FRANCISTUTTLE

Application Packet

Practical Nursing

2022-2023

Effective 8/1/22-7/31/23
To include August 2023 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
The Practical Nursing Program at Francis Tuttle Technology Center at the Rockwell Campus located in Oklahoma City, Oklahoma is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing Program is Continuing Accreditation.	Spring 2030
Oklahoma Board of Nursing 2915 North Classen, Suite 524 Oklahoma City, OK 73106 1-405-962-1800 http://www.ok.gov/nursing	Fall 2025
Oklahoma Board of Career & Technology Education 1500 West 7th Ave. Stillwater, Oklahoma 74074 1-405-377-2000 http://www.okcareertech.org	Spring 2027

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 Deputy Superintendent 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	Three weeks after the application deadline	Wednesday, August 9, 2023	Thursday, June 20, 2024
Spring Cohort	Begins: January Ends: December (Duration: 11-12 months depending on clinical schedule)	Second Friday in November	Three weeks after the application deadline	Friday, January 20, 2023	Thursday, December 14, 2023

* Enrollment options are described in the section below.
** Dates subject to change

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 on the checklist, 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, applicants must submit all of the required documents at one time.</u>

All applications (regardless of submission date) are considered current from August 1 – July 31. After two admission cycles, the applicant should submit a new FTTC application, application fee, 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 five days a week. On-campus attendance hours are 8:00am-3:00pm, Monday - 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.

2. SPRING 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 8:00am-3:00pm, Monday - 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.

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.

To apply for an Oklahoma High School Diploma, complete the top portion of this application and submit to the above address along with the following documents:

1. Official sealed transcript from an accredited Oklahoma college or university with 30 earned credit hours. Any person who has been admitted to any accredited college or university may be awarded a high school diploma by the State Department of Education within this state, provided that such person has successfully completed at least thirty (30) hours of college work at an accredited college or university. Title 70 O.S. § 24-116

   OR

   Official transcript from an accredited out of state college or university with 30 earned credit hours with a sealed letter from an accredited Oklahoma college or university stating transferrable hours and proof of prior enrollment in an Oklahoma school. Any person who has previously been an Oklahoma student and has earned at least thirty (30) hours of college credit at an accredited college or university may apply for a diploma under this section, regardless of whether the credits were earned at an institution located in Oklahoma. A former Oklahoma student applying for a diploma after earning credits from an accredited college or university outside Oklahoma must submit an official transcript showing credits earned, as well as documentation showing that the applicant was previously an Oklahoma student. OAC 210: 35-3-47 2.

2. Government issued photo ID

3. See the following link to complete the application: Application for OK HS Diploma.pdf

4. Same day service, if you "walk-in" to the office before 3:30 pm

5. Can obtain by mail and takes approximately one week.

   For More Information Contact
   Oliver Hodge Education Building - Capitol Complex
   2500 N. Lincoln Blvd. Room 210
   Oklahoma City, OK 73105-4599
   Phone: 405-521-3369

Students may also meet this requirement by passing a high school equivalency exam.

International Students Requirement

If not a U.S. citizen, submit a copy of either a current VISA, Passport number, or verification of permanent resident status.

Test of English as a Foreign Language (TOEFL)

ALL international students 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 = 60

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 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. Ed2Go courses do not qualify.

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	Grade/Points					Course	Grade/Points		
	A	B	C				A	B	C
Chemistry or Biochemistry	3	2	1	**OR**		Chemistry	3	2	1
College Algebra	3	2	1			Algebra II	3	2	1
General Biology	3	2	1			Biology	3	2	1
Microbiology	3	2	1			Microbiology	3	2	1
Nutrition	3	2	1			Health or Other Science	3	2	1

5. **Credit for College Degree:** Preference points will be given for the following college degree(s) completion:

*Degree Completed	Points
Associate's Degree	2
Bachelor's Degree	3
Graduate Degree (Master's or Doctorate)	4

*Degree must have been completed from a **regionally** accredited public or private institution of higher education in the United States.

6. **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

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: CNA, AUA, Medical Assisting	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.

   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. **Marijuana Statement**

   While medical marijuana is legal in the State of Oklahoma, it is not accepted in healthcare or in any of the Health Sciences Center's Programs at Francis Tuttle Technology Center. A positive test for marijuana will result in the student's loss of eligibility to remain in a Health Sciences Center program.

4. **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.

   Information regarding refunds is located in the PN Student Handbook (website link is located on the Practical Nursing program information page on Francis Tuttle Technology Center's website at www.francistuttle.edu.)

5. 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.

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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.

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; COLLEGE/CTE TRANSCRIPT(S):**
		☐ 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
		☐ International Equivalency Assessment
		Additional Documentation:
		☐ Official transcript(s) from college and/or Career Tech center
		    - List schools attended:
		    - Type of college degree/date completed:

_____	_____	**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:** ☐ Copy of current/non-expired health certificate(s) or license (two maximum) #1: _____ #2: _____ ☐ Validation of health related work experience **(must use form provided)** ☐ **Completed** OSBI Criminal History Record: https://osbi.ok.gov/services/criminal-history ☐ **Completed** Affirmation of Criminal History Background Check (signed form)

_____	_____	**PRE-REQUISITE COURSES (Ed2Go courses do not qualify.)**
		(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 July 2022

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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
Fall Cohort	32 seats available - Apply directly to Francis Tuttle - Five 6-hour classroom days per week - Two 8-hour clinical attendance days with limited 12-hour days possible, when applicable - Must be in attendance 5 days per week - Must have laptop or computer access with MS Office. - Computer skills and computer equipment (web camera, microphone). - Individual study time **outside** of classroom/clinical attendance time - On-campus instruction Monday-Friday	
Spring Cohort	24 seats available - Apply directly to Francis Tuttle - Five 6-hour classroom days per week - Two 8-hour clinical attendance days with limited 12-hour days possible, when applicable - Must be in attendance 5 days per week - Must have laptop or computer access with MS Office. - Computer skills and computer equipment (web camera, microphone). - Individual study time **outside** of classroom/clinical attendance time - On-campus instruction Monday-Friday	

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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FRANCISTUTTLE
TECHNOLOGY CENTER

ADULT APPLICATION FOR ADMISSION 2022-2023

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)   (County)

E-mail: _____   Primary Phone: _____

Work Phone: _____ Cell Phone : _____ May we text you at this number? ☐ Yes ☐ No

Social Security #: _____ Birthdate: Month _____ Day _____ Year _____

Ethnicity (Optional)

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

☐ 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:
☐ Less Than a High School Diploma   ☐ Some College, No Degree   ☐ Associate's Degree   ☐ Master's Degree
☐ High School Graduate/GED   ☐ Technical Diploma   ☐ Bachelor's Degree   ☐ 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

Have you ever been dismissed from another
educational institution for disciplinary action? ☐ Yes ☐ No

Are you a U.S. citizen? ☐ Yes ☐ No   If no, what is your country of citizenship? _____

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.

If yes, please explain _____

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**

FRANCIS TUTTLE USE ONLY

Name

Major accepted in

FT ID #

FT   AM   PM   EV

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)
DF	Danforth Campus (East Danforth)						

KEY: ■ Shaded boxes represents not available. □ White boxes represents available.

Campus Codes

Architecture & Construction

	DF	OL	PT	RN	RK
Carpentry/Cabinetry	■	■	■	■	□
Computer-Aided Design & Drafting	■	■	□	□	■

Arts, Audio /Visual Tech. & Communications

	DF	OL	PT	RN	RK
Broadcast & Video Production	■	■	■	■	□
Graphic Communications	■	■	■	□	□

Business Management & Administration

	DF	OL	PT	RN	RK
Accounting Services	■	□	■	□	□
Administrative & Legal Office	■	■	■	□	□
Medical Office Technology	■	■	■	□	□

Health Sciences

	DF	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. Application checklist available online

Hospitality & Tourism

	DF	OL	PT	RN	RK
Culinary Arts	■	■	■	■	□
Service Careers-Culinary Assistant●	■	■	■	■	□

Human Services

	DF	OL	PT	RN	RK
Cosmetology*	□	■	■	□	□
Early Care & Education of Children*▲	■	■	■	□	□
Esthetician*	■	■	■	□	□
Nail Technician*	■	■	■	□	□

Information Technology

	DF	OL	PT	RN	RK
2D/ 3D Animation & Character Illustration	■	■	■	■	□
Cyber Security and Network Defense	■	■	□	■	□
CISCO Network Security	■	■	□	■	□
Computer Repair & Enterprise Network Support	■	■	□	■	□
Programming & Software Development	□	■	■	■	□
Interactive Media	□	■	■	■	■

Manufacturing

	DF	OL	PT	RN	RK
Advanced Manufacturing	■	■	□	■	□
Precision Machining/CNC	■	■	□	■	□
Welding	■	■	□	■	□

Marketing

	DF	OL	PT	RN	RK
Business, Marketing, Management & Entrepreneurship	■	■	■	■	□

Transportation, Distribution & Logistics

	DF	OL	PT	RN	RK
Automotive Collision Repair Technology	■	■	■	■	□
Automotive Service Technology	□	■	■	□	□
Diesel Technology	■	■	□	■	■
Service Careers-Grounds Keeping & Automotive Maintenance●	■	■	■	■	□

* 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.
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 ☐ Afternoon ☐ Evening
(Hours may vary according to the Program)

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: 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 717-4900 when paying by credit card.

TUITION INFORMATION

Tuition Payment and Financial Aid

Note: Financial aid is not provided for the online programs.
Federal Student Aid and State Grants are not available to any program except Practical Nursing.

Will you be applying for 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: https://www.francistuttle.edu/sites/default/files/2021-03/Next%20Step%20Application-2021.pdf

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 have lived within the Francis Tuttle Technology Center school district upon high school graduation.

- 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,
https://www.francistuttle.edu/admissions-costs/financial-aid/types-aid/scholarships

Veteran Scholarship
www.francistuttle.edu/scholarships

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 **405.717.4224** 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 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

**To review Francis Tuttle's crime and safety report, please visit
https://www.francistuttle.edu/about/consumer-information/campus-safety.
For a hard copy of the report, please contact (405) 717-4315.**

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 _____

(BLANK)

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
https://osbi.ok.gov/

Type Of Search Requested:
- ☒ Name Based - $15.00
- ☒ Sex Offender - $2.00
- ☒ Mary Rippy Violent Offender - $2.00
- ☐ State Fingerprint-based - $19.00
  * Must provide fingerprint card.
  * Includes name based search.

DATE _____
Request Submitted via:

☐ Fax ☐ Mail ☐ In Person
REQUESTS WILL BE RETURNED IN THE MANNER RECEIVED.

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:

_____

ACCEPTABLE FORMS OF PAYMENT: ☐ CASH   ☐ CASHIER'S CHECK / MONEY ORDER

For Visa, MasterCard and Discover, security code is 3 digits on back of card.

☐ BUSINESS CHECK *No Personal Checks Accepted.*   ☐ CREDIT CARD   *For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____   EXPIRATION DATE _____   SECURITY CODE _____

CARD HOLDER _____
Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) *Results will only be returned to the original requestor*

REQUESTOR'S
NAME _____   _____
                                     SIGNATURE OF REQUESTING PARTY

STREET ADDRESS _____

_____   _____   _____
CITY   STATE   ZIP

PHONE NUMBER _____   E-MAIL ADDRESS _____
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)
Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____
        LAST   FIRST   MIDDLE

ALIAS/MAIDEN NAME(S) _____
        MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (*Please do not write in the spaces below*):

Oklahoma State Bureau of Investigation Computerized Criminal History	Oklahoma Department of Corrections Sex Offender	Oklahoma Department of Corrections Violent Offender

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.
For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

(BLANK)

OKLAHOMA BOARD OF NURSING
2915 North Classen Boulevard, Suite 524
Oklahoma City, Oklahoma 73106
405-962-1800

<u>Information for Bulletins and Catalogues</u>
<u>of Nursing Education Programs</u>

I.   In an effort to provide accurate and appropriate information in the bulletins and
catalogues of nursing education programs, the Oklahoma Board of Nursing recommends
a statement for inclusion in the bulletin/catalogue of each nursing education program. All
other references to the role/responsibility of the Oklahoma Board of Nursing should be
deleted.

II.   The following statement is the appropriate designation of the role/responsibility of the
Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:

A.   "The (<u>insert name of nursing education program</u>) 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 (<u>registered or</u>
<u>practical</u>) 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

Board Approved: 7/92   OBN Policy/Guideline: #E-05
Board Reviewed w/o Revision: 1/29/13   Page 1 of 2
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19
P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing
Education Programs

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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. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at http://nursing.ok.gov/initialdeterm.pdf.

III.   The Board requests that this statement be included in your bulletin/catalogue.

IV.   **Regulatory Authority** 59 O.S. §567.12

Board Approved: 7/92   OBN Policy/Guideline: #E-05
Board Reviewed w/o Revision: 1/29/13   Page 2 of 2
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19
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OKLAHOMA BOARD OF NURSING
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

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

I.   Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:

      A.   First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and

      B.   The misdemeanor offense was not plea bargained from an initial felony charge; and

      C.   The candidate has no other criminal charge(s), judgment, or sentencing pending.

      Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application for their approval and/or review.

II.   All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).

III.   All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX/AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision.

      Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.

IV.   **Regulatory Authority:** 59 O.S. §567.8

STOP!

If your OSBI background check result was positive, go to the link below for instructions on how to submit the following form to the Oklahoma Board of Nursing BEFORE turning in an application to the Practical Nursing Program:

Form: Determination of Eligibility for Licensure or Certification for Individuals with History of Criminal Conviction

Link: https://nursing.ok.gov/initialdeterm.pdf

Do not submit this form to the Practical Nursing Program at Francis Tuttle Technology Center. The form needs to be submitted to the OBN and a response given from the OBN before your application will be accepted at Francis Tuttle Technology Center.

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
www.ok.gov/nursing

**<u>Information for Licensed Nurses, Advanced Unlicensed Assistants,
and Applicants for a License or Certificate:</u>**

**<u>Requirements for Verification of Citizenship or Qualified Alien Status,
Effective Nov. 1, 2007</u>**

<u>Overview</u>

A bill passed by the Oklahoma Legislature in the 2007 Legislative Session will have
significant impact on licensure of individuals who are not United States citizens. House
Bill 1804, entitled the Oklahoma Taxpayer and Citizen Protection Act of 2007, seeks to
"discourage illegal immigration by requiring all agencies within this state to fully
cooperate with federal immigration authorities in the enforcement of federal immigration
laws" (HB 1804). **The new legislation requires the Oklahoma Board of Nursing to
issue a license or certificate only to United States citizens, nationals and legal
permanent resident aliens; and to applicants who present, 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
   residence status or conditional resident status.

<u>Requirements for New Applicants and Applicants for Reinstatements/Return to Active
Status</u>

Applicants for licensure by examination, licensure by endorsement, certification as an
advanced unlicensed assistant, and reinstatement or return to active status of a license or
certificate will fall into one of two categories:

o Applicants who are United States citizens, nationals, or legal permanent resident
  aliens must submit with their application and fee a notarized *Evidence of Status
  Form: Part A* and a photocopy of documentation verifying their citizenship status,
  as indicated on the *Evidence of Status Form: Part A*; <u>or</u>

- Applicants who are not United States citizens, nationals, or legal permanent resident aliens **must submit in person at the Board office an *Evidence of Status Form: Part B and original qualified alien documentation***, with their application, OSBI Criminal History Records Search, and fee. The original documentation will be verified, copied, and notarized. The status will be verified on an online system through the Department of Homeland Security (the SAVE system). **Qualified aliens will only be eligible to receive a license or certificate marked "Temporary", valid for the time period of their authorized stay in the United States, or if there is no date of end to the time period of their authorized stay, for one year.**

Requirements for Renewal of License or Certificate

In 2008 and 2009, all licensed nurses and certified advanced unlicensed assistants will be required to verify citizenship status at the time of licensure or certificate renewal. Nurses and advanced unlicensed assistants who are not U.S. citizens, nationals, or legal permanent resident aliens, will not be able to renew online or by mail. Instead, they will be instructed to bring their original documentation to the Board office to renew. Their renewed license or certificate will be marked "Temporary".

For qualified aliens holding a license or certificate marked "Temporary", the licensee/certificate holder will receive a letter three months before the expiration date, instructing him/her to present, in person at the Board office, an *Evidence of Status Form* and original, unexpired documentation verifying their current immigration status. The licensee will then be provided with a renewal form to complete at the office and submit with the required fee.

Summary

The Oklahoma Board of Nursing plans to fully cooperate by implementing changes in licensing and certification procedures at the time the new law becomes effective on November 1, 2007. New application forms and an *Evidence of Status Form* will be available on the website on or before November 1, 2007. **All applications for licensure by examination, licensure by endorsement, certification as an advanced unlicensed assistant, or reinstatement/return to active status submitted on or after November 1, 2007, must use the new forms and meet the new requirements**.