FRANCISTUTTLE

Application Packet

Practical Nursing

2019-2020

Effective 8/1/19-7/31/20
To include August 2020 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

ACCREDITATION/APPROVAL STATUS
The Practical Nursing Program is fully accredited/approved by the following agencies.

Agency	Date of the Next Site Visit
Accreditation Commission for Education in Nursing 3343 Peachtree Road, NE, Suite 850 Atlanta, GA 30326 1-404-975-5000 www.acenursing.org	Spring 2022
Oklahoma Board of Nursing 2915 North Classen, Suite 524 Oklahoma City, OK 73106 1-405-962-1800 http://www.ok.gov/nursing	As Applicable
Oklahoma Board of Career & Technology Education 1500 West 7th Ave. Stillwater, Oklahoma 74074 1-405-377-2000 http://www.okcareertech.org	Spring 2022

* 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 AND PROGRAM DATES

Important application and program date information is noted in the chart below.

*Enrollment Options	Program Option Length	Application Deadline	Selected Applicants Notified	Class Begins	**Last Day of Class
Full Time	Begins: January Ends: December (Duration: 11-12 months depending on clinical schedule)	Friday, November 1, 2019	Friday, November 8, 2019	Friday, January 24, 2020	Thursday, December 17, 2020
Traditional 1. 1+1 2. Direct Admit Blended Online	Begins: August Ends: June (Duration: 11-12 months depending on clinical schedule)	Friday, June 12, 2020	Friday, June 19, 2020	Wednesday, August 12, 2020	Thursday, June 17, 2020

*Enrollment options are described in the section below.
**Subject to change depending on clinical schedules.

APPLICATION PROCESS

Application to the Practical Nursing (PN) Program <u>CANNOT BE COMPLETED ONLINE</u>. 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.**

<u>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.</u>

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 also need to be updated.

PROGRAM OVERVIEW

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

ENROLLMENT OPTION DESCRIPTIONS

The Practical Nursing program offers three enrollment options: Full Time; Traditional Option [either via 1+1 Nursing Education Partnership (NEP) referral or by Direct Admit]; and, Blended Online. Attendance requirements, instructional strategies, and class schedules vary according to the enrollment option.

1. 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.
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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 and/or 3-11 shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

2. 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 and/or 3-11shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

3. 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 and/or 3-11 shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

4. **B**LENDED **O**NLINE **O**PTION

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 and/or 3-11 shifts may be required. Students are required to complete clinical pre-planning after class one day a week during the fourth clinical rotation.

NOTE: Applicants are notified of their status by email one week after the application closing period. The email will include all of the specific admission process requirements. Students are accepted conditionally until all of the admission process requirements are successfully completed.

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ADMISSION REQUIREMENTS

1. **Academic Admission Requirements***
   a. Admission to Francis Tuttle Technology Center
   b. Proof of High School Graduation from a high school in the United States or Equivalent
   c. Must meet minimum Assessment Test requirements; see boxes below. **Scores must be less than 2 years old at the time of application**

* International applicants may have to meet other admission requirements

Accuplacer Next Generation		ACT
Reading – 250 Writing – 250 Math – 250	**OR**	Reading – 19 English – 19 Math – 19

Applicants must submit Assessment Test scores. The following options qualify for the Assessment Test requirements:

Assessment Testing Information

Accuplacer Next GenerationTesting – The Accuplacer Next Generation Exam is administered at Francis Tuttle and is also available at many other colleges and universities.

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 Accuplacer scores from another college, university, independent testing center, or Career Tech 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).

- Scores will be accepted for up to 2 years from the test date.

2. **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

3. **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.

4. **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

Medical Terminology: Online Pre-Nursing Medical Terminology	Francis Tuttle Technology Center
HSBC 1113 – Medical Terminology	Rose State College
AHP 1013 – Medical Terminology	OCCC
BIO 1012 – Medical Terminology	OSU-OKC
BIO 2102 – Medical Terminology	UCO
45 clock hour or longer Medical Terminology course taught at a state approved career tech center	

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

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

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 PN program director.
3. The PN program director will review transcripts and sign the required document approving the challenge test if all requirements are met.
4. The PN program director will give specific directions on scheduling the challenge exam.
5. If you have any questions, please contact the PN program director by email at LaDonna.Selvidge@francistuttle.edu.

   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 <u>does not</u> 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)

All international students, who have graduated from high school in a foreign country and for whom English is a second language regardless of U.S. citizenship, must present evidence of proficiency in the English language by submitting one of the following three TOEFL tests, in addition to meeting the required minimum scores for admission:
- Internet Based Test (iBT TOEFL): 61
- Paper Based Test (PBT TOEFL): 500
- Computer Based Test (CBT TOEFL): 173

Francis Tuttle does not administer the TOEFL exam. However, the TOEFL exam can be taken either at a college or university. Results of the TOEFL must be submitted with the application. The "Institutional TOEFL" scores may be submitted as meeting the testing requirement.

Applicants needing to take the TOEFL may register for the examination by going online to www.ets.org (Educational Testing Service). Select TOEFL from the list of exams. If registering by phone, please call 1-800-468-6335.

TOEFL Exemption: International students who meet one of the exceptions below are exempt from taking the TOEFL test.

1) A student is from one of the countries included in the list of English Speaking Countries (See below for a list of Exempt Countries), or
2) A student has earned a baccalaureate degree from a regionally accredited United States college or university, or
3) A student has attended and earned a high school diploma from a United States high school with an overall GPA = 2.5 (minimum).

English Speaking Countries – No TOEFL or IELTS Required

Antigua
Australia
Barbados
Belize
Bermuda
Botswana
Canada (English-speaking, i.e., not Quebec)
Cayman Islands
Dominica
Gambia
Ghana
Grand Turks and Caicos Islands
Grenada
Guyana
Ireland
Jamaica
Kenya
Lesotho
Liberia
Montserrat
Namibia
New Zealand
Nigeria
Sierra Leone
Singapore
South Africa (English-speaking, i.e., not Afrikaans)
St. Lucia
St. Vincent
Swaziland
Tanzania
The Bahamas
The British Virgin Islands – St. Kitts-Nevis, Anguilla
Trinidad and Tobago
U.S. Virgin Islands – St. Thomas, St. Croix, St. John
Uganda
United Kingdom
Zambia
Zimbabwe

NOTE: Puerto Ricans are U.S. citizens but the TOEFL is required.

PREFERENCE POINTS SYSTEM
Maximum Number of Points = 40

Applicants are ranked for admission by preference points. The four categories of preference points are: Grade Point Average, Assessment Test Scores, Prerequisite Courses, Completion of Health Related Course(s), Health Care Certification/License, Experience, and/or FTTC Pre-Nursing Credit.

1. **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).

High School GPA or College Retention GPA		GED prior to 2002 Overall Average Score		GED 2001-2016 Grand Total Score		GED after 2016 Grand Total Score	
2.50 - 2.99	1 pt	50 – 59	1 pt	2500-2999	1 pt	145-164	1 pt
3.00 - 3.49	2 pts	60 – 69	2 pts	3000 3499	2 pts	165-174	2 pts
3.50 - 4.00	3 pts	70 – 80	3 pts	3500-4000	3 pts	17-200	3 pts

2. **Assessment Test Scores** – Only the Accuplacer Next Generation or ACT Scores are acceptable, but must have been completed **within the 2 years** of the date of application. Only one score for each section will be used for a maximum of 15 points.

Accuplacer Next Generation Scores					
Writing		Reading		Math	
Scores	Points	Scores	Points	Scores	Points
250-259	1	250-259	1	250-259	1
260-269	2	260-269	2	260-269	2
270-279	3	270-279	3	270-279	3
280-289	4	280-289	4	280-289	4
>289	5	>289	5	>289	5

ACT Scores					
Reading		English		Math	
Scores	Points	Scores	Points	Scores	Points
19-20	1	19-20	1	19	1
21-23	2	21-23	2	20	2
24-26	3	24-26	3	21	3
27-28	4	27-28	4	22	4
> 28	5	> 28	5	>23	5

3. **Prerequisite Courses:** Grade earned in college or career tech level. Must have been completed in the **past 5 years** with a grade of "C" or better.

Course	A	B	C
Combined Anatomy and Physiology Course	3	2	1
Anatomy Only or A & P I, and	3	2	1
Physiology Only or A & P II	3	2	1

Course	A	B	C
Medical Terminology	3	2	1

4. **Completion of Health Related Course(s):** Must have a grade of "C" or better. Points will only be awarded for either the college courses **OR** the high school courses.

COLLEGE			HIGH SCHOOL	
Course	Points		Course	Points
Chemistry Course/Biochemistry	1		Chemistry	1
College Algebra	1	**OR**	Algebra II	1
General Biology	1		Biology	1
Microbiology	1		Microbiology	1

5. **Health Care Certification/License, Experience and/or FTTC Pre-Nursing Credit –** Must provide:
   - Copies of underline 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.
   - Proof of 30 hours or more must be provided on the "Validation of Health Related Work Experience" form for points to be counted
   - Submit copy of transcript from FTTC's Pre-Nursing program. Two points will be awarded for each year that is completed with passing scores. (2 points per year; maximum of 4 points)

   The MAXIMUM number of points in this area is 9

Health Care Certification(s)/License, Experience, and/or FTTC Pre-Nursing Program Credit	Points
Current/Non-Expired Health Care Certificate/License – (1 point per certificate/license, maximum of 2 points)	2
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, **OR**	2
Health Care Experience (≥ 6 months full-time) with Direct Patient Contact Examples: Unit Secretary, Medical Office Receptionist, Phlebotomist, Scrub Tech, Dietary Aid, Pharmacy Tech, Health Unit Coordinator	3
FTTC Pre-Nursing Program – 1st year completion	2
FTTC Pre-Nursing Program – 2nd year completion	2

REQUIREMENTS FOR NEW STUDENTS

<u>Once an applicant has been selected for admission</u> 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 applicant selected for admission 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. An "Affirmation of Criminal History Background Check Procedures and Self-Disclosure Statement and Release of Information" form must be submitted prior to beginning the program.

   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. 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 $50.00. An "Affirmation of Drug Testing Procedures and Release of Information" form must be submitted prior to beginning the program.

   Applicants with a positive drug screen 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.

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]."

Board Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13, 5/24/16

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.

PRACTICAL NURSING PROGRAM – APPLICANT CHECKLIST

Applicant's Name (printed): _____ **Date:** _____

Directions: You are responsible for submitting <u>all</u> required documents <u>with</u> this checklist, so that your application packet is complete. Please initial each line before you submit <u>all</u> required documents to the Health Sciences Advisor in the Career Planning Center (CPC) on the Rockwell campus. **Incomplete application packets will not be considered for acceptance.** It is the <u>applicant's</u> responsibility to ensure that a complete packet has been submitted.

Applicant Initials	CPC Initials	
_____	_____	**APPLICATION:** ❑ Francis Tuttle Adult Application for Admission form with $15.00 non-refundable application fee ❑ Enrollment Options Request Form

_____	_____	**HIGH SCHOOL COMPLETION/EQUIVALENCY:**
		❑ High school transcript with graduation date or diploma (original or true copy made by CPC staff), or
		❑ GED scores (original or true copy made by CPC staff), or
		❑ Oklahoma Department of Education issued diploma, or
		❑ Official college transcript with high school and graduation date, or
		❑ International Equivalency Assessment
		    Additional Documentation:
		❑ Official transcripts from college/Career Tech center
		    List of schools attended:
		    _____

_____	_____	**ASSESSMENT TEST SCORES (Submit Copy – Minimum Scores Listed):** ❑ Accuplacer Next Generation (Valid for 2 years): Reading 250/_____; Math 250/_____; Writing 250/_____ **OR** ❑ ACT: Reading 19/_____; Math 19/_____; English 19/_____
_____	_____	**INTERNATIONAL STUDENTS:** ❑ Submit TOEFL Test Score (Minimum): iBT 61/_____ or PBT 500/_____ or CBT 173/_____ ❑ If from a TOEFL exempt country, list the country: _____ ❑ If not a US citizen, submit copy of either a current VISA, Passport number, or verification of permanent resident status
_____	_____	**ADDITIONAL DOCUMENTATION (Optional):** ❑ Copy of current/non-expired health certificate(s) or license (two maximum) #1: _____ #2: _____ ❑ Validation of health related work experience **(must use form provided)**

_____	_____	**PRE-REQUISITE COURSES**
		(See Application Packet: Pre-requisite Requirements)
		❑ Medical Terminology:
		    At least 45 hours? _____ Semester/Year _____ Currently Enrolled _____
		❑ Anatomy & Physiology:
		    At least 102 hours? _____ Semester/Year _____ Currently Enrolled _____

_____	_____	**1+1 STUDENTS:** ❑ Copy of RN school referral letter? _____ College: _____

Applicant's Signature: _____ **Date Submitted:** _____

Revised October 2019

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

OPTION/DATES	OPTION DESCRIPTION	PREF-ERENCE
Option #1 – Full-Time Option January Start Date December Graduation Application Deadline: See page 2	• 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	
Option #2 – Traditional Option (1+1 Nursing Education Partnership Referral) August Start Date June Graduation Application deadline: See page 2	• 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	
Option #3 – Traditional Option (Direct FT Admit) August Start Date June Graduation Application deadline: See page 2	• 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	
Option #4 – Blended Online Option August Start Date June Graduation Application deadline: See page 2	• 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	

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

_____

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Francis Tuttle Technology Center
Division of Practical Nursing

VALIDATION OF HEALTH-RELATED WORK EXPERIENCE FORM

DIRECTIONS:

1. **STUDENT completes <u>SECTION A</u> of the form and then delivers to the Employer to validate the work experience.**

2. **EMPLOYER completes <u>SECTION B</u> and returns to the student to include in the application packet.**

<u>SECTION A</u>

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_____

<u>SECTION B</u>

Agency/company name:_____

Agency phone number:_____

Employee job title:_____

Employed from:_____**to**_____

Average hours worked per week:_____
(must be <u>30</u> hours or more for points to be counted)

Employer Signature_____**Date**_____

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ADULT APPLICATION FOR ADMISSION

PERSONAL INFORMATION Complete all pages — please print.

Date of Application: _____

Legal Name: _____
(Last)   (First)   (Preferred First Name)   (MI)

Mailing Address: _____
(Street)   (Apt)

_____
(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 _____

Ethnicity

Are you Hispanic or Latino? ☐ Yes ☐ No Please mark all that apply: Gender: ☐ Male ☐ Female

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

Educational History

Do you have a high school diploma or GED? ☐ Yes ☐ No Have you attended Francis Tuttle before? ☐ Yes ☐ No Year(s)? _____

If under a different name, please list: _____

Highest education level achieved:
☐ 30 Less Than a High School Diploma ☐ 32 Some College, No Degree ☐ 34 Associate's Degree ☐ 36 Master's Degree
☐ 31 High School Graduate/GED   ☐ 33 Technical Diploma   ☐ 35 Bachelor'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

Emergency Contact Information

Contact 1

Name _____

Relationship to you _____

Phone (H) _____ (W) _____

Cell Phone _____

Contact 2

Name _____

Relationship to you _____

Phone (H) _____ (W) _____

Cell Phone _____

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? _____

Consent to Receive Automated Messages
Francis Tuttle Technology Center may use automated messages to communicate with our students regarding enrollment and attendance. If you do not want to be contacted, please check the box.

☐ 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.

APPLICATION FEE

Francis Tuttle Technology Center requires a non-refundable $15.00 application fee for adult programs, and your application will not be processed until it has been paid.

Payment may be made by cash, credit card or check (payable to: Francis Tuttle Technology Center).

ATTN: Career Planning Center(CPC) – Application Processing Office, 12777 N. Rockwell Ave., Oklahoma City, OK 73142-2789

Office hours are 7:30 a.m. – 4:30 p.m. Monday-Friday. Please call 717-4691 when paying by credit card.

TUITION INFORMATION

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 *(Not applicable to Respiratory Care applicants)*

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.

MAJOR AREAS

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

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

Key: Shaded boxes represent not available; White (✓) boxes represent available.

Architecture & Construction

Program	OL	PT	RN	RK
Carpentry/Cabinetry				✓
Computer-Aided Design & Drafting		✓	✓	

Arts, Audio / Visual Tech. & Communications

Program	OL	PT	RN	RK
Broadcast & Video Production				✓
Graphic Communications				✓

Business Management & Administration

Program	OL	PT	RN	RK
Accounting Services	✓		✓	✓
Administrative & Legal Office			✓	✓
Medical Office Technology			✓	✓

Health Sciences

Program	OL	PT	RN	RK
Pre-Nursing*			✓	✓
Dental Assisting*▲			✓	✓
Orthotic & Prosthetic Technician*▲			✓	✓
Practical Nursing*▲				✓
Respiratory Care*▲				✓
Pedorthic Practice Management*▲B				✓

Admission into Health Sciences programs, requires submission of additional documents. Contact Career Planning Center at 405.717.4900 to receive full application packet.

KEY:
- Shaded boxes represents not available.
- White boxes represents available.

Hospitality & Tourism

Program	OL	PT	RN	RK
Culinary Arts				✓
Service Careers-Culinary Assistant●				✓

Human Services

Program	OL	PT	RN	RK
Cosmetology*			✓	✓
Early Care & Education of Children*▲			✓	✓
Esthetician*			✓	✓
Nail Technician*			✓	✓

Information Technology

Program	OL	PT	RN	RK
2D/ 3D Animation & Character Illustration			✓	
Cyber Security		✓		
Network Technology		✓		
Programming & Software Development				
Web Design & Development			✓	

Manufacturing

Program	OL	PT	RN	RK
Advanced Manufacturing				
Precision Machining/CNC		✓		
Welding				

Marketing

Program	OL	PT	RN	RK
Business, Marketing, Management & Entrepreneurship				✓

Transportation, Distribution & Logistics

Program	OL	PT	RN	RK
Automotive Collision Repair Technology				✓
Automotive Service Technology			✓	✓
Diesel Technology			✓	
Service Careers-Grounds Keeping & Automotive Maintenance●				✓

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* State licensing agencies require documentation for U.S. citizenship for licensure ir
▲ Program requires an OSBI background check prior to enrollment.
● By special permission only.
B Blended online/on-compus.

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)

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 handbook 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 ❑ 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 ❑ 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.

FRANCIS TUTTLE TECHNOLOGY CENTER – HEALTH SCIENCES CENTER

**AFFIRMATION OF CRIMINAL HISTORY BACKGROUND CHECK PROCEDURES
AND SELF-DISCLOSURE STATEMENT AND RELEASE OF INFORMATION FORM**

As an applicant to one of the professional Health Sciences programs, I affirm that I have read and understand the program's Criminal History Background Check Procedures, and

I fully understand that I may be denied admission to the program based upon an evaluation of records by authorized personnel, and

I understand that any clinical facility may deny my participation in clinical experiences based upon criminal background check records. If this occurs, I will be subject to dismissal from the program.

I understand that authorized school personnel are responsible to provide a copy of the criminal history background check records (and related course documents) to a clinical site for their review, if deemed necessary.

I understand that I am responsible to report any arrests and/or convictions that may occur after submission of my Criminal History Background Check to the program director. The program director may require another background check (at my expense), if deemed necessary.

I further understand that I am responsible for self-disclosure by completing this form by answering all questions completely and honestly. I understand that I will be subject to dismissal, if accepted to the program, if answers are found to be inaccurate. In addition, I understand that failure to report subsequent arrests or convictions may result in dismissal from the program.

Self-Disclosure Statement (Check either Yes or No)

Do you have a current criminal charge that is pending?	Yes ❏ No ❏
Have you ever had a criminal conviction, including a deferred sentence?	Yes ❏ No ❏
Have you ever had a professional certification or license suspended or revoked?	Yes ❏ No ❏
Are you currently on parole, probation, or a deferred sentence?	Yes ❏ No ❏
Are you listed on any state's Sex Offenders Registration List?	Yes ❏ No ❏

Release of Information
My signature below indicates that I grant full permission, without recourse, for the use and release of information as necessary for the purpose explained.

Applicant Name/Signature

_____   _____
Signature   Date

_____   _____
Print Legal Name   Social Security #

_____
Name of Program