

Application Packet

# Practical Nursing

**2020-2021**

***Effective 8/1/20-7/31/21  
To include August 2021 admission cycle***

Submit Application to  
Career Planning Center

Francis Tuttle Health Sciences Center  
12777 N. Rockwell Avenue  
Oklahoma City OK 73142  
[www.francistuttle.edu](http://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 <a href="http://www.acenursing.org">www.acenursing.org</a>	Spring 2022
Oklahoma Board of Nursing 2915 North Classen, Suite 524 Oklahoma City, OK 73106 1-405-962-1800 <a href="http://www.ok.gov/nursing">http://www.ok.gov/nursing</a>	As Applicable
Oklahoma Board of Career & Technology Education 1500 West 7th Ave. Stillwater, Oklahoma 74074 1-405-377-2000 <a href="http://www.okcareertech.org">http://www.okcareertech.org</a>	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
Fall Cohort	Begins: August Ends: June (Duration: 11-12 months depending on clinical schedule)	Second Friday in June	Two weeks after the application deadline	Wednesday, August 11, 2021	Thursday, June 24, 2022
Spring Cohort	Begins: January Ends: December (Duration: 11-12 months depending on clinical schedule)	First Friday in November	Two weeks after the application deadline	Friday, January 22, 2021	Thursday, December 18, 2021

\* Enrollment options are described in the section below.

\*\* Dates subject to change

## APPLICATION PROCESS

**Application to the Practical Nursing (PN) Program** and all supporting documents are to be submitted online. An advisor will assess the applicant's submission. It is the applicant's responsibility to verify the completeness of the application with a Career Advisor. **Only completed applications 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 applications (regardless of submission date) are considered current from August 1–July 31. To update the file the applicant should submit a new online FTTC application and PN Enrollment Option form. Assessment test results may also need to be updated.

### **1+1 Nursing Education Partnerships:**

The 1+1 Nursing Education Partnership is available to individuals who have been referred by one of the Associate Degree Nursing Education Partners (Oklahoma City Community College, OSU-OKC, or Rose State College). Students admitted through this partnership are eligible to return to their referral RN school upon successful completion of the program and passing the NCLEX-PN exam. Students may apply for admission to either the fall or spring cohorts but are responsible for application deadlines of the referring school once the PN program at Francis Tuttle has been completed.

## **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 two enrollment options: Fall and Spring. Attendance requirements, instructional strategies, and class schedules vary according to the enrollment option. Prior to being admitted to the program, students 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.

### **1. FALL COHORT**

The fall cohort begins in August and ends in June of the following year. It is a full-time, daytime program with an average attendance of 30-34 hours/week. Attendance hours are required for skills demonstration, skills practice, performance checks, classroom activities and instruction, testing, and clinical. Students should plan to be in attendance on campus or at the clinical site four days a week. Applicants will be able to note preferences on attending class on campus on either Monday, Tuesday (online), Wednesday, Thursday, Friday, or Monday (online), Tuesday, Wednesday, Thursday, Friday. On-campus attendance hours are 8:00am-3:00pm. Six hours each week, on either Monday or Tuesday, will be devoted to online instruction.

Clinical shift hours and days vary but are generally 6:30AM – 2:30PM, 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. SPRNG COHORT**

The spring cohort begins in January and ends in December of the same year. It is a full-time, daytime program with an average attendance of 30-34 hours/week. Attendance hours are required for skills demonstration, skills practice, performance checks, classroom activities and instruction, 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 8:30AM-2:30PM, Monday through Friday.

Clinical shift hours and days vary but are generally 6:30AM – 2:30PM, 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.

## 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*

<u>Accuplacer Next Generation</u>	<u>OR</u>	<u>ACT</u>
Reading – 250 Writing – 250 Math – 250		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 Generation Testing** – 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 <b>and</b> 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 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](http://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](http://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 Cumulative GPA will be used.

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		<b>OR</b>	HIGH SCHOOL	
Course	Points		Course	Points
Chemistry Course/Biochemistry	1		Chemistry	1
College Algebra	1		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 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**

<b>Health Care Certification(s)/License, Experience, and/or FTTC Pre-Nursing Program Credit</b>	<b>Points</b>
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, <b>OR</b>	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 – 1 <sup>st</sup> year completion	2
FTTC Pre-Nursing Program – 2 <sup>nd</sup> year completion	2

## **REQUIREMENTS FOR NEW STUDENTS**

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 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.

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. See page 26 of this application.

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](http://www.fafsa.gov) The Financial Aid Office is located in Campus Center-Room A1094. The phone number is (405)717-4330.

#### **4. Computer Equipment and Literacy Requirements**

Equipment: A computer with a camera, microphone, speaker, and reliable internet are required for online instruction. MS Office software is required and may be used on either Microsoft or Mac computers. iPad and smart phones are not compatible with some applications used in the PN program. Computer Literacy: Basic computer skills required. Students will be using MS Office software, internet, downloading apps, etc.

**NOTE: In the event that a statewide shutdown of schools occurs, all instruction will be moved to an online format.**

## PRACTICAL NURSING PROGRAM – APPLICANT CHECKLIST

**Applicant's Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directions:** You are responsible for submitting all required documents with this checklist, so that your application packet is complete. Please initial each line before you submit all 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 applicant's responsibility to ensure that a complete packet has been submitted.

<b>Applicant Initials</b>	<b>CPC Initials</b>
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**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**)
- ☐ OSBI Criminal History Record: <https://osbi.ok.gov/services/criminal-history>
- ☐ Affirmation of Criminal History Background Check (signed form)

**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:** \_\_\_\_\_



**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 **PREFERENCES** from the below options in the space provided

OPTION/DATES	OPTION DESCRIPTION	PREFERENCE
<b>Fall Cohort</b>	<ul style="list-style-type: none"> <li>• 32 seats available</li> <li>• Apply directly to Francis Tuttle</li> <li>• One 6-hour online class day per week</li> <li>• Four 6-hour classroom days per week</li> <li>• Two 8-hour clinical attendance days with limited 12-hour days possible, when applicable</li> <li>• Must be in attendance 5 days per week</li> <li>• Must have laptop or computer access with MS Office.</li> <li>• Computer skills and computer equipment (web camera, microphone) are required to meet the online requirements, as well as self-directed learning.</li> <li>• Individual study time <b><u>outside</u></b> of classroom/clinical attendance time</li> <li>• Classroom attendance 4 days per week. <i>Please check your preference below:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>M, W, Th, F (Tuesday online instruction)</b></li> <li><input type="checkbox"/> <b>T, W, Th, F (Monday online instruction)</b></li> </ul> </li> </ul>	
<b>Spring Cohort</b>	<ul style="list-style-type: none"> <li>• 24 seats available</li> <li>• Apply directly to Francis Tuttle</li> <li>• M, T, W: 1 hour online, plus 5 hours classroom each day</li> <li>• Th, F: 6 hours classroom or 8 hours clinical each day</li> <li>• Two 8-hour clinical attendance days with limited 12 hour days possible, when applicable</li> <li>• Must be in attendance 5 days per week</li> <li>• Must have laptop or computer access with MS Office.</li> <li>• Computer skills and computer equipment (web camera, microphone) are required to meet the online requirements, as well as self-directed learning.</li> <li>• Individual study time <b><u>outside</u></b> of classroom/clinical attendance time</li> </ul>	

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 **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:** \_\_\_\_\_  
(must be 30 hours or more for points to be counted)

**Employer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 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 \_\_\_\_\_

# OSBI Background Check Form

# OBN Doc 1 (pg 1)

OBN Information for Bulletins and Catalogues of  
Nursing Education Programs

# OBN Doc 1 (pg 2)

# OBN Doc 2 (pg 1)

OBN NCLEX or AUA Certification Applicants with History  
of Arrest/Deferred Sentence/Conviction Policy

# OBN Doc 3 (pg 1)

OBN Instructions and Petition to Request Initial  
Determination of Eligibility for Licensure



# OBN Doc 3 (pg 2)

# OBN Doc 3 (pg 3)

# OBN Doc 3 (pg 4)

# OBN Doc 3 (pg 5)

# OBN Doc 4 (pg 1)

OBN Information for Licensed Nurses, Advanced  
Unlicensed Assistants, and Applicants for a License or  
Certificate. Requirements for Verification of Citizenship or  
Qualified Alien Status

# OBN Doc 4 (pg 2)