 73764

**Step 2: References**

It is your responsibility to deliver the four (4) “**Personal Reference Reports**” (green forms) to the individuals and have the individuals return the forms to CTTC. These are required prior to testing. *References must be confidentially returned in the enclosed self-addressed envelopes by the person making the reference.* It is suggested that you stamp these envelopes prior to giving to the references.

**Step 3: Transcripts/Certifications**

Provide an official copy (contains the school’s seal) of your high school transcript showing date of graduation, **OR** a copy of your General Education Development Certificate **AND** scores.

Provide an official transcript from each college attended.

Provide a copy of all health-related certifications held.

**Step 4: Entrance Exam**

**The required entrance exam is scheduled with Denise Oppel, PN Administrative Assistant. You will be notified of the next testing date once all required materials and references have been received by CTTC.**

Testing will begin promptly at 8:30 a.m. You will need to arrive by 8:15 a.m. Bring pencils and calculator, if you feel you need one. Since the testing lasts several hours, you may want to bring a sack lunch, or money for the vending machine. Testing will take the majority of the work day.

To ensure that a testing slot is available, a non-refundable \$40.00 fee for testing services must be received at CTTC **two (2) days prior to testing**. On the day of testing, applicants must bring an official picture identification. (Ex.: driver’s license).

Testing will be administered on the computer. It is necessary that an applicant possess these basic computer skills to take the exams and for completion of the program:

- Use the computer mouse;
- Execute basic commands; and,
- Develop a Word document, using spell check for accuracy.

An applicant not meeting this requirement must learn these basic computer skills prior to admittance into the program. These may be learned through a variety of ways:

- Self-taught or taught by an acquaintance.
- Enrollment in a program at this or other technology center. Adult education evening programs are available and are usually short-term in duration. *Microsoft Word for Beginners* is suggested. Contact Joe Layn or Jeannie Rother to check on availability of training at Chisholm Trail Technology Center for these programs. (405) 729-8324. 1 (800) 608-8324.
- Enroll in college or other postsecondary course(s).
- Purchase a book that teaches, and requires practice of these skills.
- Ask the local librarian to assist you with these basic skills on the library computer.

### **Step 5: Applicant Rating Process**

Applicants will be accepted upon the recommendation of the Admissions Committee. Acceptance is based on a point record and is based upon the following entrance requirements:

1. Age of 18 years prior to graduation from the PN program;
2. Receipt of all required documentation;
3. Verification by applicant of basic computer skills;
4. Must submit official copy of high school transcript or GED Certificate and scores;
5. Health-related certifications;
6. Health-related work history;
7. Education- and work-related references;
8. Entrance exam scores (Achievement and Health Aptitude Assessments); and,
9. Interest paragraph (composed at time of entrance exams).
10. Applicants successfully earning the required minimum points on the Preference Point Record and who are currently students or completers of CTTC's *Advanced Acute Care Nursing Assistant (Pre-Nursing) Career Major* will be awarded additional points towards on the wait list Practical Nursing Admittance.

### **Step 6: Acceptance**

Following notification of acceptance, finalize enrollment by:

1. Attendance at the “**Orientation**” to the program. Tentatively Admitted applicants will be notified when the session is scheduled.
2. Complete CTTC regular program application and enrollment forms.
3. Handle financial obligations with the Business/Financial Aid offices.
4. Submit completed physical examination form and required immunizations prior to the first day of class.

***Please feel free to call with any questions regarding the admissions process:  
(405)729-8324; 1(800) 608-8324***