

CANADIAN VALLEY TECHNOLOGY CENTER

Practical Nursing Program



INFORMATION PACKET

ADMISSION POLICIES AND PROCEDURES FOR PRACTICAL NURSING

Nursing applicants must first schedule and take the Test of Essential Academic Skills (TEAS). Contact the Student Services Assessment Center at the Chickasha or Holt campus. There is an exam fee, payable in cash prior to testing; **since the fee is subject to change – you can get the price when scheduling the exam.**

An individual, who is not a citizen of the United States, or citizen with limited English proficiency, are required to take the TOEFL (Test of English as a Foreign Language) exam. This exam can be taken at a college or university. For paper-based international or institutional scores - 530 or above is required; for computer-based international TOEFL - 197 or above is required. Results of the TOEFL must be submitted with the application.

TEAS

The TEAS is a multiple-choice exam that tests basic academic knowledge in Reading, Math, Science, English and language usage. Composite scores, as well as several sub-scores, are computed in each of the four content areas to assess specific content comprehension. Recommended score on the TEAS is 70% on Reading and 44% on Math.

After meeting the recommendations on the TEAS, the potential student will be sent an application packet. Completed application forms will be marked with the date and time they are returned to the school counselor. Admittance into the program or placement on the waiting list will be determined on a first-come first-serve basis. Prospective students will be notified of a date to begin class either by letter or telephone as openings become available. If there are no available openings, the applicant's name will be placed on a waiting list. Test scores will be valid for two years.

All accepted applicants will need to meet with the Financial Aid Officer immediately upon notification of acceptance into the program. Information regarding program costs and expenses are included in this packet.

The Canadian Valley Technology Center's School of Practical Nursing is accredited by the Oklahoma Department of Career & Technology Education, 1500 W. 7th, Stillwater, OK 74074, <http://okcareertech.org>; and approved by the Oklahoma Board of Nursing, 2915 N. Classen Blvd., Suite 524, Oklahoma City, OK 73106, <http://www.youroklahoma.com/nursing>.

Canadian Valley Technology Center affirms its policy of equal opportunity regardless of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information in accordance with CV Tech policy and applicable federal and state statutes and regulations. CV Tech is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process:

El Reno Campus - contact the office of Kari Stomprud, Special Needs Coordinator at: Phone Number (405)422-2284, Fax Number (405)422-2278, or E-Mail kstomprud@cvtech.edu

Chickasha Campus - Peggy Castleberry, Assessment/Special Needs Coordinator at (405)222-7557, fax #(405)222-3839, or E-Mail pcastleberry@cvtech.edu

Application Process for Practical Nursing Program Canadian Valley Technology Center

1. Call (405) 262-2629 (El Reno/Holt campus) or (405) 224-7220 (Chickasha campus) for the next appointed time to take the Test of Essential Academic Skills (TEAS).
 2. Bring testing fee in cash when you arrive to take the test. (This amount is subject to change.)
 3. Take the test at the assigned time.
 4. After meeting the recommended score on the TEAS, you will receive an application packet. If you scored below the recommendation it is suggested you schedule a meeting with the school counselor.
 5. Return the following documents to the counselor:
 - **Completed** application form
 - G.E.D. or High School diploma (see following information):
§567.6. Practical nurses, licensing--Application--Examination--Licensure without examination--Use of titles and abbreviations--Violations
 - A. An applicant for a license to practice as a licensed practical nurse shall submit to the Oklahoma Board of Nursing certified evidence that the applicant: **has a high school diploma or a graduate equivalency degree.**
 - Proof of Residency
 - Documentation of immunizations: A positive titer may be submitted as documentation. Titers can be obtained through clinics or hospitals.
- BLOOD TITER LOCATIONS ***These prices are subject to change. Let them know you are applying for nursing school to get the best prices.**
- St Anthony Lab 3rd floor—Walk in Service 272-7030
(Prices are on page 11)
- Integris Baptist or Integris SW Medical Center
- Results of the TOEFL exam (required of individuals not residents of the United States or citizens with limited English proficiency).
 - Letter of U.S. High School equivalency (required of individuals that are not U.S. citizens).
 6. Mail or hand-deliver your application to the school counselor. Your completed application will be marked with the date and time received and filed, and your name will be placed on a waiting list. If your application packet is incomplete it will be returned to you and your name will be withheld from the waiting list pending its completion.
 7. See the Financial Aid Officer at the appropriate campus for information regarding financial aid.

8. When an opening becomes available, you will be contacted by mail and/or phone. If you choose to enter the nursing program you will be required to obtain a **background check by the Oklahoma State Bureau of Investigation (national background check if you have not lived in Oklahoma for at least a period of one year) per PN Program policy**. A student with a history of an arrest(s) may be prohibited from training in health care facilities we contract with for clinical rotations. **See page 6 of this document if you have an arrest history or contact the school counselor or PN Director for questions regarding this matter.**
****Effective January 1, 2013 all nursing graduates applying for licensure are required to complete a National fingerprint background check per Oklahoma law.*
9. High school seniors currently enrolled in a Health Certification program at CVTC will be allowed placement on the waiting list under the following conditions: 1) obtains signatures from a) a CVTC Health Careers Certification instructor, b) the CVTC Director of Student Services, c) high school counselor or principal; 2) all areas of the PN application (except copy of diploma) are completed. You will not be allowed to enter the nursing program until you have your high school diploma.
10. All students will be required to purchase an ***I-Pad or another comparable tablet*** and E-Books. E-books are available for purchase in the CVTC Bookstore. Nursing shoes, uniforms, stethoscope, Hepatitis B immunizations (X3, titer, or waiver), and CPR certification are required prior to beginning clinical rotations. Hepatitis B immunizations are strongly recommended to help provide protection against contracting Hepatitis B. All other required immunizations (tetanus, varicella or titer, MMR X 2 or titer) and a PPD must be completed **prior** to being placed on our waiting list. **The list of immunizations may change as these are dictated by our clinical facilities.**
11. In addition to the following expenses, students must supply their own transportation, room and board, and immunizations. **NOTE: E-Books and other supplies purchased at CVTC are nonrefundable. Students who are leaving school must complete a withdrawal form in the Student Services office.**

Student's Estimated Expenses

FEES (collected 1 st semester)	Testing	\$ 465.00
FEES (collected 2 nd semester)	\$200.00 NCLEX-PN + 85.00 Licensure =	\$ 285.00
TUITION FOR IN-DISTRICT		\$ 137.50 /mo.

Note: See counselor regarding tuition rates for out-of-district and international students.

Additional Student Expenses: ****These costs are only approximates.*

I-Pad 2 (or comparable tablet)	500.00
Textbooks if purchased in prepared packages (If purchased separately you will need to add an additional \$56.00.)	550.00
I-Pad 2 Apps	50.00
Two OSBI Background Checks	44.00
National Fingerprint Background Check (for licensure)	55.00
Uniforms (2 tops, 2 pants, lab jacket)	90.00
White Leather Shoes	60.00
Watch w/second hand	25.00
Stethoscope	30.00
CPR Certification (if needed)	30.00
Drug Testing	40.00
	\$1474.00

*****ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Total Estimated Cost (for in-district student only) is based entirely upon how much time it requires you to complete the program. *The average student completes the program in 18 months, so the estimated (in-district) cost would be **\$4699.00**.

CVTC Refund Policy: Any CVTC student that withdraws from CVTC before the first day of attendance or during the first 10 days of instruction will be refunded 100% of tuition or fees paid. After 10 days of instruction no refund of tuition or fees will be made.

*Students that live in the school district may not be required to pay 2nd semester fees.

The CVTC School of Practical Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status.

To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

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

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].”

Board Approved: 7/92

Board Reviewed w/o Revision: 1/29/13

Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800
www.ok.gov/nursing

INFORMATION FOR APPLICANTS FOR RN, LPN or APRN LICENSURE, AUA CERTIFICATION, OR
REINSTATEMENT WITH IDSTORY OF ARRESTS, CONVICTIONS,
OR PRIOR DISCIPLINARY ACTION

Applicants for licensure, AUA certification, or reinstatement in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing if the incident has not previously been reported in writing to the Board. A "report in writing" means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a "report in writing". A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a "report in writing". Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

All applicants for licensure as a Registered Nurse, Licensed Practical Nurse or Advanced Practice Registered Nurse or for certification as an Advanced Unlicensed Assistant, must have submitted a fingerprint criminal history records search conducted by the FBI and Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5).

A candidate for a license to practice as a Registered Nurse or Licensed Practical Nurse, or for certification as an Advanced Unlicensed Assistant, shall submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5, 567.6, & 567.6a). **Therefore, individuals with one or more felony convictions cannot apply in Oklahoma for RN/LPN licensure by examination or endorsement, or for AUA certification, for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

The applicant must submit the following information to the Board:

1. Application for licensure, certification or reinstatement, and fee;
2. A signed statement from the applicant describing the location and circumstances of the offense, date, court action or Board action taken and current status;
3. Fingerprint criminal history search not more than three (3) months old (applicable only to applicants for licensure by examination, endorsement, APRN licensure or AUA certification); and
4. If applicable, certified copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. Internet print-outs are not acceptable. If no records are found, have the agency provide a certified letter stating no records found in a search from the date of offense through current date.
5. If applicable, copies of the licensing agency's actions submitted directly from that agency to the Oklahoma Board of Nursing

Please be aware that an applicant may not be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements.

Frequently Asked Questions and Answers

1. What is the difference between a traditional program and an individualized program?

Traditional Program – all students begin and complete the program at the same time.

Individualized Program – students work within their own individualized time frames which is monitored and facilitated by faculty.

Canadian Valley's School of Practical nursing is a non-traditional individualized program. *You must be able to attend a minimum of 24 hours per week within the published hours below.*

2. During what hours am I able to meet the minimum attendance requirements?

Chickasha Campus: Classroom hours are 7:45 – 11:00 am and 12:10 – 3:00 pm
Clinical hours are: 6:30 am – 2:30 pm and 2:30 – 11:00 pm

El Reno Campus: Classroom hours are 8:00 – 11:20 am and 12:30 – 3:15 pm
Clinical hours are: 6:30 am – 2:30 pm and 2:30 – 11:00 pm

3. What advantages are there to an individualized program?

- A student may go at a slower or faster pace
- Individualized instruction/instructor facilitated
- Open entry/open exit
- Will provide time for part-time work outside of school
- Will provide more time with family
- Flexible schedule (except clinical rotations)

4. Why must I purchase an I-Pad 2 or comparable tablet?

Education is enhanced with the I-Pad. Vast amounts of information is available at your fingertips and there are amazing medical applications for the I-Pad and beyond. It is well documented that your ability to utilize this technology is a **MUST** in preparation for your nursing career.

5. What if I can't start the program when my name is at the top of the waiting list?

If you are unable to begin the program when the counselor notifies you will be moved to the end of the waiting list. When your name again moves to the top of the list you are once again notified that a slot is open. However if you are still unable to start the program your name will be removed from the waiting list and you will need to start the application process over.

6. Can I receive credit for previous health-related work or education?

#1 – Our advanced standing policy provides students with the opportunity to receive credit for previous health-related work experience as long as you have worked the equivalent of one year full-time within the last five years and/or health-related education. Students must be able to validate their prior experience and/or provide an official transcript. Students granted advanced standing will progress through the program at a faster rate. Students not maintaining a GPA of a C or above may lose advanced standing.

#2 – Advanced standing allows you to receive credit for Medical Terminology, Anatomy, Physiology, or any other college or Practical Nursing program that meets the objectives of the PN program. If the advanced standing you will be requesting is for nursing courses you must provide an official transcript, all courses must have been completed with an 80% or above, and you must request the school provide the PN Director with a letter of good standing from a past school official.

7. What is the average length of time in which students complete the program?

Since the program is open-entry, open-exit, individualized instruction, a student may progress very quickly, particularly when receiving advanced standing or successfully mastering allowed subjects. A generic student (one without advanced standing, etc.) typically completes the program in 20 - 22 months.

8. What about job placement?

Our graduates have excellent job placement opportunities. Nurses may work in hospitals, clinics, home health, hospice, long-term care, retirement centers, etc. Starting hourly salaries are usually between \$12.00 and \$20.00 dollars an hour.

9. What about the licensure examination to become a Practical Nurse?

Graduates are eligible to take the national licensure examination (NCLEX- PN). It is a computerized test, offered daily, Monday through Saturday, at the Sylvan Learning Centers in Oklahoma City and Tulsa. See p. 5 for further information on eligibility for licensure.

10. If I continue my education for a degree as a Registered Nurse, will I receive any credit for my Practical Nursing studies?

Advanced standing policies vary according to what college or university you wish to attend. Most have challenge policies that provide practical nurses with the opportunity to take challenge tests in order to receive college credit. Colleges and universities utilize standardized exams to determine an individual's entry level into a Registered Nursing program.

For further information call Canadian Valley Technology Center at one of the following locations.

CHICKASHA CAMPUS	EL RENO CAMPUS
1410 Michigan Avenue Chickasha OK 73018 (405) 224-7220	6505 E Highway 66 El Reno OK (405) 262-2629

Canadian Valley Technology Center Financial Aid

Financial Aid Offices:

Chickasha 405-222-7575

El Reno 405-422-2208

Federal and State Assistance

Federal Pell Grant – this grant provides a “foundation” of aid, to which aid from other sources may be added. Grants do not have to be repaid.

Oklahoma Tuition Aid Grant – this grant is administered by the Oklahoma State Regents for Higher Education and will pay up to 75% of the tuition cost for eligible students. It is based on need and those who apply the earliest. This grant does not have to be repaid.

Student Eligibility – To receive aid from the student aid programs you must

- Have financial need. Most federal student aid is awarded on the basis of need. Need is the difference between your cost of education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount you and your family can afford to pay, as determined by a standard formula. Need is determined by an evaluation of the information you fill in on an aid application.
- Have a high school diploma, or a GED Certificate; pass a test approved by the U.S. Dept. of Education for Ability to Benefit purposes.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Make satisfactory academic progress.
- Sign a statement on the Free Application for Federal Student Aid certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Register with the Selective Service, if required.

OTHER PROGRAMS:

Vocational Rehabilitation Education Benefits – These are benefits for students with medical disability.

Workforce Oklahoma – This is a program to assist the economically disadvantaged and the dislocated worker in need of training to obtain productive employment.

Canadian Valley Technology Center School Foundation, Inc. – This is for tuition scholarships awarded on the basis of need.

Satisfactory Academic Progress

Satisfactory academic progress is a condition of eligibility for students receiving federal financial aid in this institution. He/she must make a cumulative grade-point average of 2.0 (C) or better and be within the attendance policy.

Satisfactory progress means that a student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time (not to exceed 150% of published length of program). A student who fails to make satisfactory progress is placed on academic probation for up to one (1) pay period and will be denied financial aid until they are removed from that status.

Important Note

For complete Student Consumer Information on Title IV Financial aid, contact the Financial Aid office. Student Consumer Information contains information regarding all financial aid programs, security report and crime statistics, drug prevention program and pro-rate policy. Students may also contact the local Workforce Investment Act (WIA) representative regarding the Workforce Investment Act.

Maintaining PELL Eligibility

Enrolled as a regular student in eligible certificate program (active status).

Must have satisfactory academic performance and be within the institutional attendance policy.

PELL Grant Disbursement

The PELL Grant is awarded on basis of need (school costs and standard of living costs minus family resources) and satisfactory academic performance.

The PELL Grant will be awarded in two disbursements. Students will receive their first PELL payment on the basis of being enrolled. For every payment thereafter, students will be paid if and only if their academic performance has been satisfactory and they are within the institutional attendance policy. PELL Grant funds will be disbursed approximately six to eight weeks from payment-period beginning date.

Disbursements will be made by CVTC to students in the following manner: The eligible amount less tuition, fees, books and supplies will be disbursed, payable to the student through the fiscal office.

Return of Title IV Funds

Students receiving PELL Grant funding who withdraw, drop or fail to complete a payment period for which they have been charge, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed. **Leave of absence does not count as completed hours.**

Students who do not complete more than 60% of the payment period may be required to return a portion of the PELL Grant funding they received to the U.S. Department of Education. The institution will also be required to return a portion of the PELL Grant funding received for tuition from the U.S. Department of Education. Students will be billed for the portion the school must return. A detailed Return of the Title IV Funds worksheet is available upon request in the Financial Aid office.

St. Anthony Hospital Lab 2015

SELF-PAY PRICING for Titer Testing

Name of Test	Discount cost
Hepatitis B Surface Antibody	10
Measles (Rubella & Rubeola)	60
MMR + Chickenpox	140
MMR+Chickenpox + Hepatitis	150
MMR-Measles/Mumps/Rubella	110
Mumps	50
Rubella Immune	30
Rubeola Immune	30
TB spot	65*
Varicella (Chickenpox)	30

PLEASE ADD ONE \$10.00 CHARGE PER PATIENT FOR THE DRAW FEE

This is the discounted price (60% discount).

*TB spot is a blood test for TB-in most situations it replaces the TB skin test to test for exposure to tuberculosis

St. Anthony Hospital Lab
1000 N. Lee
3rd floor

Open 24hrs/day, 7 days/week
Results available within 48 hours of testing (no STATS)