

Admission Requirements

Required:

- High school graduate or GED
- Certified Nurse Assistant/Long Term Nurse aide Certification
- CPR (Adult, Infant, & Child)
- Medical Terminology
- Basic Computer Operations, including Keyboarding & Word
- National Background Check (www.certifiedbackground.com)

Highly Recommended:

- Phlebotomy
- Six months clinical experience as CNA
- Anatomy

Transcript

- Official High School Transcript (sent from school.)
- College Transcripts (if applicable)

*** High School Transcript must be from an Oklahoma State Department of Education accredited school*

Assessment Test:

- The test from Kaplan Nursing is a basic generalized test that measures the content area of Reading, Mathematics, Science, English and Language usage. The test will be taken on computer in the Academic Center (AC) at Green Country Technology Center.
- A fee of \$30.00 must be paid prior to taking the exam. Each time the test is taken, the cost is \$30.00. The test may only be taken two (2) times with documented remediation between the tests.

- Testing will be offered Wednesdays at 8:00 am and 1:00 pm, by appointment only.
- The test may be scheduled by calling the AC Coordinator at 758-0840, Ext. 249.
- Test may not be scheduled prior to completing an application.

CONTACT INFORMATION

For assistance call: 918-295-4661 or 918-758-0840, ext. 261
FAX 918-758-0393

ADMISSION PACKET Green Country Technology Center Practical Nursing Department

Green Country Technology Center accepts adult learners on the basis of their qualifications. Decisions for admission are based on previous academic records, entrance testing, and work experience, completion of prerequisites and recommendations of individuals qualified to judge the student's potential in a vocational-technical setting. The Practical Nursing program seeks students who are mature and highly motivated.

A student who is not a United States citizen must submit a copy of a visa or permanent resident status during the application process.

Applicants are required to complete the application, submit the required testing fee of \$30.00, and meet the minimal scoring requirements on the admission exam.

Requirements for Admission into the Program:

- Official High-School transcript from an OSDE accredited program or GED.
- Certified Nurse Assistant/Long Term Nurse Aide Certification, (provide copy of certificate) or Medical Assistant (must complete a personal care course)
- Current CPR Certification, Adult, Infant & Child (American Red Cross or American Heart Association (provide copy of certification)

- Medical Terminology (provide copy of certificate)
 - Basic Computer Operations, including Keyboarding & Word.
- (These courses are available through Green Country's Short Term Adult Classes).***

Highly Recommended:

- Phlebotomy
- Six months clinical experience in area of certification.
- Anatomy

Compliance Statement

It is the policy of Green Country Technology Center to provide equal opportunities for Title VI, Title IX, and Section 504 ADA without regard to race, color, national origin, gender, age, disability or status as a veteran in it's educational programs and activities. This includes, but is not limited to: admissions, educational services, financial aid and employment.

Special Needs

Please contact Green Country Technology Center, as needed, to arrange any special accommodations or related services for students with disabilities to ensure their opportunity to participate in programs or classes held on our campus.

NOTE: Applicants who need information regarding the "Admissions Policy of Persons Judicially Declared Incompetent and of Persons Convicted of a Felony" may request a copy of the Practical Nursing Admissions Policy from the H.O. Department.

Web address: <http://gctcok.edu/PracticalNursing.html>

Admission and Enrollment

A person is considered an applicant for the Practical Nursing program when an application has been completed and filed in the nursing department. Applicants are assigned levels as they complete the admission process. An applicant will be eligible for consideration for admission into the Practical Nursing program when all levels have been completed.

Level 1

- Application on file in the nursing department

Level 2

- Provide an official copy of High School Transcript or GED with scores. Official transcripts must be sent from ODSE accredited school.
- Official college transcripts, if applicable, must be sent from the school.
- If home schooled, must obtain an Adult High Diploma.

ASSESSMENT TEST:

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- A fee of \$30.00 must be paid prior to taking the exam. Each time the test is taken, the cost is \$30.00
- Testing will be offered Wednesdays at 8:00 am and 1:00 pm, by appointment only.
- The test may be scheduled by calling the AC Coordinator at 758-0840, Ext. 249.

FINANCIAL AID:

- A financial aid representative is available at Green Country Technology Center. For details regarding financial aid, please call 758-0840-ext. 226.
- You may also contact Workforce Oklahoma on the OSU-Okmulgee campus. (918-756-5761)

BACKGROUND CHECK

A National Background check must be completed prior to being accepted into the program. Background checks may be completed at the following web site. The cost is \$41.00. Applicants must apply at www.certifiedbackground.com. The school code is GA18.

Results will be posted on line and you may review the results when completed.

Level 3

ACCEPTANCE:

- Upon receipt of a background check revealing no previous felonies the application file will be reviewed for documentation of all pre-requisites, and required forms
- When accepted the applicant will be notified by mail and/or phone
- A \$200 NON-REFUNDABLE deposit is then required to secure a place in the class. The deposit will be applied toward the first payment.
- ***For advanced standing, contact the nursing department at 758-0840, ext. 251 or 261.***

TUITION AND FEES:

- Tuition of \$3657.50 is based on total program hours of 1463.
- A fee sheet is available , fees include books, uniforms, supplies, HOSA dues, I-Pad, instructional programs, and other associated fees
- Fees are subject to change due to increases in prices of tuition and fees.
- The cost of the program is divided into four payments.

- The first payment is due before the first day of school. A student may not attend to school until the first payment is made.
- Tuition, fees, supplies and curriculum are subject to change with increasing cost and technology updates.

DEADLINE:

To qualify for the class, you must have completed all pre-requisites, have an application on file, and all required testing and remediation completed with acceptable scores. When the folder is complete, a non-refundable deposit of \$200.00 entitles the applicant to be enrolled into the next available class. Applicants are accepted on a first come, first serve basis.

Immunization Records

To work in any of the clinical areas, it is required that the school has proof of your immunization on file. You will not be able to attend clinicals without proof of the following immunizations:

- Flu Vaccine
- Tetanus Booster within the last five years
- MMR or Rubella Titer
- Varicella/Chicken Pox or a statement signed by a physician or parent verifying that you have had Chicken Pox.
- Hepatitis B vaccine, (must have at least started the vaccine).
Available at the Health Department for \$25.00 each.
- TB Skin Test. Must be done annually and is available at the Health Department.
- Hepatitis A, highly recommended

Health Form

Students are required to have a physical exam prior to beginning school stating they are in good health. Forms may be obtained in the office of the nursing secretary. Health Forms are due the first day of school

School Counselor

A school counselor is available to students between the hours of 8:00 AM and 4:00 PM Monday through Friday or for individual counselor referrals if requested.

Employment Guidelines

Students who are enrolled in, or have recently completed a nursing educational program and are employed by a health care institution, should review the guidelines for employment set forth by the Oklahoma State Board of Nursing (see Appendix H).

The Oklahoma Board of Nursing has specific rules and regulations for the employment of a nursing student in the health care field. To view these rules and regulations, visit www.ok.gov/nursing . (Click on Education, then click on the link to Employment of Nursing Students or Non-licensed Graduate Guidelines.)

Advanced Standing

Credit will be granted for work with a satisfactory grade (B or above) taken at an approved technology center, college or university. Advanced standing will be determined from all transcripts, evaluation of course content, and a letter of good standing from the previous school, and based on available space with approval of an admission committee. An advanced standing theory examination will be required and successful completion of clinical skills demonstration will be required.

Financial Aid

Green Country Technology Center offers opportunities to meet financial need through grants. Students in the Practical Nursing program may receive financial aid for the 12 months of the program. Students applying for a grant must submit an application to the Financial Aid officer.

- Students must complete a minimum of 30 hours per week
- Day Class hours are Monday-Friday, 8:00 A.M. TO 3:00 P.M.
- Evening Class Hours are Monday–Thursday 11:00 A.M. –8:00 P.M.

Forms for the following may be obtained from the Financial Aid officer:

- Physician’s Manpower Grant for US citizens living in Oklahoma
 - ✓ must be accepted into the program
 - ✓ matching and non-matching funds
 - ✓ \$1000/year for 1 year
 - ✓ must work one year for the year of financial assistance
 - ✓ work obligation can be met in all OK medical facilities EXCEPT physician’s offices, proprietary home health agencies, private duty practice, research, federal facilities, and industrial or summer camp nursing.
- PELL Grants are available for documented financial need. It is a federal entitlement program, which means that students who are determined to be eligible will receive a Pell award. After the Free Application for Federal Student Aid (FAFSA) is processed, a Student Aid Report (SAR) is sent directly to the student from the federal processor. The student must give the SAR to the Financial Aid officer before awards can be determined.
- The following web sites on the Internet provide an incredible amount of information about financial aid for school, where to find it and how to get it.

<http://www.finaid.org>

<http://www.studentservices.com/fastweb>

A file is complete when the Financial Aid officer receives the SAR and if chosen for verification, tax returns and a verification worksheet. When the student’s financial aid file is complete, an award letter will be issued. The award letter will indicate everything for which the student is eligible. Any financial aid received by the school for the student will be applied to the

account balance. The funds will be disbursed upon the discretion of the school.

- Workforce Oklahoma (OSU Okmulgee Campus)
1801 E 4th. Bldg 216
918-756-5791
Provides employment and unemployment services as well as those services offered by DHS & JTPA