Application Packet

Practical Nursing

2017-2018

Effective 8/1/17-7/31/18
To include August 2018 admission cycle

Submit Application to
Career Planning Center

Francis Tuttle Health Sciences Center
12777 N. Rockwell Avenue
Oklahoma City OK 73142
www.francistuttle.edu
(405) 717-4900
* THE INFORMATION IN THIS PACKET IS SUBJECT TO CHANGE

Nondiscrimination Policy

Francis Tuttle is in compliance with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Americans with Disabilities Act, and other federal and state laws and regulations and shall not discriminate with regard to race, color, religion, gender, national origin, age, marital status, veteran status, or disabilities. This policy is followed in the operation of its education programs and activities, recruitment, admissions, employment practices and other education services.

Inquiries concerning this policy may be directed to either the Human Resources Director or Assistant Superintendent of Instruction who both serve as Coordinator of Title IX and Section 504 responsibilities for all campuses of Francis Tuttle Technology Center, 12777 N. Rockwell, Oklahoma City, Oklahoma 73142-2789, telephone 405-717-7799.
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APPLICATION SUBMISSION

Application to the Practical Nursing (PN) Program CANNOT BE COMPLETED ONLINE. In addition to completing the Practical Nursing paper application, one must also complete the general paper application to Francis Tuttle Technology Center.

Applications and all supporting documents are to be submitted in person to the Career Planning Center (CPC) on the first floor of Campus Center, Room A1040. An advisor will assess the applicant’s file. It is the applicant’s responsibility to verify the completeness of the application file with a Career Advisor. Only completed files with all documents, transcripts, and test scores verifying eligibility requirements will be forwarded to the program director for review.

Due to the volume of applications and the number of items per applicant, it is to the applicant’s advantage to submit all of the required documents at one time.

All application files (regardless of submission date) are considered current from August 1–July 31. To update the file the applicant should submit a new FTTC application and PN Enrollment Option form. Assessment test results may need to be updated as well.

Program Overview/Student Achievement Outcome Data

It is the mission of the Francis Tuttle Practical Nursing Program to provide our students with an innovative and industry-driven educational experience that prepares them to provide quality patient care in a variety of settings. Our vision is to be the first choice for obtaining practical nursing education in the Oklahoma City area. Upon completion of the program, the graduate will be prepared to:

1. Provide safe, competent, theory based practical nursing care for clients in a variety of settings
2. Participate as an effective member of the health care team
3. Utilize effective communication skills
4. Demonstrate legal and ethical behaviors in the practice of nursing
5. Demonstrate responsibility and accountability in the practice of nursing

Francis Tuttle Nursing program outcomes include the expected outcome of achieving an overall completion/retention rate of 75% or greater. The FY2016 Francis Tuttle completion retention rate was 83%. The program also strives to achieve >3.2 on our “Graduate Follow-up Survey” as well as our “Employer Survey”. These values ensure our students are satisfied with our program at the end of their educational experience and the employers who hire our students are satisfied with their skills. The program satisfaction data for 2016-2017 was >3.2 on all survey items. The program also tracks NCLEX pass rates with the goal of achieving a NCLEX pass rate three-year mean at or above national average for the same three-year period. The FY2014-2016 three-year average for Francis Tuttle was 92% compared to the national average of 83%. The final program outcome includes achieving a “positive placement” score of ≥92% on the annual “ODCTE Follow-up Report”. The program achieved a 91% positive placement rate for 2015-2016 and greater than 70% of the Francis Tuttle graduates who passed the NCLEX-PN were employed as an LPN within 6 months of graduation.
ENROLLMENT OPTION INFORMATION

Practical Nursing at Francis Tuttle Technology Center is an adult program offered via three options: The Blended Online Option, the Full-time Option, and the Traditional Option [via 1+1 Nursing Education Partnership (NEP) referral or Direct Francis Tuttle referral]. Attendance requirements, instructional strategies, and class schedules vary according to enrollment option.

Start Date, Program Length, Application Due Date

<table>
<thead>
<tr>
<th>Enrollment Option</th>
<th>Program Starts</th>
<th>Program Length</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blended Online</td>
<td>Annually in Mid-August</td>
<td>11-12 Months Dependent on clinical scheduling</td>
<td>June 30th</td>
</tr>
<tr>
<td>Traditional via:</td>
<td>Annually in Mid-August</td>
<td>11-12 Months Dependent on clinical scheduling</td>
<td>June 30th</td>
</tr>
<tr>
<td>1. 1+1 Referral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Direct Francis Tuttle Admit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time</td>
<td>Annually in Late January</td>
<td>11-12 Months Dependent on clinical scheduling</td>
<td>November 15th</td>
</tr>
</tbody>
</table>

BLENDED ONLINE OPTION

Students admitted to this option will need to be highly motivated, self-directed, and enjoy reading to learn. Students must be able to commit to spending 28-34 hours per week on school work. The program is 11-12 months in length and starts every year in Mid-August.

Students applying to this option must have successfully completed Medical Terminology and Human Anatomy and Physiology or equivalent college coursework within the past 5 years. These courses must be completed prior to the first day of on-campus attendance but do not have to be completed to apply to the program.

Attendance hours are required for skill demonstrations, skill practice, performance checks, classroom seminar sessions, testing, and clinical. Students should plan to be in attendance on campus or at the clinical site three days a week. When on campus for class, students will be engaged in required school activities for 6-hours between the hours of 8:00am-4:00pm. Skill performance checks will be scheduled with the instructor. Two additional days per week will have scheduled online hour requirements, therefore, this option is still a 5-day-per-week commitment.

Clinical shift hours and days may vary but are generally 6:30 am – 2:30 pm, Thursday and Friday. In general, clinical will be two days a week but will increase to 3-5 days a week during specialty rotations and toward the end of the program. Some limited 12-hour shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

Selection Process

When the application period closes, all complete application files are forwarded to the PN program director. New applications and additional preference point documentation will not be
considered at this time. The PN program director reviews all application files for accuracy and assigns preference points using the established criteria. An admissions list is then generated by ranking applications in descending order based on preference points. Applications with equal preference points are further ranked by grade point average (GPA). If further ranking is required to identify the most qualified applicant, assessment test reading scores will be used. In-district applicants (residency in Francis Tuttle School District No. 21) are given priority over out-of-district applicants when both are equally ranked.

The applicants with the highest rankings are offered a position in the upcoming class. Additionally, the top five alternates for admission are selected from this first admissions list. These applicants must notify the PN program administrative assistant that the position is accepted by an established date. Applicants who fail to respond by the close of business on the identified date will have their position withdrawn. Any positions that are refused and/or withdrawn will then be offered to the next highest applicant on the admissions list. This process continues until the class is filled to maximum capacity.

Applicants are notified of their status by mail within two weeks after the application closing period. The letter will include all of the specific admission process requirements. Students are accepted conditionally until all of the admission process requirements are successfully completed.

Financial Aid

Students enrolled in the Blended Online Option are eligible for financial aid. However, the amount of financial aid available is reduced by the number of online hours. In general, only 60% of the program costs may be paid by financial aid. Students in this option are responsible for paying costs not covered by a financial aid award.

The number of hours the Blended Online students attend varies greatly from week-to-week. For this reason this option does not typically meet the requirements for VA/GI Bill assistance.

Students seeking financial aid should make an appointment with the Financial Aid office staff to discuss their options. It is VERY important that the staff know which enrollment option the student is interested in as awards vary by enrollment option.

**TRADITIONAL OPTION (VIA 1+1 NURSING EDUCATION PARTNERSHIP)**

The Traditional Option (via 1+1 Nursing Education Partnership) is available to individuals who have been referred by one of the Associate Degree Nursing Education Partners (OSU-OKC, Rose State College, and Oklahoma City Community College). This option is a full-time, daytime program with an average attendance of 28 hours/week. Students in this option are eligible to return to their referral RN school upon successful completion of the program and passing the NCLEX-PN exam.

Students being referred to the program must have successfully completed Medical Terminology and Human Anatomy and Physiology or equivalent college coursework within the past 5 years. These courses must be completed prior to the first day of class but do not have to be completed to apply to the program.

Attendance hours are required for skills demonstrations, skill practice, performance checks, classroom activities, lecture, testing, and clinical. Students should plan to be in attendance on
the campus or at the clinical site five days a week. On-campus attendance hours are 9:00 am - 2:00 pm, Monday through Wednesday, and 8:00 am to 3:00 pm on Thursday and Friday when not in clinical. Per the program calendar, up to 6 hours each week will be dedicated to online learning.

Clinical shift hours and days may vary but are generally 6:30 am – 2:30 pm, Thursday and Friday. In general, clinical will be two days a week but will increase to 3-5 days a week during specialty rotations and toward the end of the program. Some limited 12-hour shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

Selection Process

Applicants who have been referred by one of the three ADN Education Partners (OSU-OKC, Rose State, and OCCC) should submit an application between APRIL 1 and JUNE 30. A copy of the referral letter from the ADN program must be submitted with the application.

Complete application files will be immediately forwarded to the PN program director. Each application is reviewed when it is received and preference points are assigned using the established criteria. The applicant’s preference points, GPA, and assessment test scores are entered into a data base.

After the application deadline, an admission list will be generated by ranking applications in descending order based on preference points. Applications with equal preference points are further ranked by grade point average (GPA). If further ranking is required to identify the most qualified applicant, the assessment test reading score will be used. The Program Directors from the Career Technology Center Partners (Moore-Norman Technology Center, Metro Technology Center, and Francis Tuttle Technology Center) will consider the applicants’ choice of school but cannot guarantee every student will be able to attend their first choice school.

Applicants are notified of their status by mail within two weeks after the application closing period. The letter will include all of the specific admission process requirements. Students are accepted conditionally until all of the admission process requirements are successfully completed.

Financial Aid

Students enrolled in the Traditional Option (1+1 referral) are eligible for financial aid. However, the amount of financial aid available is reduced by the number of online hours. In general, only 80% of the program costs may be paid by financial aid. Students in this option are responsible for paying costs not covered by a financial aid award.

Students seeking financial aid should make an appointment with the Financial Aid office staff to discuss their options. It is VERY important that the staff know which enrollment option the student is interested in as awards vary by option.

Traditional Option (via Francis Tuttle Direct Admit)

The Traditional Option (via Francis Tuttle Direct Admit) shares the same calendar and instructors as the 1+1 option. The difference is that the students apply directly to Francis Tuttle and complete a traditional Monday-Friday schedule. Students admitted to the traditional option via direct FT admit are not guaranteed admission to one of the three Associate Degree Nursing
Education Partner schools (OSU-OKC, Rose State College, or Oklahoma City Community College).

Students being referred to the program must have successfully completed Medical Terminology and Human Anatomy and Physiology or equivalent college coursework within the past 5 years. These courses must be completed prior to the first day of class but do not have to be completed to apply to the program.

Attendance hours are required for skills demonstrations, skill practice, performance checks, classroom activities, lecture, testing, and clinical. Students should plan to be in attendance on the campus or at the clinical site **five days a week**. On-campus attendance hours are 9:00 am - 2:00 pm, Monday through Wednesday, and 8:00 am to 3:00 pm on Thursday and Friday when not in clinical. Up to 6-hours per week is required to be completed online per the program calendar.

Clinical shift hours and days may vary but are generally 6:30 am – 2:30 pm, Thursday and Friday. In general, clinical will be two days a week but will increase to 3-5 days a week during specialty rotations and toward the end of the program. Some limited 12-hour shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

**Selection Process**

When the application period closes, all complete application files are forwarded to the PN director. The PN program director reviews all application files for accuracy and assigns preference points using the established criteria. An admissions list is then generated by ranking applications in descending order based on preference points. Applications with equal preference points are further ranked by grade point average (GPA). If further ranking is required to identify the most qualified applicant, assessment test Reading scores will be used. In-district applicants (residency in Francis Tuttle School District No. 21) are given priority over out-of-district applicants when both are equally ranked.

The applicants with the highest rankings are offered a position in the upcoming class. Additionally, the top five alternates for admission are selected from this first admissions list. These applicants must notify the PN Program administrative assistant the position is accepted by an established date. Applicants who fail to respond by the close of business on the identified date will have their position withdrawn. Any positions that are refused and/or withdrawn will then be offered to the next highest applicants on the admissions list. This process continues until the class is filled to maximum capacity.

Applicants are notified of their status by mail within two weeks after the application closing period. The letter will include all of the specific admission process requirements. Students are accepted conditionally until all of the admission process requirements are successfully completed.

**Financial Aid**

Students enrolled in the Traditional Option (via FT Direct Admit) are eligible for financial aid. However, the amount of financial aid available is reduced by the number of online hours. In general, only 80% of the program costs may be paid by financial aid. Students in this option are responsible for paying costs not covered by a financial aid award.
Students seeking financial aid should make an appointment with the Financial Aid office staff to discuss their options. It is VERY important that the staff know which enrollment option the student is interested in as awards vary by option.

**FULL-TIME OPTION:**

This option is a full-time, daytime program with an average attendance of 34 hours/week. Students applying to this option must have successfully completed Medical Terminology and Human Anatomy and Physiology or equivalent college coursework within the past 5 years. These courses must be completed prior to the first day of class but do not have to be completed to apply to the program.

Attendance hours are required for skill demonstrations, skill practice, performance checks, classroom activities, lecture, testing, and clinical. Students should plan to be in attendance on campus or at the clinical site **five days a week**. On-campus attendance hours are 8:00 am - 3:00 pm, Monday through Friday.

Clinical shift hours and days vary but are generally 6:30 am – 2:30 pm, Thursday and Friday. In general, clinical will be two days a week but will increase to 3-5 days a week toward the end of the program. Some limited 12-hour shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

**Selection Process**

When the application period closes, all complete application files are forwarded to the PN director. The PN program director reviews all application files for accuracy and assigns preference points using the established criteria. An admissions list is then generated by ranking applications in descending order based on preference points. Applications with equal preference points are further ranked by grade point average (GPA). If further ranking is required to identify the most qualified applicant, assessment test Reading scores will be used. In-district applicants (residency in Francis Tuttle School District No. 21) are given priority over out-of-district applicants when both are equally ranked.

The applicants with the highest rankings are offered a position in the upcoming class. Additionally, the top five alternates for admission are selected from this first admissions list. These applicants must notify the PN Program administrative assistant the position is accepted by an established date. Applicants who fail to respond by the close of business on the identified date will have their position withdrawn. Any positions that are refused and/or withdrawn will then be offered to the next highest applicants on the admissions list. This process continues until the class is filled to maximum capacity.

Applicants are notified of their status by mail within two weeks after the application closing period. The letter will include all of the specific admission process requirements. Students are accepted conditionally until all of the admission process requirements are successfully completed.
Financial Aid

Students enrolled in the Full-time Option are eligible for financial aid at 100% based on meeting criteria set forth by the financial aid department. Students in this option are responsible for paying costs not covered by a financial aid award.

Students seeking financial aid should make an appointment to discuss their options with the Financial Aid office staff. It is VERY important that the staff know which enrollment option the student is interested in as awards vary by option.
ADMISSION REQUIREMENTS

Academic Admission Requirements*
1. Admission to Francis Tuttle Technology Center
2. Proof of High School Graduation from a high school in the United States or Equivalent
3. Meet minimum Assessment Test requirements or meet the requirement for exception*
   Scores must be less than 2 years old at the time of application
* International applicants may have to meet other admission requirements

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>OR</th>
<th>CPT/Accuplacer</th>
<th>OR</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading – 86</td>
<td></td>
<td>Reading – 77</td>
<td></td>
<td>Reading – 19</td>
</tr>
<tr>
<td>Writing – 82</td>
<td></td>
<td>Writing - 83</td>
<td></td>
<td>English – 19</td>
</tr>
<tr>
<td>Pre-Algebra – 33</td>
<td></td>
<td>Arithmetic – 66</td>
<td></td>
<td>Math – 19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>My Math-Level D - 70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exception to Assessment Test Requirements+
Applicants who have completed at least twelve credit hours of previous college general education courses required by the Oklahoma State Regents for Higher Education, with a grade of “C” or higher are exempt from meeting the minimum Assessment Test requirements. The courses considered are any 1000 level or higher English, Math, or Science course.

Applicants who do not submit Assessment Test scores will not be eligible for the preference points assigned for these scores which is up to 15 points.

Assessment Testing Information

COMPASS Testing – COMPASS was administered at Francis Tuttle up to August 31, 2016. After that date, the test is no longer be available, however, the COMPASS scores will be accepted for up to 2 years of the date of application.

Accuplacer Testing - The Accuplacer Exam is currently administered at Francis Tuttle. It is also available at many other colleges and universities. Francis Tuttle is not accepting Next-Generation Accuplacer. If scores from the Next Generation Accuplacer are brought in, the applicant will be asked to take the Accuplacer offered by Francis Tuttle or an alternative testing site.

ACT Testing - The ACT exam is not administered at Francis Tuttle Technology Center. It is available at many colleges and universities.

- The Accuplacer Assessment at Francis Tuttle is free of charge. Contact the Assessment Center at (405)717-4323 to make an appointment to take the Accuplacer Test. Please call and cancel if you cannot make your appointment.
- The Assessment Tests can only be taken two times per semester, two weeks apart and one time in the summer semester.
• Official COMPASS or Accuplacer scores from another college, university, or independent testing center may be accepted if the score sheet can be authenticated as an “official” copy (with a stamp, seal or signature by the testing division).

**Non-Academic Admission Requirements**

Criteria taken into account when admitting first time or transfer students:

- Whether the applicant has been expelled, suspended, or denied admission by any educational institution.
- Whether the applicant’s conduct has been such that if the applicant were a student at the time of the conduct in question would have been grounds for expulsion, suspension, dismissal, or denial of readmission to the program.

Criteria taken into account when readmitting withdrawn students:

- Reason for withdrawal
- Faculty recommendation
- Actions taken to correct deficiencies

**Physical and Mental Requirements**

The following minimal physical and mental requirements are necessary for successful progression through the Practical Nursing Program:

- Ability to lift or move weights of up to 35% of recommended body weight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients’ rooms and in work areas.
- Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- The ability to resolve conflicts appropriately and function effectively under stress.
- The absence of situations where a court has adjudged a student incompetent, mentally ill, chemically dependent, or dangerous to the public.

Students in the Practical Nursing Program will be held accountable for the performance of these requirements while they are in the program.

**PRE-REQUISITE COURSES**

Students admitted to the program must have completed Medical Terminology and Human Anatomy and Physiology (or their equivalents) prior to the first day of class. Completion of either one of these courses is not required to apply to the program. Students considering applying to the program are encouraged to complete these courses the semester prior to applying to the program. Either course is considered non-current after 5 years. Non-current coursework cannot be used to meet the pre-requisite requirement nor be used for preference points.

A grade of “C” or better is required in all pre-requisite courses.
Applicants should be aware that the Human Anatomy and Physiology and Medical Terminology at Francis Tuttle Technology Center is not accepted by colleges and universities as an equivalent to college level courses. Therefore, **NO COLLEGE CREDIT** is granted from Francis Tuttle Technology Center.

**Partial list of local college & career tech courses that meet the Medical Terminology requirement**

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology: Online</td>
<td>Francis Tuttle Technology Center</td>
</tr>
<tr>
<td>Pre-Nursing Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>HSBC 1113 – Medical Terminology</td>
<td>Rose State College</td>
</tr>
<tr>
<td>AHP 1013 – Medical Terminology</td>
<td>OCCC</td>
</tr>
<tr>
<td>BIO 1012 – Medical Terminology</td>
<td>OSU-OKC</td>
</tr>
<tr>
<td>BIO 2102 – Medical Terminology</td>
<td>UCO</td>
</tr>
<tr>
<td>45 clock hour or longer Medical Terminology course taught at a state approved career tech center</td>
<td></td>
</tr>
</tbody>
</table>

**Partial list of local college and career tech courses that are equivalent to the Technical Anatomy & Physiology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Human Anatomy and Physiology (course by course)</td>
<td>Francis Tuttle Technology Center</td>
</tr>
<tr>
<td>Pre-Nursing Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>HSBC 1104 Anatomy and Physiology</td>
<td>Rose State College</td>
</tr>
<tr>
<td>BIO 1314 and BIO 1414 – Human Anatomy and Physiology I and II</td>
<td>OCCC</td>
</tr>
<tr>
<td>BIOL 1515 Human Anatomy and Physiology</td>
<td>OSU-OKC</td>
</tr>
<tr>
<td>Human Anatomy and Human Physiology</td>
<td>Any college level courses. These courses are taught at all of the local colleges and universities</td>
</tr>
<tr>
<td>102 clock hour or longer Human Anatomy and Physiology course taught at a state approved career tech center</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE: It is required that *any* accepted Medical Terminology and Anatomy/Physiology course is at **LEAST 45 and 102 hours** respectively. Any course less than this amount **WILL NOT** be accepted.

**Coursework that exceeds the 5 year limit**

Applicants whose Anatomy, Physiology, and/or Medical Terminology exceeds the five year limit may request permission to challenge the courses by testing via the Francis Tuttle Advanced Standing Policy.

Process for requesting Advanced Standing Credit via Test Challenge:

1. Meet with a health advisor regarding the request. Bring copies of official transcripts for review.
2. If eligible based on initial transcript review, make an appointment to see the program director by emailing sroberson@francistuttle.edu.
3. The program director will review transcripts and sign the required document approving the challenge test if all requirements are met.
4. The program director will give specific directions on scheduling the challenge exam. **Please note**: the grade received on the challenge exam will be used to calculate the preference points. The test may only be taken one time and competency is demonstrated with a score of 70% or greater. If a student is unsuccessful on the challenge exam, the course must be taken to meet the pre-requisite requirement.
INTERNATIONAL APPLICANT REQUIREMENTS

Definition

The term “International Student” is defined as a person for whom English is a second language and who has graduated from high school in a foreign country.

I-20 Documentation

Be aware that Francis Tuttle Technology Center does not issue I-20 documentation.

High School Equivalency

High School Equivalency Assessment letter indicating Foreign country education is equivalent to US 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 www.wes.org.

Oklahoma residents who are not on a Student Visa and have successfully completed 30 credit hours of 1000 level or higher coursework from an accredited U.S. college or university may apply for a high school diploma by equivalency from the State of Oklahoma. This is a free service. The requirements are listed below:

- Must be a U.S. citizen
- Must be a resident of Oklahoma
- Provide proof of residency with a utility bill or an apartment lease/contract in your name
- Must take official transcript in a sealed envelope from respective college or university
- Same day service, if you “walk-in” to the office before 3:30 pm
- Can obtain by mail and takes approximately one week.

For More Information Contact
Oliver Hodge Education Building - Capitol Complex
2500 N. Lincoln Blvd. Room 216
Oklahoma City, OK 73105-4599
Phone: 405-521-3369

Students may also meet this requirement by passing the GED exam.

Test of English as a Foreign Language (TOEFL)

International students seeking admission into the Practical Nursing (PN) programs must take and pass the TOEFL or meet the criteria for exception.

TOEFL Testing - Francis Tuttle does not administer the TOEFL examination.

Applicants needing to take the TOEFL may register for the examination by contacting Educational Testing Services (ETS). 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)

ETS will inform the applicant where the examination can be taken in the local area. The approximate cost for the exam is $190.00.

If the applicant has completed the “Institutional TOEFL” at a college or university this score is acceptable and meets the testing requirement.
TOEFL Scores

Provide proof of English proficiency by meeting one of the following:

a. Score a minimum of 500 on the paper-based International Test of English as a Foreign Language TOEFL or the Institutional TOEFL.

b. Score a minimum of 173 on the computer-based International TOEFL or 61 on the TOEFL IBT (internet based test)

TOEFL Exceptions

a. Students who have graduated from a high school in one of the following countries may be accepted without English proficiency verification: Australia, The Bahamas, British Isles, Canada (except Quebec), Guyana, Jamaica, Barbados, New Zealand, or South Africa.

b. Submit an official transcript reflecting completion of a minimum of 24 credit hours of 1000 level college work or higher from an accredited college with a grade of “C” or higher (must be in "good standing") at a college or university in the United States.
Preference Points System – Maximum Number of Points = 40 points

Applicants are ranked for admission by preference points. There are four categories of preference points. The categories are: Grade Point Average, Assessment Test Scores, Completion of Health Related Course, and Health Care Experience and/or Training.

Grade Point Average – The most recent GPA will be used. College Retention GPA must include a minimum of 12 credit hours in Science, Math, Social Science, and English (1000 level or above).

<table>
<thead>
<tr>
<th>High School GPA or College Retention GPA</th>
<th>GED prior to 2002 Overall Average Score</th>
<th>GED 2001-2016 Grand Total Score</th>
<th>GED after 2016 Grand Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.50 - 2.99</td>
<td>50 – 59</td>
<td>2500-2999</td>
<td>145-164</td>
</tr>
<tr>
<td>3.00 - 3.49</td>
<td>60 – 69</td>
<td>3000 3499</td>
<td>165-174</td>
</tr>
<tr>
<td>3.50 - 4.00</td>
<td>70 – 80</td>
<td>3500-4000</td>
<td>17-200</td>
</tr>
</tbody>
</table>

Assessment Test Scores – COMPASS, CPT/Accuplacer or ACT Scores are acceptable but must have been completed within the 2 years of the date of application. Only one set of scores will be used for a maximum of 15 points.

<table>
<thead>
<tr>
<th>COMPASS Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
</tr>
<tr>
<td>Scores Points</td>
</tr>
<tr>
<td>82-85 1</td>
</tr>
<tr>
<td>86-88 2</td>
</tr>
<tr>
<td>89-92 3</td>
</tr>
<tr>
<td>93-96 4</td>
</tr>
<tr>
<td>&gt; 96 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPT/Accuplacer Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
</tr>
<tr>
<td>Scores Points</td>
</tr>
<tr>
<td>83-90 1</td>
</tr>
<tr>
<td>91-98 2</td>
</tr>
<tr>
<td>99-106 3</td>
</tr>
<tr>
<td>107-114 4</td>
</tr>
<tr>
<td>&gt; 114 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>19-20 1</td>
</tr>
<tr>
<td>21-23 2</td>
</tr>
<tr>
<td>24-26 3</td>
</tr>
<tr>
<td>27-28 4</td>
</tr>
<tr>
<td>&gt; 28 5</td>
</tr>
</tbody>
</table>

NOTE: Students qualifying for exception from submitting assessment test scores for admission should note 15 of the 40 available preference points come from assessment test scores.
Grade Earned in College or Career Tech Level Prerequisite Courses – Must have been completed in the past 5 years with a grade of “C” or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Anatomy and Physiology Course</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Anatomy Only or A &amp; P I</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Physiology Only or A &amp; P II</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Completion of Health Related Course – With a grade of “C” or better. Points will only be awarded for either the college GPA option OR the high school GPA option for a max of 8 points awarded for completion of health related courses.

<table>
<thead>
<tr>
<th>COLLEGE GPA OPTION</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry Course/Biochemistry</td>
<td>1</td>
</tr>
<tr>
<td>College Algebra</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>1</td>
</tr>
<tr>
<td>Developmental Psychology/Life Span</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>1</td>
</tr>
<tr>
<td>General Biology</td>
<td>1</td>
</tr>
<tr>
<td>Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>Microbiology</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGH SCHOOL GPA OPTION</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra III/Trig/Calculus</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1</td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
</tr>
<tr>
<td>Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>FT Pre-Nursing/Advanced Health Sciences – 1st yr.</td>
<td>2</td>
</tr>
<tr>
<td>FT Pre-Nursing/Advanced Health Sciences – 2nd yr.</td>
<td>2</td>
</tr>
</tbody>
</table>

Health Care Experience or Training – Student must provide:
- Copies of current certificates or Licenses. (CPR does not qualify for preference points)
- Signed copy of the Francis Tuttle Technology Center “Validation of Health-Related Work Experience Form” The form must be completed fully for points to be awarded.

The MAXIMUM number of points in this area is 5.

<table>
<thead>
<tr>
<th>Health Care Experience or Training</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current/Non-Expired Health Care Certificate/License – (1 point per certificate/license, maximum of 2 points)</td>
<td>2</td>
</tr>
<tr>
<td>Health Care Experience (≥ 6 months full-time) with Limited Patient Contact EXAMPLES: Unit Secretary, Medical Office Receptionist, Phlebotomist, Scrub Tech, Dietary Aid, Pharmacy Tech, Health Unit Coordinator</td>
<td>2</td>
</tr>
<tr>
<td>Health Care Experience (≥ 6 months full-time) With Direct Patient Contact EXAMPLES: CNA, CMA, AUA, Medical Office CNA/AUA/Tech, Paramedic/EMT, Military Medic, Home Health Aide, Certified or Registered Medical Assistant</td>
<td>3</td>
</tr>
</tbody>
</table>
REQUIREMENTS TO COMPLETE ADMISSION

Once an applicant has been selected for admission the following items must be completed by the first day of class in order for the student to be fully accepted into the program. Complete information regarding these activities is provided to the applicant when she/he is notified of acceptance.

1. Criminal Background Check

Every selected applicant must complete the “Affirmation of Criminal History Background Check Procedures and Self-Disclosure Statement and Release of Information” form.

Every selected student must complete the Group One Background Check process. This background check collects data from national, state, and county sources including sex offender and violent offender registries. The approximate cost is $45.00 and must be paid by credit card.

Applicants with a positive criminal history report may be denied access by partnered clinical facilities. In the event this should occur and an equal, alternative experience cannot be arranged, the applicant will be dismissed from the program.

2. Urine Drug Screen

Every selected applicant must submit to a urine drug screen and submit an “Affirmation of Drug Testing Procedures and Release of Information” form prior to beginning the program. The screen must be performed at the contracted facility and be dated after notification of contingency admission. Information regarding how to complete the urine drug screen will be included in the acceptance packet. The approximate cost of the urine drug screen is $40.00

3. Tuition Payment

Tuition must be paid or payment arrangements made, approximately one month prior to the first day of on campus attendance. Applicants admitted to the program should receive a letter from the Cashier’s Office outlining the steps for tuition payment.

Applicants seeking financial aid should begin the process at the time their application is submitted. The first step in this process is to complete the “Free Application for Federal Student Aid” (FAFSA) at www.fafsa.gov The Financial Aid Office is located in Campus Center-Room A1094. The phone number is (405)717-4330.
“The Francis Tuttle Technology Center Practical Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, 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. §§567.5 & 567.6].”

Admission of Applicants with a Criminal History

The Francis Tuttle Technology Center Practical Nursing Program is approved 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.

In addition, clinical agencies have the right to refuse a student with certain violations to enter the facility for clinical. The program director will consider, on an individual basis, admission of an applicant who has been convicted of a felony or who has committed other crimes.
### FRANCIS TUTTLE TECHNOLOGY CENTER
### PRACTICAL NURSING PROGRAM
### PN Application Checklist

**Directions:**
- Initial each line to ensure that you have gathered all of the required documents
- Review the checklist with an Advisor to determine if your file is complete
- Submit this signed checklist with other required documents to CPC

*It is the applicant’s final responsibility to ensure that a complete packet has been submitted with all of the required documentation. Incomplete application packets will not be considered for admission.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>REQUIRED DOCUMENTS FOR ALL APPLICANTS FOR APPLICATION TO BE COMPLETE</strong></td>
</tr>
<tr>
<td></td>
<td>Francis Tuttle Adult Paper Application Form/$15.00 non-refundable Application Fee</td>
</tr>
<tr>
<td></td>
<td>Enrollment Options Request Form</td>
</tr>
<tr>
<td></td>
<td>Official Proof of High School Completion (check applicable document)</td>
</tr>
<tr>
<td></td>
<td>_____ High School Transcript (original or true copy)</td>
</tr>
<tr>
<td></td>
<td>_____ True copy of original high school diploma made by CPC staff</td>
</tr>
<tr>
<td></td>
<td>_____ GED scores (original or true copy made by CPC staff)</td>
</tr>
<tr>
<td></td>
<td>_____ Oklahoma Department of Education issued diploma</td>
</tr>
<tr>
<td></td>
<td>_____ International Equivalency Assessment</td>
</tr>
<tr>
<td></td>
<td>Official or True Copies of all College/Career Tech Transcripts(s) – if applicable.</td>
</tr>
<tr>
<td></td>
<td>List of schools attended ____________________________________________________</td>
</tr>
<tr>
<td></td>
<td>Copies of achievement Test Scores – Valid <strong>within 2 years</strong> of the date of application:</td>
</tr>
<tr>
<td></td>
<td>Minimum Score for Preference Points/Applicant’s Score</td>
</tr>
<tr>
<td></td>
<td>COMPASS: Reading=86/ Writing=82/ Pre-Algebra=33/</td>
</tr>
<tr>
<td></td>
<td>Accuplacer: Reading=77/ English=83/ Arithmetic=66/</td>
</tr>
<tr>
<td></td>
<td>MY Math/Level D=70/</td>
</tr>
<tr>
<td></td>
<td>ACT: Reading=19/ English=19/ Math=19/</td>
</tr>
<tr>
<td></td>
<td>Qualify for exemption</td>
</tr>
<tr>
<td></td>
<td>Pre-Requisite – Medical Terminology Completed in last 5 years</td>
</tr>
<tr>
<td></td>
<td>At least 45 hours? Semester/Year Currently enrolled</td>
</tr>
<tr>
<td></td>
<td>Pre-Requisite – Anatomy &amp; Physiology Completed in last 5 years</td>
</tr>
<tr>
<td></td>
<td>At least 102 hours? Semester/Year Currently enrolled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>OPTIONAL DOCUMENTS FOR PREFERENCE POINTS</strong></td>
</tr>
<tr>
<td></td>
<td>Copies of current/non-expired certifications/license(s) (Points for up to two)</td>
</tr>
<tr>
<td></td>
<td>#1_________________________________________________________#2_________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>Francis Tuttle Validation of Health Related Work Experience Form (<strong>MUST USE PROVIDED FORM</strong>)</td>
</tr>
<tr>
<td></td>
<td>&gt;than 6 months/Limited Pt Contact OR &gt;than 6 months/Direct Pt Contact</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>ADDITIONAL DOCUMENTS AS NEEDED PER INDIVIDUAL APPLICANT</strong></td>
</tr>
<tr>
<td></td>
<td><strong>International Students only:</strong> If not a U.S. Citizen, copy of a current VISA or Passport and BCIS number or verification of permanent resident status</td>
</tr>
<tr>
<td></td>
<td><strong>International Students only:</strong> Copy of TOEFL Score If exempt/state reason</td>
</tr>
<tr>
<td></td>
<td><strong>1+1 Students only:</strong> Copy of ADN Referral Letter School:</td>
</tr>
</tbody>
</table>

Applicant’s Signature ___________________________ Date ___________________
Francis Tuttle Technology Center Practical Nursing Program
ENROLLMENT OPTIONS REQUEST FORM

Name_______________________________________________ Date_______________________

Did you apply to the PN program at Francis Tuttle last year?      YES________    NO________

Please **RANK** your **TOP TWO PREFERENCES** from the below options in the space provided

<table>
<thead>
<tr>
<th>OPTION/DATES</th>
<th>OPTION DESCRIPTION</th>
<th>PREFER-</th>
<th></th>
</tr>
</thead>
</table>
| **Option #1 – Full-Time Option** | • 24 seats available  
• Apply directly to Francis Tuttle  
• Must be in attendance 5 days per week (Monday-Friday)  
• 6 hour classroom attendance days  
• 8 hour clinical attendance days with limited 12 hour days possible  
• Individual study time outside of classroom/clinical attendance time | | |
| January Start Date  
December Graduation  
Application Deadline: November 15th | | |
| **Option #2 – Blended Online Option** | • 8 seats available  
• Apply directly to Francis Tuttle  
• Must be in attendance 3 days per week (typically Wednesday-Friday)  
• Minimum of 6 hours of online work required on the other 2 week days  
(Therefore, this option is still a 5 day per week commitment)  
• Computer skills and computer equipment are essential to meet online hour requirements as well as independent and self-directed learning  
• 6 hour classroom attendance days  
• 8 hour clinical attendance days with limited 12 hour days possible  
• Individual study time outside of classroom/clinical attendance time | | |
| August Start Date  
June Graduation  
Application deadline: June 30th | | |
| **Option #3a – Traditional Option (1+1 Nursing Education Partnership Referral)** | • 16 seats available  
• MUST HAVE A REFERRAL LETTER FROM A RN REFERRING SCHOOL (OCCC, ROSE, or OSU/OKC).  
• Complete an application to Francis Tuttle after going through the admission process from the referring school  
• Must be in attendance 5 days per week (Monday-Friday)  
• 4-6 hour classroom attendance days  
• Some of the classroom days will be 4 hour days with 2 hours of online requirements per day  
• 8 hour clinical attendance days with limited 12 hour days possible  
• Individual study time outside of classroom/clinical attendance time | | |
| August Start Date  
June Graduation  
Application deadline: June 30th | | |
| **Option #3b – Traditional Option (Direct FT Admit)** | • 8 seats available (same calendar as the 1+1 option)  
• Apply directly to Francis Tuttle  
• Must be in attendance 5 days per week (Monday-Friday)  
• 4-6 hour classroom attendance days  
• Some of the classroom days will be 4 hour days with 2 hours of online requirements per day  
• 8 hour clinical attendance days with limited 12 hour days possible  
• Individual study time outside of classroom/clinical attendance time | | |
| August Start Date  
June Graduation  
Application deadline: June 30th | | |

Please share why you made the above preference selections (may use the back if necessary).______________________

_________________________________________________________________________________________________
Francis Tuttle Technology Center
Division of Practical Nursing
Validation of Health-Related Work Experience Form

Directions:
1. STUDENT completes SECTION A of the form and then delivers to the Employer to validate the work experience.
2. EMPLOYER completes SECTION B and returns to the student to include in the application packet.

SECTION A

STUDENT NAME – PRINTED: _______________________________ DATE: __________

Job Title: ______________________________________________________

Job Duties: ______________________________________________________

____________________________________________________________________________

I give permission for my present/previous supervisor to release information concerning my employment background.

Student Signature________________________________________________________

SECTION B

Agency/company name: ________________________________________________

Agency phone number: ________________________________________________

Employee job title: _________________________________________________

Employed from: ______________ to ______________

Average hours worked per week: ________________________________

Employer Signature__________________________________________________ Date________________
# Personal Information

**Legal Name:**

- **Last:**
- **First:**
- **Preferred First Name:**
- **MI:**

**Mailing Address:**

- **Street:**
- **City:**
- **State:**
- **ZIP:**

**E-mail:**

**Primary Phone:**

**Work Phone:**

**Cell Phone:**

May we text you at this number? □ Yes □ No

**Social Security #:**

**Birthdate:**

- **Month:**
- **Day:**
- **Year:**

**Are you Hispanic or Latino?** □ Yes □ No

**Gender:**

- **Male**
- **Female**

Please mark all that apply:

- American Indian/Native Alaskan
- Black, or African American
- Hawaiian/Pacific Islander
- Asian
- White, not of Hispanic origin

**Emergency Contact Information**

**Contact 1**

- **Name:**
- **Relationship to you:**
- **Phone (H):**
- **Cell Phone/Pager:**

**Contact 2**

- **Name:**
- **Relationship to you:**
- **Phone (H):**
- **Cell Phone/Pager:**

**Educational History**

- **Do you have a high school diploma or GED?** □ Yes □ No
- **Have you attended Francis Tuttle before?** □ Yes □ No

If under a different name, please list:

**Highest education level achieved:**

- □ 30 Less Than a High School Diploma
- □ 31 High School Graduate/GED
- □ 32 Some College, No Degree
- □ 33 Technical Diploma
- □ 34 Associate's Degree
- □ 35 Bachelor's Degree
- □ 36 Master's Degree
- □ 37 Doctorate Degree

List all colleges/tech centers you’ve attended:

Do you have previous related training or education that you would like evaluated for advanced standing credit? □ Yes □ No

**Miscellaneous**

- **Have you ever been convicted of a felony?** □ Yes □ No
- **If yes, in what state(s) did you receive this conviction(s)?**

Background check will be required in any/all states in which a felony conviction was received. For felony convictions in Oklahoma, form available at www.ok.gov/osbi. Please include a written statement.

- **Have you ever been dismissed from another educational institution for disciplinary action?** □ Yes □ No
- **If yes, please explain:**

- **Are you a U.S. citizen?** □ Yes □ No
- **If no, what is your country of citizenship:**

**Automated Messages**

Francis Tuttle makes automated calls regarding student orientations. If you do not wish to be contacted, please check the box below.

□ Opt-Out

**Notice:**
Completion of this application by itself does not constitute admission to Francis Tuttle Technology Center or placement on a waiting list for a program that may be full at the time application is made.

**Consent to Receive Automated Messages**
Francis Tuttle Technology Center may use automated messages to communicate with our students regarding enrollment and attendance. If you agree to receive automated messages from the school at the numbers you have listed, please "opt-in" by checking the box below.

□ Opt-In
## MAJOR AREAS

Please place a check next to the major/campus for which you are applying.

<table>
<thead>
<tr>
<th>Campus Codes</th>
<th>OL</th>
<th>PT</th>
<th>RN</th>
<th>RK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture &amp; Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpentry/Cabinetry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer-Aided Design &amp; Drafting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts, Audio / Visual Tech. &amp; Communications</td>
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<tr>
<td>Broadcast &amp; Video Production</td>
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<tr>
<td>Graphic Communications</td>
<td></td>
<td></td>
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<tr>
<td>Business Management &amp; Administration</td>
<td></td>
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<tr>
<td>Accounting Services</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Administrative &amp; Legal Office</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Medical Office Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pre-Nursing*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting*&lt;sup&gt;A&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthotic &amp; Prosthetic Technician*&lt;sup&gt;A&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Nursing*&lt;sup&gt;A&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory Care*&lt;sup&gt;A&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pedorthic Practice Management*&lt;sup&gt;AB&lt;/sup&gt;</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Campus Codes

- **OL**: Online
- **PT**: Portland Campus (NW 150th & Portland)
- **RN**: Reno Campus (Reno & Rockwell)
- **RK**: Rockwell Campus (NW 122nd & Rockwell)

### Hospitality & Tourism
- Culinary Arts
- Service Careers-Culinary Assistant*<sup>A</sup>

### Human Services
- Cosmetology*<sup>A</sup>
- Early Care & Education of Children*<sup>A</sup>
- Esthetician*<sup>A</sup>
- Nail Technician*<sup>A</sup>

### Information Technology
- 2D Animation & Character Illustration
- 3D Animation & Visual Effects
- Cyber Security
- Network Technology
- Programming & Software Development
- Web Design & Development

### Manufacturing
- Advanced Manufacturing
- Precision Machining/CNC
- Welding

### Marketing
- Business, Marketing, Management & Entrepreneurship

### Transportation, Distribution & Logistics
- Automotive Collision Repair Technology
- Automotive Service Technology
- Diesel Technology
- Service Careers-Grounds Keeping & Automotive Maintenance*<sup>A</sup>

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- State licensing agencies require documentation for U.S. citizenship for licensure in this area.
- Program requires an OSBI background check prior to enrollment.
- By special permission only.
- Blended online/on-campus.

Other programs also have specific entrance requirements which may include physical fitness exams, drug testing, technical certifications, previous experience, completion of previous courses, etc. Please consult a Francis Tuttle career advisor or refer to the Program Information Guides under Career Training Programs at francistuttle.com for more information about program prerequisites.

### Schedule Preferred:
- [ ] Full-time
- [ ] Morning (8:00 - 10:55 a.m.)
- [ ] Afternoon (12:30 - 3:25 p.m.)
- [ ] Evening

(for all programs unless offered online)
Tuition Payment and Financial Aid

Note: Financial aid is not provided for the online programs.

Will you be applying for financial aid or Next Step Scholarship?  
☐ Yes  ☐ No

To receive the Next Step Tuition-Waiver Scholarship, you must complete the Next Step Tuition Waiver application:

You may download an application at: francistuttle.edu/admissions/financialaidandscholarships

If applying for the Next Step Tuition-waiver scholarship, please list the name of your high school: ________________________________

Are you a Veteran?  
☐ Yes  ☐ No

Have you resided in Oklahoma for the past 12 months?  
☐ Yes  ☐ No

*Next Step Tuition-Waiver Scholarship

Through this program, new adult students who begin a Career Training Program prior to their 21st birthday will receive a tuition waiver for one field of study. Scholarship recipients will be required to pay for books, clothing and any other materials or fees required by that Career Training Program.

**Qualifying Criteria:**

- Applicant must submit a Next Step Tuition Waiver application and proof of high school graduation to the Financial Aid Office.
- Applicant must have a diploma from one of Francis Tuttle Technology Center’s partner schools or live within the Francis Tuttle Technology Center School district and have successfully completed a home school or private school program.
- Applicant must start their Career Training Program before their 21st birthday.
- Many program openings are filled on a “competitive basis.” Students must qualify for program openings under the same standards and criteria as all other students.

*For additional scholarship opportunities, check out our website, francistuttle.edu/admissions/financialaidandscholarships*

Tuition Adjustments for Withdrawals

Students who withdraw, prior to the last one-fourth (1/4) of their career major, are only responsible for paying for the hours they were scheduled to attend prior to their withdrawal.

There will not be tuition adjustment for students withdrawing in the last one-fourth (1/4) of their career major.

There is not a tuition adjustment for early completion.

For more information regarding financial aid and scholarships, please contact the Financial Aid Office at 405.717.4315 or via email at finaid@francistuttle.edu. For more information on tuition payment options, please contact the Cashier at 405.717.4228 or via email at contact@francistuttle.edu.

**Financial Aid Students:** If a student completely withdraws from school, the school must calculate according to a specific formula the portion of the total scheduled financial assistance he or she has earned and therefore is entitled to receive up to the time of withdrawal. The portion of the federal grants the student is entitled to receive is calculated by comparing the number of hours the student was scheduled to complete in the payment period to the total number of hours in the payment period. Once a student has been scheduled to complete more than 60% of a payment period, he or she has earned all aid for that period. If a student has not been scheduled to complete more than 60% of a period, that student may owe funds back to the federal program. Francis Tuttle will also return to the Title IV Programs the percentage of unearned tuition of students who do not complete more than 60% of a period.
Admissions Agreement

I certify that all information given here is complete and correct to the best of my knowledge. I understand that submission of false information or academic records is grounds for denial of admission or immediate suspension. I agree to submit all required credentials, including those specifically mentioned, and that failure to do so may result in my being denied admission.

I further agree that upon admission to Francis Tuttle, it is my responsibility to read the Francis Tuttle student guide and abide by its rules and regulations regarding conduct and other obligations which have been made by properly constituted authorities.

Payment of Tuition Agreement

I understand that I am fully responsible for payment of tuition at Francis Tuttle Technology Center. It is my responsibility to obtain the necessary documents from my funding agency each semester and to be aware of the amount of those funds. In the event that my funding agency does not pay for tuition and other expenses for my program, I understand that I must pay those expenses from my personal funds.

Release of Information

I, ____________________________, do not give permission/consent to Francis Tuttle Technology Center to release academic and personal information (for example, grades, educational progress, or attendance records) from school files and sources to an inquiring school or agency.

I understand that completing this form with written consent (signature) releases Francis Tuttle Technology Center and any person or persons connected with Francis Tuttle Technology Center from any and all liabilities of student confidentiality relating to any information described above which is given to the inquiring school or agency.

Adult Model Release and Consent to Use Name and Picture

I do not give permission/consent to use my name and photograph or photographs for advertising and promotional purposes in the interest of Francis Tuttle, and/or its designates.

I understand that this consent extends to photographs and electronic images of myself, which may be used in printed materials, television and video productions, web sites, CD ROMs or other technologies. Any use of my image will relate to the school and its activities only. I also understand that I will receive no compensation for use of my picture and/or name.

I HAVE READ, DO UNDERSTAND, AND WILL ABIDE BY ALL OF THE POLICIES IN THIS APPLICATION.

APPLICANT’S SIGNATURE ____________________________  TODAY’S DATE ____________________________

Nondiscrimination Policy

It is the policy of Francis Tuttle not to discriminate with regard to race, color, religion, gender/sex, national origin, age, marital or veteran status, or disabilities. This policy shall be followed in the operation of its educational programs and activities, recruitment, admissions, employment practices and other educational services. Inquiries concerning application of this policy may be directed to the Human Resources Director, who serves as the Coordinator of Title IX; Section 504; and Americans with Disabilities Act for all campuses, at 12777 N. Rockwell, Oklahoma City, OK 73142-2789, (405) 717-7799.