

**CHISHOLM TRAIL TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**



POLICIES AND PROCEDURES

A. ADMISSION POLICY

1. A student must be 18 years of age prior to completion from the Practical Nursing program.
2. A student is selected by an admissions committee composed of the Practical Nursing Director, Practical Nursing Instructor(s), CTTC Superintendent or designee of the Superintendent, and the CTTC Counselor.
3. Selection of the nursing student will be based on the potential for success in completion of the nursing program and passing the NCLEX-PN.
4. To be considered by the Admissions Committee, the applicant must have on file:
 - a. The results of the school's required pre-entrance exam(s);
 - b. An official copy of a high school transcript or GED certificate and scores;
 - c. Transcripts from any colleges or universities attended;
 - d. Four references from persons other than family members. *Education- and work-related references are preferred;*
 - e. Details of the applicant's work history;
 - f. Copies of any health-related certifications held; and,
 - g. Personal verification that the applicant is proficient in basic computer skills.
 - h. A paragraph expressing interest in the PN program composed using the computer at the testing session.
5. The Admission Committee will complete the Applicant Preference Record. Using a rating system, the Admissions Committee will determine the tentative acceptance or non-acceptance of applicants.
6. The Practical Nursing Director will notify the applicant of tentative acceptance.
7. Students who have been accepted in the Practical Nursing program will be awarded credit for partial or entire Level I completion of the Practical Nursing program for completion of CTTC's *Advanced Acute Care Nursing Assistant (Pre-Nursing) Career Major*.

8. The applicant tentatively accepted for admission must submit:
 - a. Current physical status;
 - b. Physical history;
 - c. Evidence of current immunization to tetanus and MMR (measles, mumps, and rubella);
 - d. Evidence of a negative tuberculin skin test or evidence of a negative chest x-ray in the event of a positive tuberculin skin test;
 - e. Evidence of the first injection of the Hepatitis B vaccine;
 - f. Evidence of positive varicella titer; and,
 - g. Evidence of childhood immunization.

9. Final acceptance into the nursing program depends on the results of the physical exam. No accepted applicant will be allowed to start the program without the previously referenced requirements concerning the physical examination and required immunizations.

10. Applicants on the waiting list no longer wishing to be admitted to the program should contact CTTC to remove their names from the list.

11. If an applicant declines acceptance into the Practical Nursing program when a position becomes available, the applicant will be required to reapply to the program to be considered. Extenuating circumstances will be individually evaluated by the Admissions Committee.

12. A student will be admitted on a probationary status pending the results of a felony/background check completed within the first 250 clock hours of attendance.

A negative felony background check will result in the probationary status being removed and the student considered for regular admission status. A positive felony background check not meeting the satisfaction of the Oklahoma Board of Nursing will result in dismissal from the program. A student who is convicted of a felony while enrolled in the program will be dismissed. A student with a negative criminal record will not be able to attend clinicals, therefore not able to complete the program objectives.

13. Applicants must provide verification of citizenship or Qualified Alien Status. The Oklahoma Legislature seeks to “discourage illegal immigration by requiring all agencies within this state to fully cooperate with federal immigration authorities in the enforcement of federal immigration laws.” (House Bill 1804. Oklahoma Taxpayer and Citizen Protection Act of 2007)

14. The Practical Nursing program must be completed within twenty-four (24) months.

15. An applicant may not enter the program more than twice.

Developed: 4/90

Revised: 8/90; 1/92; 6/92; 4/93; 4/95; 1/96; 2/98; 1/99; 2/00; 10/02; 6/04; 6/05; 6/06; 11/06; 8/08

B. READMISSION OF FORMER STUDENT POLICY

Readmission will be considered on an individual basis. Readmission of a former student will be considered depending upon the reason(s) for withdrawal, academic grades, and clinical status. The following procedures will be followed:

- The returning student must complete the admissions packet.
- The returning student may not be readmitted for six (6) months after withdrawal from the program.
- The returning student may enter the Practical Nursing Program according to space availability in the program.
- After an absence of more than one (1) year, the returning student may be required to take and pass challenge exams.
- The student may enter at the appropriate point in the curriculum according to the advanced standing credit awarded. Completion of the third level is required for completion of the program.
- The returning student shall not exceed twenty-four (24) months in the completion of the program. (The total time of enrollment from both admissions will be counted in the twenty-four (24) months.)
- The returning student will be subject to any procedure utilized for new admissions.
- A student may not be admitted more than twice.

Developed: 6/05

C. ADMISSIONS POLICY IF CONVICTED OF A FELONY OR ARRESTS/ CONVICTIONS/ PRIOR DISCIPLINARY ACTION/ JUDICIALLY-DECLARED INCOMPETENT

This policy has been developed based on the Oklahoma Nurse Practice Act. Refer to the following excerpts for any clarifications.

“An applicant for a license to practice as a licensed practice nurse shall submit to the Oklahoma Board of Nursing certified evidence that the applicant: ...

3. has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received, provided that the provisions of this paragraph shall not be effective until November 3, 2003;
4. has submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation that is not more than ninety (90) days old.” (Oklahoma Nursing Practice Act. 59 O.S. §567.6)

The Board shall impose a disciplinary action pursuant to the provisions of subsection A of this section (§567.8) upon proof that the person:

- “6. has been adjudicated as mentally incompetent, mentally ill, chemically Dependent or dangerous to the public, or has been committed by a court of competent jurisdiction, within or without this state;
11. has had disciplinary actions taken against the individual’s registered or practical nursing license, in this or any state, territory or country.” (Oklahoma Nursing Practice Act. 59 O.S. §567.8)

It will be the policy of the Practical Nursing program that admission not be granted to any applicant who has any of the following actions taken against the applicant:

1. Conviction of a felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received;
2. Has been adjudicated as mentally incompetent, mentally ill, chemically-dependent or dangerous to the public, or has been committed by a court of competent jurisdiction, within or without this state; or,
3. Has had disciplinary actions taken against the individual’s Registered or Practical Nursing license, advanced unlicensed assistive certification, or any health-related license, in this or any state, territory, or country.

Due to clinical facility requirement and request and Oklahoma Board of Nursing regulation/rules, the program will complete a felony/background check within the first 250 clock hours the student is in attendance.

Revised: 10/02; 6/04; 6/05

**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:

Practical Nursing Director
Practical Nursing Program
Chisholm Trail Technology Center
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 Jeannie Rother, 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. You will also want to bring a sack lunch or money to use the vending machine for lunch or snacks. Testing will take the majority of the work day.

To ensure that a testing slot is available, a non-refundable \$30.00 fee for testing services must be received at CTTC **two (2) days prior to testing**. Applicants must bring 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 Steve Jones or Denise Oppel to enroll 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***

**CHISHOLM TRAIL TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

COMPLIANCE STATEMENT

Chisholm Trail Technology Center

“Chisholm Trail Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, qualified disability, or veteran status in any of its practices, policies, or procedures.”

Oklahoma Department of Career and Technology Education

1500 W 7th Street
Stillwater, OK 74074

Telephone: (800) 522-5810
Fax: (405) 743-5541
Website: www.okcareertech.org

Full approval status: 2004

Oklahoma Board of Nursing

2915 North Classen Boulevard, Suite 524
Oklahoma City, OK 73106

Telephone: (405) 962-1800
Fax: (405) 926-1821
Website: www.youroklahoma.com/nursing

Full approval status: 2004

National League of Nursing Accreditation Commission

61 Broadway, 33rd Floor
New York, NY 10006

Telephone: (800) 669-1656
Fax: (212) 812-0390
Website: www.accreditation-com-nlnac.org

Full approval status: 2005

**CHISHOLM TRAIL TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

TUITION, FEES, AND REFUND POLICY

- A. The CTTC district consists of the following school districts: Kingfisher, Watonga, Lomega, and Hitchcock. Books, instructional supplies, and other fees/costs are not included in the following tuition costs.

Current tuition costs (subject to board-approved increase):

In-district:	\$5,257.00	Out-of-district:	\$8,257.00
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- B. A non-refundable \$20.00 enrollment fee is due at student orientation. Tuition and fees for each level are due the first week of each level, unless other arrangements have been made with the Financial Aid Officer.
- C. Upon written notification of a student's intent to withdraw, Chisholm Trail Technology Center will refund the unused portion of any tuition in excess of the \$20.00 enrollment fee, instructional supplies, and other fees/costs according to the following policy:

Institutional charges (tuition, books, instructional supplies, and other fees/ costs) associated with the semester or level in which the student is enrolled will be reduced or refunded to the student or the agency providing the assistance in the event the student withdraws, is dismissed, fails to return from an approved leave of absence, or otherwise stops attending class.

There are no refunds or reductions in institutional charges after 60% of the scheduled clock hours in the semester/level have passed. Refunds or reductions in institutional charges are based on the percent of clock hours scheduled to be completed in the semester/level as of the withdrawal date.

Institutional charges are always the charges that were initially assessed the student for the semester/level, minus any testing fee and the enrollment fee. These charges are not refundable and are not included in the refund/reduction calculation

- D. The official withdrawal date is defined as the student's last date of attendance as submitted by the program instructor(s) on the CTTC attendance records. The student's withdrawal slip must be signed by the Practical Nursing Director and the CTTC Administration for withdrawal to be complete.
- E. Students will be required to purchase supplies in addition to those covered by tuition and must pay all school-related fees by the designated time.
- F. Students are responsible for their own transportation and living expenses.

2009 TUITION, BOOKS, INSTRUCTIONAL SUPPLIES, ENROLLMENT FEE, OTHER EXPENSES - Practical Nursing

PRACTICAL NURSING	LEVEL I		LEVEL II		LEVEL III		TOTAL	
	IN-DIST	OUT-DIST	IN-DIST	OUT-DIST	IN-DIST	OUT-DIST	IN-DIST	OUT-DIST
Tuition	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$3,000.00	\$6,000.00
Books	\$341.00		\$177.00				\$518.00	
Med Publishing	\$300.00						\$300.00	
A&P Online	60.00							
Instructional Supplies	\$15.00		\$15.00		\$15.00		\$45.00	
Nursing Lab Supplies	\$80.00						\$80.00	
CPR	\$35.00						\$35.00	
Malpractice Insurance	\$20.00						\$20.00	
Drug Testing	\$50.00						\$50.00	
Felony Check	\$15.00				\$15.00		\$30.00	
Uniforms	\$415.00						\$415.00	
Leadership Activities	\$57.00		\$27.00				\$84.00	
Palm Pilot	\$275.00						\$275.00	
Palm Pilot Book	\$175.00						\$175.00	
Completion Expenses					\$110.00		\$110.00	
Enrollment Fee	\$20.00		\$20.00		\$20.00		\$60.00	
TOTAL	\$ 2,858.00	\$3,858.00	\$ 1,239.00	\$2,239.00	\$1,160.00	\$2,160.00	\$5,257.00	\$8,257.00

The Licensed Practical Nursing Program is 1500 clock hours. It should take approximately 18 months to complete the program. The above listed charges are for an 18 month completion time. IF YOU DO NOT COMPLETE WITHIN 18 MONTHS YOU WILL BE CHARGED \$167.00 (IN-DISTRICT) & \$333.00 (OUT-OF-DIST) PER MONTH UNTIL YOU COMPLETE. Program must be completed within 24 months.

*****PRICING SUBJECT TO CHANGE WITHOUT NOTICE****

WORK HISTORY/EMPLOYMENT

14. Tell us about your work history and employment experience. List most recent first.

Dates of Employment	Place & Location of Employment	Job Title/Duties	Contact Person, Title, & Phone #

15. Verification of Citizenship or Qualified Alien Status:

(Enclose copy of Official Photo Identification verifying citizenship or qualified alien status.)

Have you enclosed copy of above ID? (Check one.) Yes No

I certify that all information is true and correct to the best of my knowledge. I realize that falsification of the application may result in my not being admitted to this program or being dismissed if I am admitted. I authorize the Chisholm Trail Technology Center Practical Nursing program to investigate all liability result from such.

I do hereby apply for admission to the Chisholm Trail Technology Center and agree by its rules and regulations.

I understand this is an application for admission only and not for the purpose of enrollment in the program.

Signature of Applicant: _____ **Date:** _____

“Chisholm Trail Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, qualified disability, or veteran status in any of its practices, policies, or procedures.”



CONFIDENTIAL

**CHISHOLM TRAIL TECHNOLOGY CENTER
PN PERSONAL REFERENCE REPORT**

RETURN DIRECTLY TO: Practical Nursing Department
c/o Denise Opel, PN Administrative Assistant
Chisholm Trail Technology Center
Route 1 Box 60
Omega, OK 73764

1. My acquaintance with _____ has been as:
___Employer ___Advisor ___Teacher ___Physician
___Friend ___Fellow Worker ___Other: _____

2. How long have you known the applicant? _____

3. Rating of applicant? (Check one column for each descriptive term.)

	Outstanding	Above Average	Average	Below Average	Poor
	5	4	3	2	1
Common Sense & Judgment					
Concern for Others					
Cooperation with Others					
Dependability					
Initiative					
Intellectual Endowment					
Sense of Responsibility					

4. What qualities or characteristics does the applicant have that you believe would *contribute* to the applicant's success as a practical nurse?

5. What qualities or characteristics does the applicant have that you believe would *interfere* with the applicant's success as a practical nurse?

6. Briefly describe this person in your own words.

Name: _____ Signature: _____

Job/Occupation Title: _____ Date: _____

Address: _____

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