



Mid-America Technology Center
Division of Practical Nursing
P. O. Box H, 27438 State Highway 59
Wayne, OK 73095
405.449.3391

Application Information

Application Period: February 1, 2012 through April 27, 2012

Program Information

The Practical Nursing course is eleven (11) months in length (1463 hours), beginning August 16, 2012 and finishing June 20, 2013. Theory courses include: Core Medical Terminology, Anatomy and Physiology with Practical Nursing Applications, Long-Term Care Assistant, Concepts of Practical Nursing, Fundamentals of Practical Nursing, Pharmacology and Intravenous Therapy for Practical Nurses, Medical Surgical Nursing I for Practical Nurses, Medical Surgical Nursing II for Practical Nurses, Pediatric Nursing for Practical Nurses, Maternal-Newborn Nursing for Practical Nurses, Mental Health Nursing for Practical Nurses, and Transition to Practice for Practical Nurses. Clinical courses include Clinical I Basic Long-Term Care Nursing, Clinical II Basic Acute Medical Surgical Nursing for Practical Nurses, Clinical III Medical Surgical Nursing for Practical Nurses, Clinical IV Maternal/Newborn, Pediatric and Mental Health for Practical Nurses, Transition to Practice, and Clinical V Transition to Practice Clinical for Practical Nurses. The program begins with theory then continues to provide classroom instruction, as well as clinical experience. Students are required to rotate through a variety of clinical situations while continuing their classroom studies. Most clinical facilities are within a 60 mile radius of the school. Classes meet Monday through Friday, 8:15 a.m. to 3:45 p.m., however, clinical hours vary by training site. Mid-America holidays will be observed. Clinical facilities reserve the right to refuse to allow students with criminal charges or a positive drug test to have clinical experience.

The Practical Nursing Program at Mid-America is approved by the Oklahoma Board of Nursing (2915 N. Classen, Suite 524, Oklahoma City, OK 73106, Ph: 405.962.1800) and accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 Ph: 404.975.5000) and the Oklahoma Department of Career and Technology Education (1500 W. 7th Ave., Stillwater, OK 74074 Ph: 405.377.2000).

Enrollment is limited. Qualified applicants will be ranked and not all qualified applicants may be accepted to the current class. Out-of-district applicants will only be considered after determination that there are an insufficient number of qualified in-district applicants.

Tuition Information

Applicants are responsible for enrollment fee, including tuition, and the purchase of additional required materials. The enrollment fee for in-district students is **\$2500.00**. Of this amount, **\$1250.00** is payable on or before the first day of class. The remaining **\$1250.00** is payable on or before January 7, 2013. The enrollment fee for out-of-district students is **\$2800.00**. Of this amount, **\$1400.00** is payable on or before the first day of class. The remaining **\$1400.00** is payable on or before January 7, 2013. The enrollment fee will provide: books, iPad, achievement test fees, liability insurance, Mid-America patches, name tags, student organization dues, one cap, photograph for licensure, Mid-America graduation pin, diploma, and laboratory training supplies.

The **student** is responsible for the following costs and materials: pre-entrance examination fees, enrollment fee, required specified uniforms (2 minimum), required specified lab coat, white shoes, watch with second-hand, stethoscope, class dues, notebooks, pens/pencils, meals, transportation, all required immunizations, admission physical and verification of health status for clinical safety, drug tests as needed, AHA Health Provider CPR certification, and criminal background checks. At the time of graduation the student is also responsible for a white graduation uniform, graduation invitations, OSBI background check, documentation of citizenship/alien status, NCLEX-PN examination fee, and the Oklahoma Board of Nursing Licensure Application fee.

Financial aid is available for qualified students. Information is available through the office of the Adult Counselor. Application for financial aid should be made as soon as possible.

PRACTICAL NURSING APPLICATION PROCESS INFORMATION

To the Applicant: Please read thoroughly:

Thank you for your interest in the Mid-America Practical Nursing program. These directions will help you be familiar with the process necessary for admission to the program. The admission procedure is designed to accept a variety of candidates who present evidence of the abilities necessary to successfully complete the Practical Nursing program. It is the responsibility of the applicant to read the program information, to provide the requested information, to call for appointments, and to keep the program aware of current address and phone number for notification. If you require additional information concerning your application, the application process or the Practical Nursing program, please call the Practical Nursing program at 449-3391 ext. 290 (Secretary) or ext. 292 (PN Coordinator).

Complete the Application.

Instructions for Completion of Application: Please read through the instructions along with the application before you begin, paying careful attention to the information required and the special instructions given for each area of the application. **All applications must be received or postmarked by April 27, 2012.** The application should be typed or legibly written with black ink. Completion of the application according to the directions is the first step of the application process.

Personal Record: The student should enter current name and address. If a P.O. Box is used, the street address should also be given. The e-mail should be complete. The name of the school district for the stated address should be given. This information is used to mail information and contact the applicant during the process and should be updated with the Practical Nursing secretary if a change occurs. This will also be used to determine in district status.

Record of Education: All applicants **must** provide an **official transcript** from the graduating high school **or** a copy of **GED scores**. (This is an Oklahoma Board of Nursing requirement for all practical nursing programs.) If your graduating high school is in a foreign country, the transcript must be accompanied by certified proof of translation for the U.S. GED scores must be from a GED taken in English. These contribute to determination of academic readiness.

Students should complete all information regarding additional education whether college, career and technical education, or certification. Evidence such as official transcripts, copies of training certificates and/or health care certifications must be provided to support the written information. Students with college credit should submit official transcripts from each school attended.

Pre-Entrance Testing: The cost of the computer testing is \$35.00. The applicant must enclose the amount with the application in the form of a **cashier's check or money order**, made out to Mid-America Technology Center. **Please do not send cash or personal checks.** The applicant must call 3-5 business days after mailing the application to schedule for pre-entrance testing. The application must be on file and payment received prior to scheduling testing. The testing fee covers the cost of required examination and scoring of the examination. In the event you wish to withdraw from testing, you will need to apply for a refund before May 31, 2012.

Applicants will be allowed one retest if improvement of test score is desired. The applicant will be responsible for paying another testing fee and the retake must be scheduled and completed prior to May 11, 2012. Testing times and days are limited, so early scheduling and testing are recommended.

The pre-entrance test used is the Test of Essential Academic Skills (TEAS V). "The TEAS V is designed to predict the academic readiness of applicants prior to admission into a program of study in nursing. It is a multiple-choice assessment of basic academic knowledge in reading, math, science, and English and language usage." Pre-entrance testing is one indicator of academic readiness for the nursing program. Applicant performance may require a minimum be utilized so that students who are accepted possess "a reasonable chance of success in the program and on the NCLEX examination." (OBN Pass Rate Committee). The program ranks the scores of applicants and utilizes national percentiles on each section of the test. Information about the test, as well as study resources, is available at www.atitesting.com. Preparation for the entrance test is encouraged.

Personal Statement: The applicant should submit a one-page, handwritten answer to the question presented on the application. No more than one page will be considered.

Record of Employment: The applicant should list last three employers, full-time and part-time for a minimum of five years. Include all information requested for each employer including dates of employment. Additional employers or volunteer work should be attached to the application.

List of Professional / Personal References: List four references in the spaces provided. Please write the complete name and address including the city, state, zip code and telephone number for each reference listed. Accuracy will benefit your application and incomplete information will result in inadequate references being available for consideration.

The references you list should be past or present employers, supervisors, teachers, co-workers, counselors or fellow volunteers (state the relationship as one of these.) **Do not list relatives or social friends.** If your references knew you by another name such as during school or past employment, please write the name you were using at that time. You must list the person's name, current address and telephone number on this sheet, even if you have already listed the person as an employer.

As part of your application, you are required to furnish and include four stamped, legal letter-size envelopes addressed to each of the references you have listed. These are to be included when you submit the application. The four envelopes you provide will be used by the Practical Nursing program to mail a form to each of the references. Failure to include the envelopes will prevent any reference from being available for consideration. The reference forms will require your signature on the day you test. Forms will be available from the practical nursing secretary. Applicants who have no reference forms returned by the interview date **will not** be considered for admission and will be dropped from the applicant pool. It is the applicant's responsibility to check with the program secretary to verify if any references have been received by the interview date.

Proof of Citizenship: Applicants must present proof of citizenship, such as a copy of your birth certificate, along with application. Oklahoma law only allows a nursing license to be issued to U.S. citizens, U.S. nationals and legal permanent resident aliens. See Oklahoma Board of Nursing Information below for more information.

Certification Statement: The applicant should certify that all information is true by signing the correct area. Incorrect or misleading information on the application or at any time during the application process will be basis for non-admission or dismissal from the program if acceptance has occurred.

Statement from the Oklahoma Board of Nursing

The Mid-America Technology Center Practical Nursing Program 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 and apply for nursing licensure.

"Applications 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. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [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, 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;
 - a. Approved deferred action status; or 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 another health-related 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 charges. 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]." (Oklahoma Board of Nursing)

STEP 1. Mail or return completed application, High School Transcript or GED scores, cashier's check or money order for testing, four envelopes addressed to references (legal letter-size, stamped), and verification of U. S. citizenship/alien status. These documents are required and no consideration will be given to applications without all of these components. The applicant should also send any additional verification of education and training. Application points will be gained by complete and thorough documentation. Only documents included with the application will be considered in the scoring process. Must be postmarked or received by April 27, 2012.

Mail your Application to:

**Practical Nursing Department
Mid-America Technology Center
P. O. Box H
Wayne, OK 73095**

STEP 2. Schedule Testing. The applicant must call the Practical Nursing secretary at (405-449-3391 ext. 290) 3-5 days after mailing the application to be given a date for Pre-Entrance testing. Dates for testing are limited.

My testing appointment: Date _____ Time _____

STEP 3. Complete Entrance Testing. Testing usually takes 3-4 hours. Sign reference sheets on test date.

Each applicant will receive a letter regarding application status along with test scores. The top applicants who have completed the application and who show evidence of academic readiness will remain competitive and be eligible for an interview.

For applicants who remain competitive:

STEP 4. Applicant must call to Schedule Interview and Confirm Orientation Date:

My interview appointment: Date _____ Time _____

STEP 5. Attend Orientation. All competitive applicants must plan to attend the program orientation on **May 24, 2012 8:30 to 11:15am. Attendance is required** at program orientation for continued consideration in the application process. Students should be prepared to ask any questions about the program during the orientation.

STEP 6. Complete Personal Interview. The applicant must answer written questions as well as be interviewed by a faculty panel. Documents that indicate preparation such as transcripts, health certification, work experience, and personal references will be evaluated in the selection process. Applicant should regard the interview as a professional interview. All appointments must be made by June 1, 2012. Applicants who do not call for an interview will not be considered.

All interviewed applicants will be notified by mail of acceptance or non-acceptance into the Practical Nursing Class of 2013.

Mid-America Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, and other federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or status as a veteran in any of its practices, policies, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services. Mike Eubank is the coordinator of Mid-America Technology Center's efforts to assure nondiscrimination.



Mid-America Technology Center
Practical Nursing Program
Application for Admission

Application valid for 2012 application period only

Date: _____

Applicant should refer to Practical Nursing Information Form for directions and requirements.

Personal Record

Name: _____
(Last) (First) (Middle)

Address: _____
(Street / Box) (City / State / Zip) (County)

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-Mail: _____ Name of School District in which you live: _____

Record of Education

An official transcript with graduation date and school seal from the graduating school must be submitted. If you obtained a GED, a copy of your scores must be submitted.

High School attended (graduation date): _____ GED: (date) _____

Career and/or Technical Education: Program & Date _____

School: _____ Certifications Earned: _____

College/University Attended (list all): _____

Number of college hours completed: _____ Cumulative GPA: _____

Submit official transcripts, documentation of other coursework and or copies of health certification that you have obtained. Only documentation on file with the application will be considered.

Pre-Entrance Testing

TEAS V computer test cost \$35.00, cashier's check or money order included with application

List accommodations for testing, if needed: _____

Personal Statement:

On the front of one page only, write a handwritten statement to answer the following:

Describe the characteristics you possess that you feel will contribute to your success in the Practical Nursing Program and in practice as an LPN.

Record of Employment (List last three employers. Begin with most recent. Minimum of five years. Use additional pages if needed.)

Employer _____ From _____ To _____
Address _____ Phone () _____
Name & Title of Supervisor _____
Your job & description of duties _____
Reason for terminating the employment _____

Employer _____ From _____ To _____
Address _____ Phone () _____
Name & Title of Supervisor _____
Your job & description of duties _____
Reason for terminating the employment _____

Employer _____ From _____ To _____
Address _____ Phone () _____
Name & Title of Supervisor _____
Your job & description of duties _____
Reason for terminating the employment _____

Professional / Personal References

1. Name _____ Relationship _____
Address _____ Phone () _____

City State Zip Code

2. Name _____ Relationship _____
Address _____ Phone () _____

City State Zip Code

3. Name _____ Relationship _____
Address _____ Phone () _____

City State Zip Code

4. Name _____ Relationship _____
Address _____ Phone () _____

City State Zip Code

I certify that all of the information included on this application is true to the best of my knowledge and belief.
Incorrect information will be basis for non-admission or dismissal.

Signature of Applicant

Please note the schedules below for (College Credit) Medical Terminology and CPR (for health care providers). Having these classes will not guarantee placement in the PN class and are not required for the application process. However if you are selected for PN class, you will only have 6-8 weeks to take these courses and they are required before the program begins in August. You can call our Adult Programs department at (405) 449-3391 ext. 227 for more information and for enrollment in these courses if interested. Please be sure to mention the Practical Nursing class when calling.

Medical Terminology (college credit)

May 21-June 26

6:30 PM-9:30 PM

Monday, Tuesday, & Thursday

BLS HCP CPR (health care provider)

Options are below, please choose 1 class.

Monday May 7

6:00 PM-10:00 PM

Saturday May 19

8:30 AM-12:30 AM

Saturday May 19

1:00 PM-5:00 PM

Tuesday June 5

8:00 AM-12:00 PM

Tuesday June 5

12:30 PM-4:30 PM

Wednesday June 6

8:00 AM-12:00 PM

Wednesday June 6

12:30 PM-4:30 PM