FRANCISTUTTLE

Practical Nursing Program (LPN)

Effective:
Academic Year: 2025-2026

Includes the following admission cycles:

- August, 2025
- January, 2026

Submit application to:

Career Planning and Placement
Francis Tuttle Health Sciences Center
12777 N. Rockwell Avenue
Oklahoma City OK 73142
www.francistuttle.edu

(405) 717-4900

(THE INFORMATION IN THIS PACKET IS SUBJECT TO CHANGE.)

For more information on the Practical Nursing Program, go to the following website:
https://www.francistuttle.edu/programs-and-classes/career-training-programs/practical-nursing

Accreditation/Approval Status

The Practical Nursing Program is fully accredited/approved by the following national organization and state 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

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 Executive 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.

Table of Contents

PRACTICAL NURSING (LPN) PROGRAM OVERVIEW

We provide our students with an innovative and industry-driven educational experience that prepares students to administer 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,

Upon completion of the following curriculum, the graduate will be eligible to apply for licensure by examination (NCLEX-PN) in Oklahoma, any other state in the United States, and other jurisdictions specified by the National Council of State Boards of Nursing (www.ncsbn.org). Applicants with certain felony convictions may not be eligible to test for licensure. An initial determination of eligibility for licensure petition from the Oklahoma Board of Nursing can be accessed for a fee at http://nursing.ok.gov/initialdeterm.pdf.

APPLICATION AND ENROLLMENT DATES

Important application and enrollment date information are noted in the chart below.

*Enrollment Options	Application Deadline	Applicants Notified	**Class Begins	**Last Day of Class
Fall Cohort • August – May • Duration: 10 months (Fall/Spring semesters)	Last Friday in April	2-3 weeks after the application deadline	Thursday, Aug 7, 2025	Thursday, May 29, 2026
Spring Cohort • January - December • Duration: 10 months (Spring/Fall semesters) A summer break is included during June and July.	Last Friday in September	2-3 weeks after the application deadline	Tuesday, Jan 6, 2026	Thursday, Dec 17, 2026

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

APPLICATION PROCESS

Application to the Practical Nursing (PN) Program cannot be completed online at this time. 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.** Due to the volume of applications and the number of items per applicant, applicants must submit all of the required documents at one time.

All applications (regardless of submission date) are considered current from July 1 – June 30. After two admission cycles, the applicant should submit a new FTTC application, and PN Enrollment Option form. Assessment test results may also need to be updated.

ENROLLMENT OPTIONS

    A. The Practical Nursing program offers two enrollment options:
        1. Fall Cohort (10 months or Fall/Spring Semesters):
            a. Class begins during the second week of August and ends in May of the same academic year.
        2. Spring Cohort (10 months or Spring/Fall Semesters with summer break):
            a. Class begins on the first day of the spring semester in January and ends in December of the same year with a summer break during June and July.

    B. Attendance Expectations:
        The PN Program is a full-time, daytime program with an average attendance of 30-34 hours per 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.

PRE-REQUISITE COURSES:

Prior to being admitted to the program, students must successfully complete the following pre-requisites courses:

    1. Medical Terminology: Must have a letter grade of "C" or higher; must be from an accredited institution (College = 2 or 3 credit hours or at a CareerTech = 45 hours minimum).
    2. Human Anatomy and Physiology: Must have a letter grade of "C" or higher; must be from an accredited institution (College = 3 or 4 credit hours or CareerTech = 120 hours).
    3. Current CNA Certification (Long-term Care Nurse Aide): Must show current certification.

These courses must be completed two weeks prior to the first day of class, but do not have to be completed to apply or get conditionally accepted into the program. There is no time limit on how long ago the class was taken.

Please call the Health Science Center office at (405) 717-4307 if you have any questions.

NOTE: 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.

ADMISSION REQUIREMENTS

1. **Academic Admission Requirements:**

   A. <u>Application for Admission</u>: Submit a Francis Tuttle Technology Center admission application.

   B. <u>High School Equivalency</u>: Submit a high school diploma from the United States, GED scores, OK Dept of Education issued diploma, college transcript showing high school graduation date, or an international equivalency assessment letter. *(International applicants may have to meet other admission requirements – See Section "International Applicant Requirements" in this application packet.)*

   C. <u>Career Tech and/or College Transcripts</u>: Submit and official copy of transcript(s).

   D. <u>Entrance Test Scores</u>: Assessment Test Requirements include either the Accuplacer Next Generation or the ACT Test scores.

   1) <u>Accuplacer Next Generation</u>:
       a) The Accuplacer Next Generation Exam is administered at Francis Tuttle and is also available at many other colleges and universities.
       b) The Accuplacer Assessment at Francis Tuttle is free of charge. Sign up at https://www.registerblast.com/fttc/Exam/List. You can cancel/reschedule within 24 hours through the same link.
       c) The Assessment Tests can only be taken two times per semester, two weeks apart and one time in the summer semester.
       d) 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).

   2) <u>American College Test (ACT)</u>:
       a) The ACT exam is not administered at Francis Tuttle Technology Center. It is available at many colleges and universities.

   3) <u>Timeframe (Deadline) for Entrance Test Scores</u>:
       a) The Accuplacer Next Generation and ACT scores are accepted two (2) years from the application deadline. Applicants who desire to raise their Accuplacer scores need to contact the Assessment Center regarding the retesting guidelines.

   4) All applicants must meet minimum assessment test requirements as noted below:

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

   E. <u>Letter from Referring Associate Degree in Nursing (ADN) Program (1+1 Applicants Only)</u>:
   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 PN program and passing the NCLEX-PN exam. Students may apply for admission to PN's fall or spring cohort, but are responsible for application deadlines of the referring school once the PN program has been completed.

2. **Non-Academic Admission Requirements**

    A. International Applicants:
        1. If the applicant is not a U.S. citizen, a copy of either a current VISA, Passport number, or verification of permanent resident status is needed.

    B. The following criteria is taken into account when admitting first time or transfer students:
        1. Whether or not the applicant has been expelled, suspended, or denied admission by any educational institution.
        2. Whether or not 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.

    C. Criteria taken into account when readmitting withdrawn students:
        1. Reason for withdrawal
        2. Faculty recommendation
        3. Actions taken to correct deficiencies

3. **Physical and Mental Requirements**

Students in the Practical Nursing Program will be held accountable for the performance of the list below of physical and mental requirements while they are in the program. The list consists of minimal physical and mental requirements that are necessary for successful progression through the Practical Nursing Program:

    A. Ability to lift or move weights of up to 35% of recommended body weight (approx. 50 pounds).

    B. Motor ability necessary to ambulate independently in clients' rooms and in work areas.

    C. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and computer screens.

    D. Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.

    E. The ability to speak, write, and comprehend the English language proficiently (safety issue).

    F. The ability to communicate in a professional manner and establish rapport with clients and colleagues.

    G. The ability to resolve conflicts appropriately and function effectively under stress.

    H. The absence of situations where a court has adjudged a student incompetent, mentally ill, chemically dependent, or dangerous to the public.

<h1 style="text-align:center">INTERNATIONAL APPLICANT REQUIREMENTS</h1>

1. Definition:

    A. 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.

2. I-20 Documentation:

    A. Be aware that Francis Tuttle Technology Center <u>does not</u> issue I-20 documentation.

3. High School Equivalency:

    A. A high school equivalency assessment letter indicating a Foreign country education is equivalent to a U.S. 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.

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

        2. An 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 (#2 or #3)

        3. An 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.

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

        5. Government issued photo ID.

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

        7. 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

4. Test of English as a Foreign Language (TOEFL):

A. 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:

    1) Internet Based Test (iBT TOEFL): 61
    2) Paper Based Test (PBT TOEFL): 500
    3) Computer Based Test (CBT TOEFL): 173

B. 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.

C. 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.

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

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

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.

2. **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

3. **Entrance 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

4. **Prerequisite Courses:** Grade of "C" or better earned in college or career tech level. No time limit on when the class was taken. Ed2Go courses do not qualify.

Course: Medical Terminology	A	B	C
Medical Terminology	3	2	1

Course: Anatomy & Physiology	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

CNA Certification	A	B	C
CNA Certification (Current)	3	2	1

5. **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

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.

PRACTICAL NURSING PROGRAM – APPLICANT CHECKLIST

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

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

Applicant's Initials	CPC Initials	
_____	_____	**APPLICATION FORMS:** ___Francis Tuttle Adult Application for Admission Form ___Enrollment Options Request Form
_____	_____	**HIGH SCHOOL COMPLETION OR 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 showing high school graduation date, **OR** ___International Equivalency Assessment
_____	_____	**CAREER TECH AND/OR COLLEGE TRANSCRIPTS:** ___Official transcript(s) from college and/or Career Tech center - List schools attended: - Type of college degree/date completed:
_____	_____	**ENTRANCE 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 _____ Enrolled _____ ___Anatomy & Physiology: At least 102 hours? _____ Semester/Year __ Enrolled: _____ ___CNA (Current Certification) _____
_____	_____	**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 choose which Cohort you prefer to start by marking the correct box below.

Cohort	Duration	Starts	Ends	Cohort Preference 1 or 2
#1 – Fall	• **10-months** • **Fall and spring semesters**	**August**	**May**	
#2 – Spring	• **10-months** • **Spring and fall semesters with summer break in June and July**	**January**	**December**	

Cohort Description:

The PN Program is a full-time, daytime program with an average attendance of 30-34 hours per 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.

The only differences between the Fall and Spring cohorts is the when each starts and the spring cohort has a summer break.

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

_____

_____

_____

_____

_____

_____

_____

_____

Francis Tuttle Technology Center Division of Practical Nursing

VALIDATION OF HEALTH-RELATED WORK EXPERIENCE FORM

DIRECTIONS:
1. **STUDENT completes <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** _____

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	Yes ☐	No ☐

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: _____

19

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.

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://oklahoma.gov/content/dam/ok/en/nursing/documents/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 INFORMATION

Please note the Oklahoma Board of Nursing information for nursing education programs in the links below.

1. **NCLEX or AUA Certification Applicants with History of Arrest/Deferred Sentence/Conviction Policy**

   Please review this information provided in the link below and notify the PN Program director if any of the information applies to you, as you could be prevented from receiving a nursing license.

   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex9.pdf

2. **Determination of Eligibility for Licensure or Certification for Individuals with History of Criminal Conviction**

   If your OSBI Background Check had a positive result, please go to the information provided in this link:

   https://oklahoma.gov/content/dam/ok/en/nursing/documents/initialdeterm.pdf

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

3. **Information for Bulletins and Catalogues of Nursing Education Programs**

   Please review the information in the link provided below:

   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex9.pdf

FRANCISTUTTLE
TECHNOLOGY CENTER

ADULT COMPETITIVE HEALTH APPLICATION FOR ADMISSION 2025-2026

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**

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

PROGRAM AREAS

All Health Science Programs are Full Time Daytime Programs

Health Sciences, Rockwell Campus (NW 122nd & Rockwell)

Practical Nursing*   Respiratory Care*   Surgical Technology*

Admission into Health Sciences programs, requires submission of additional documents. Application checklist available online.

* State licensing agencies require documentation for U.S. citizenship for licensure in this area.

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.

REV. 01/2025