

# Practical Nursing Program

SOUTHERN  
TECH



2018-2019 Application Packet



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## **PART 1:**

### **PROGRAM INFORMATION**

#### **➤ CAREER OPPORTUNITIES**

Licensed Practical Nurses choose nursing to help others. They get an opportunity to serve people when they need the most assistance. As soon as a license is obtained, a practical nurse has many opportunities for employment in health care. Some areas where the LPN can make worthwhile contributions are: *Hospitals, Hospice, Nursing Homes, Home Health Agencies, Doctor's Offices, Dentists Office, Private Clinics, Private Duty Nursing, Adult Day Care Centers, Public Health Organizations and Surgical Centers.*

#### **➤ PROGRAM DESCRIPTION**

##### **Length of Program**

Our 1463 clock hour program consists of 16 courses that include theory, laboratory practice and clinical experience. Students have up to 24 calendar months to complete the program.

##### **Instructional Methods**

Our independent study program utilizes an internet based student learning management system to present courses in the form of modular plans of study that involve reading assignments, workbook activities, skills lab activities, computer assisted learning software, videos, course review sessions, discussion, special projects and guest speakers. Instructors act as facilitators/mentors to guide the student.

##### **Attendance**

Our program offers students a flexible attendance environment. Students must attend a minimum of 16 hours per week. Each course has scheduled review and testing session requirements. Campus is available to students Monday through Thursday from 8:00 a.m. – 6:00 p.m. and on Fridays from 8:00 a.m. – 4:00 p.m. School is closed each day from 11:15 a.m. to 12:15 p.m. for lunch, unless otherwise posted.

##### **Clinical Experience**

Clinical experience is divided into five daytime rotations ranging from 6:00 a.m. – 7:00 p.m. and 120 hours of role transition/preceptorship totaling 688 hours. Students attend a review and testing sessions once weekly with an average of two clinical days per week.

##### **Progression**

Progression through the program includes a combination of all of the following requirements and sometimes all three are expected on a weekly basis:

1. Weekly attendance requirements of 16 hours
2. Weekly module review sessions, written assignments, skills competency exams and testing
3. Weekly clinical experience

## ➤ **COURSES/COURSE SCHEDULES**

<b><u>Courses</u></b>	<b><u>Hours</u></b>	<b><u>Day(s)</u></b>	<b><u>Time</u></b>
Medical Terminology/Anatomy & Physiology	165	Monday	8:30am-12:00pm
Long Term Certified Nursing Assistant	75	Tuesday	8:30am-12:00pm
Long Term Certified Nursing Assistant Clinical	16	Wednesday	7:30am-3:30pm
Concepts of Nursing	40	Monday	9:00am-12:00pm
Fundamentals of Nursing	160	Tuesday	1:00pm-4:00pm
Clinical 1 – Basic Nursing	80	Thursdays	8:00am-4:00pm
Pharmacology and IV Therapy Skills	50	Mondays	1:00pm-4:00pm
Medical Surgical Nursing 1&2	150	Mondays	1:00pm-4:00pm
Clinical 2 – Medical Surgical Nursing	192	Tue & Thu	6:30am-2:30pm
Clinical 3 – Medical Surgical Nursing	192	Mon & Wen	6:30am-2:30pm
Maternity – Child Nursing	40	Tuesday	1:00pm-4:00pm
Pediatric Nursing	40	Tuesday	1:00pm-4:00pm
Mental Health Concepts	40	Tuesday	1:00pm-4:00pm
Clinical 4 – Maternal, Pediatric, and Mental Health	88	Mon & Wen	6:30am – 2:30pm
Transition to Practice	15	Tuesday	1:00pm-4:00pm
Clinical 5 – Transition to Practice	120	Made by Arrangement	
<i>Testing Sessions:      Thursdays Evenings or Friday Mornings</i>			

## ➤ **ACCREDITATION**

### **Oklahoma State Department of Career and Technology Education (ODCTE)**

1500 West Seventh Avenue  
 Stillwater, OK 734074  
 (800) 522-5810

### **Oklahoma Board of Nursing (OBN)**

2915 N. Classen BLVD, Suite 524  
 Oklahoma City, OK 73106  
 (405) 962-1800

### **Accrediting Commission for Education in Nursing, Inc. (ACEN)**

3343 Peachtree Rd NE Suite 850  
 Atlanta, GA 30326  
 (404) 975-5000

## ➤ **PROGRAM REQUIREMENTS**

### **1. Laptop/Tablet Requirements/Policy**

Students enrolled in Southern Tech's nursing program will be required to have a laptop/tablet. Students may use a device they already have with the required elements. Students who do not have one of these devices will have the opportunity to purchase a one through Southern Tech.

Student who purchase their device though Southern Tech are solely responsible for the maintenance and/or upkeep. Southern Tech does not warranty, nor service laptops/tablets for **any reason**. Devices purchased at Southern Tech are non-refundable.

#### Laptop features required:

- Windows 7 or Windows 8
- Microsoft Word, Excel and Power Point Viewer 2007 capable software or newer
- Internet Explorer 8.0, Google, Mozilla Firefox
- Wi-Fi Capable
- Anti Virus/Anti Spyware Software - AVG, Symantec, Etc.

#### Tablet required applications:

- Word, Excel, PowerPoint capable apps (Ex. Google Docs, spreadsheets, presentations)
- Wi-Fi Capable

#### Student computer skills:

- Fundamental Computer Applications – mouse/keyboard operations, knowledge of hardware/software, creating, opening, closing and saving files/folders, knowledge of directories, printing, etc.
- Knowledge of Microsoft Office or like software and applications – (Word, Excel, PowerPoint or Google Docs)
- Knowledge of Internet/E-mail Applications

Applicants/Students who do not possess the above computer/digital device skills are encouraged to take classes through the Southern Tech's Adult Career and Development Program.

### **2. Physical Examination and Immunizations**

**Upon acceptance** into the program, students will be required to obtain a physician's physical. This form will be provided to you in your acceptance letter.

Nursing is a very physically demanding profession. Therefore an applicant must be able to:

- A. Lift and carry 50 to 150 pounds
- B. Push and pull 150 to 300 pounds
- C. Stand and walk on feet 6 to 7 hours a day
- D. Bend, stoop and kneel
- E. Possess fine motor movements required for nursing skills and

F. Have the ability to feel hot and cold temperatures and have adequate hearing and vision

Immunizations must be documented on official immunization card, physicians' record or lab results. It is the student's responsibility to maintain current immunizations throughout the program.

- One Negative TB Skin Tests within the past 12 months
- Two MMR Injections or Positive MMR Titer
- Two Varicella (Chicken Pox) Injections or Positive Varicella Titer
- One Tetanus Injection (within the last 10 years)
- Flu Shot (annually)
- Three Heb B Injections or Positive Titer or sign a waiver with the Nursing Department

## ➤ **LICENSURE REQUIREMENTS**

Southern Tech is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to complete the application to take the National Council Licensure Examination for practical nurses (NCLEX-PN).

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 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 to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa for admission into the United States; or
2. A pending or approved application for asylum in the United States' or
3. Admission into the United States in refugee status or
4. A pending or approved application for temporary protected status in the United States or
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 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 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. §567.6]. IV. **Regulatory Authority** 59 O.S. §567.12

## ➤ PROGRAM COSTS

Costs below are an estimate only (effective 1-4-18). Southern Tech does not have a book buyback program. Books and Fees are non-refundable.

IN-District Tuition \$2.50 per hour	\$3,657.50
Out of District Tuition \$5.00 per hour	\$7,315.00
Out of State Tuition \$7.50 per hour	\$10,972.50

Fees	\$50.00
Books & Resources	\$1,660.00
Uniforms and Clinical Supplies	\$295.00
Graduation & Licensure Fees	\$405.00

School Supplies not for sale or provided by Southern Tech:

Headphones/Ear Buds  
Flash Drives

## ➤ FINANCIAL AID

### Contact Information

Terri Downs

Financial Aid Coordinator

Contact: (580) 224-8235 or tdowns@sotech.edu

Southern Tech participates in two grant programs for which eligible adult students may apply - Federal PELL Grant, and the Oklahoma Tuition Aid Grant (OTAG). Students must file their FAFSA through the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Step 1:

Register for a username and password at [www.studentaid.gov/fsaid](http://www.studentaid.gov/fsaid). (This allows you to sign your application electronically.) Note: If you are a dependent student one parent must also register for a pin number.

### Step 2:

Print the pre-application worksheet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete.

### Step 3:

File your application a [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after you receive your username and password. You will need Southern Tech's school code, which is **010342**. Please contact the financial aid office between 8:00 AM and 4:00 PM if you have questions regarding the above procedure. Southern Tech offers a wide variety of scholarships to assist students. Southern Tech also partners with numerous sponsoring agencies for those who qualify. Sponsoring agencies may pay for tuition, books, and supplies. For more information regarding scholarships or sponsorships please contact the financial aid office.

## ➤ **NOTICE OF NON DISCRIMINATION**

Southern Tech does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability.

## ➤ **GAINFUL EMPLOYMENT**

Southern Tech is a vocational training school that offers *Gainful Employment Programs* leading to a certificate of completion. The information reported is not reflective of all career majors. Southern Tech is required to report gainful employment on majors 600 clock hours or more with post-secondary (adult) students enrolled. Over 2/3 of Southern Tech's total enrollment is secondary (high school) students. Gainful employment information for the Practical Nursing Program can be found on our web site at [www.sotech.edu](http://www.sotech.edu).

## ➤ **APPLICATION REQUIREMENTS**

\* Southern Tech's PN program uses a self-managed application process in which it is the applicant's responsibility to submit all requirements, in person to the PN Program in a complete packet by the deadline.

### **February 2019 Class Application Period**

Opens: June 5, 2018  
Ends: December 10, 2018

### **August 2019 Class Application Period**

Opens: December 11, 2018  
Ends: June 10, 2019

#### **1. Funding Secured**

Payment is due on or before the first day of class and I will secure my funding by completing one or all of the following steps:

- I will self-pay
- My sponsoring agency will pay for my career major (provide documentation to the financial aid office).
- I have completed the **FREE** application for federal student aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

#### **2. High School Diploma or GED**

In order to apply to take the NCLEX-PN (state practical nurse licensure exam), applicants must be 18 years of age or older, possess a high school diploma or a graduate equivalency degree (G.E.D.).



### 3. **Admissions Exam**

The nursing program will accept one of the following exams:

#### **NEXT GENERATION ACCUPLACER**

- Southern Tech is currently administering the Next-Generation ACCUPLACER exam. Please contact the assessment assistant (Lyndsey Wallace) at 580-224-8202 or [lwallace@sotech.edu](mailto:lwallace@sotech.edu) to schedule testing or for additional information.
- In-District fee is \$20.00, Out-Of-District is \$40.00 and Out-Of-State is \$60.00.
- Minimum acceptable scores - Reading 250, Writing 250, Arithmetic 250
- Test scores cannot be more than five years old.

#### **ACCUPLACER**

- Not administered at Southern Tech, you must provide Southern Tech a copy with your application for admissions.
- Minimum acceptable scores - Reading 78, Writing 83, and Pre-Arithmetic 65
- Test scores cannot be more than five years old.

#### **ACT**

- Not administered at Southern Tech, you must provide Southern Tech a copy with your application for admissions.
- Test scores cannot be more than five years old
- Minimum acceptable scores - Reading 19, English 19, and Math 19.

### 4. **CPR - American Heart Association's BLS for the Health Care Provider**

During the enrollment process, applicants who do not have a current AHA BLS CPR Card will need to enroll in the next available CPR class through Southern Tech's Adult Career and Development Office. 580-224-8201 or enroll on-line at [www.sotech.edu](http://www.sotech.edu)

### 5. **Application Packet**

1. Applicant Information Form
2. Resume Form
3. Statement of Understanding
4. Background Check & Drug Test

#### **Background Checks and Drug Testing**

In order to protect patients and the general public, a mandatory background check on each student (18 years of age and older) is now required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the accrediting agency for many health care facilities in Oklahoma and in the U.S.

All Southern Tech Practical Nursing Students will be required to undergo drug testing to meet the requirements of their clinical site. The purpose is to establish and maintain a safe, healthy working and learning environment for all employees, students, patients and visitors.

Background checks and drug testing will be conducted through Castelbranch. Instructions are provided in application packets. The cost of both the background check and drug testing will be \$81.75. This must be completed by the applicant prior to submitting the Southern Tech Practical Nursing program application.

Background checks and drug testing are good for one application period only.

## ➤ **NEXT-GENERATION ACCUPLACER REVIEW MATERIALS**

### **How to Prepare for Next-Generation ACCUPLACER**

You can prepare for Next-Generation ACCUPLACER by taking advantage of the study tools and resources offered. Use these tools to become familiar with the types and format of the Next-Generation ACCUPLACER test questions. They can help you identify the academic areas where you may need improvement. <https://accuplacer.collegeboard.org/students>

### **The Official Web-Based Study App**

This Web-based study app features practice tests in Arithmetic, Reading Comprehension, and Writing. It's accessible from any Internet-capable computer, and it will help you become familiar with the content and format of the Next-Generation ACCUPLACER test questions.

- “Learn as you go” tests provide you with explanation of the correct or incorrect responses.
- Sample tests are authentic, so you'll know ahead of time what your experience will be like on test day.
- You can save your work and resume practicing at any time, so you're in control of your time and schedule.

You can review your score history to see where you need to refresh your knowledge and where you have strengths. [Get Free App](#)

### **Free Next-Generation ACCUPLACER Sample Questions**

This free PDF gives you examples of the types of questions you'll see when you take the Next-Generation ACCUPLACER test. It is useful for some fast and simple preparation prior to taking the test. [Download a free, PDF of Next-Generation ACCUPLACER sample questions Download PDF](#)

## ➤ **ACCEPTANCE INTO PROGRAM**

Applicants will be accepted into the program with preference points based on the following criteria:

1. Admissions Exam
2. CPR Certification by means of Enrollment Confirmation or Course Completion Card
3. Educational History
4. Work History
5. Background Check/Drug Test

Applicants will be notified by mail of acceptance into the program about 1-2 weeks after the Admission Packet deadline. Upon acceptance into the program students will be required to obtain a physical and provide immunization records. Instructions and forms will be mailed with acceptance letters.

### **Acceptance into Program with Advanced Standing**

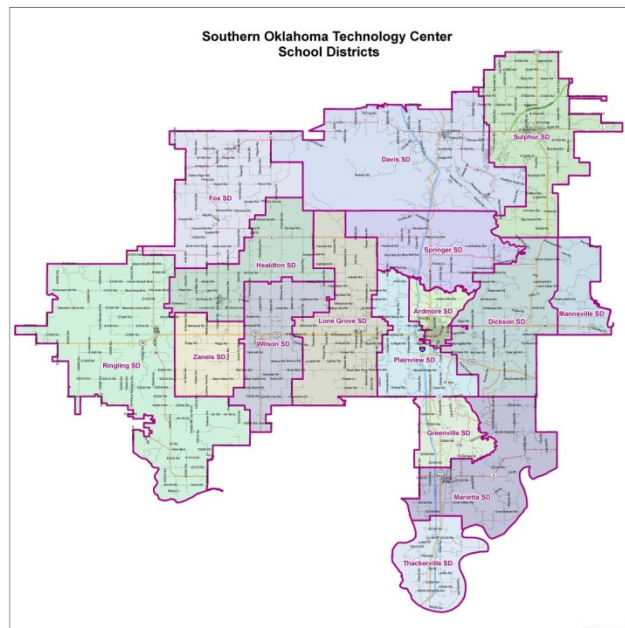
Acceptance into program with advanced standing is contingent upon space available during enrollment.

### **In-District/Out of District Applicants**

**No out of district applicants** will be accepted into the Practical Nursing Program until all qualified in-district applicants have been accepted. For post-secondary students, residency shall be determined by the student's primary place of residence at the time application for admission is made.

### **District Map and Partner Schools**

1. Ardmore Public Schools
2. Davis Public Schools
3. Dickson Public Schools
4. Fox Public Schools
5. Healdton Public Schools
6. Lone Grove Public Schools
7. Marietta Public Schools
8. Plainview Public Schools
9. Ringling Public Schools
10. Springer Public Schools
11. Sulphur Public Schools
12. Thackerville Public Schools
13. Wilson Public Schools
14. Greenville School District
15. Mannsville School District
16. Zaneis District



## ➤ PREFERENCE POINTS

Next-Generation ACCUPLACER Scores within the last 5 years					
Reading		Writing		Arithmetic	
Scores	Points	Scores	Points	Scores	Points
263 & above	10	263 & above	10	263 & above	10
250-262	8	250-262	8	250-262	8

ACCUPLACER Scores within the last 5 years					
Reading		Writing		Arithmetic	
Scores	Points	Scores	Points	Scores	Points
83 & above	10	84 & above	10	66 & above	10
78-82	8	83-90	8	65-74	8

ACT Score within the last 5 years					
Reading		English		Math	
Scores	Points	Scores	Points	Scores	Points
20 & above	10	20 & above	10	20 & above	10
19	8	19	8	19	8

Work History	Points
3+ years health related	10
-3 years health related	8
3+ years non-health related	6
-3 years non health related	4

Education History	Points
Masters Degree	40
Bachelors Degree	35
Associate Degree	30
Southern Tech's Full-Time HCC	30
Transfer from LPN/RN	10
College hours less degree	8
Other Classes	Points
Paramedic	30
Basic EMT	10
LTC @ Career Tech	10
A&P 1&2	10
Medical Terminology	10

CPR	Points
AHA BLS for the Health Care Provider Completed	10
Enrolled in a AHA BLS for the Health Care Provider Course	5

## **PART 2:**

# **APPLICATION PACKET**

\* Southern Tech's PN program uses a self-managed application process in which it is the applicant's responsibility to submit all requirements, in person to the PN program in a complete packet by the deadline.

### **February 2019 Class Application Period**

Opens: June 5, 2018

Ends: December 10, 2018

### **August 2019 Class Application Period**

Opens: December 11, 2018

Ends: June 10, 2019

## **SUBMISSION INSTRUCTIONS**

### **1. APPLICATION PACKET**

Complete and bring the following forms and documentation with you.

\_\_\_ Funding Secured

\_\_\_ Applicant Information Form

\_\_\_ Resume Form

\_\_\_ Statement of Understanding

\_\_\_ High School or GED Transcript

\_\_\_ Career Tech and/or College Transcript(s)

\_\_\_ Next-Generation ACCUPLACER, ACCUPLACER or ACT Exam Scores

\_\_\_ CPR Certification Card

\_\_\_ Acceptable District Status Verifying Document  
(document must include your name and address)

- Driver's License/State Issued Photo ID
- Utility Bill
- Notarized Rental/Lease Agreement
- Mortgage Statement

\_\_\_ Non US citizens must provide qualified alien unexpired documentation

\_\_\_ Background check and drug testing

- Instructions are provided in application packets.
- The cost of both the background check and drug testing will be \$81.00.
- CertifiedBrackground.com will send the PN department your background and drug testing results.
- Background checks and drug testing are good for one application period only.

### **2. SCHEDULE AN APPOINTMENT**

Contact the PN Department and schedule an appointment to turn in your application for admissions at 580-224-8259 or at [bbaxter@sotech.edu](mailto:bbaxter@sotech.edu)



# Applicant Information Form

<b>Application Period</b>			
Please check which class you are applying for:			
<input type="checkbox"/> February 2019 Class <input type="checkbox"/> August 2019 Class			
<b>Applicant Information</b>			
First Name	Middle Name	Last Name	
Home Address	City	State	Zip
Social Security Number		Date of Birth	
Home Phone		Cell Phone	
Email address			
<b>Citizenship Status</b>			
Please check the appropriate box below to indicate your citizenship status:			
<input type="checkbox"/> I am a U.S. Citizen <input type="checkbox"/> I am U.S. national <input type="checkbox"/> I am a legal permanent resident alien <input type="checkbox"/> I am a qualified alien			
<b>How did you hear about Southern Tech's Nursing Program:</b>			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Instructor <input type="checkbox"/> Friend <input type="checkbox"/> Family Member <input type="checkbox"/> Current Southern Tech Student <input type="checkbox"/> Employer <input type="checkbox"/> Other Please describe _____			
Applicant's Signature		Date	



# *Resume Form*

<b>Educational Background</b>					
Complete Information Requested for each level of Education	School Name and Location City and State	Date Attended		Year Graduated	Type of Certificate Diploma Degree and Major
		From	To		
High School or GED					
Career Tech					
College or University					
<b>Certifications</b>					
Health Related Certifications		Place/School Earned		Date of Certification	
<b>Employment: List work experience beginning with most recent:</b>					
Employer		Position Held		Date: From/To	



## Statement of Understanding

### Program Admission Procedures & Program Delivery Method

I have received and understand the admissions procedures for the nursing program. I also understand Southern Tech's PN program is flexible scheduling/independent study, and is not a traditional classroom lecture setting.

### Admissions with Advanced Standing

The definition of Admission with Advanced Standing is: "The evaluation of an individual's previous education experience and the application of such experience to the requirements of specific instructional area within a program of study."

An applicant seeking Admission with Advanced Standing will be evaluated according to the following consideration:

- Each applicant must meet all general admission requirements for the Practical Nursing Program, (see admissions policy).
- Coursework submitted for advanced standing will not be approved if greater than five (5) years old.
- An applicant may be granted Advanced Standing for corresponding coursework completed at Southern Tech or another Technology Center, College, or University provided that a grade of a "C" or above was obtained.
- Challenge exams and skills competencies may be required when previous coursework doesn't evenly correlate with Southern Tech's Practical Nursing curriculum.
- Applicants seeking admission as a transfer student from another practical nursing and/or RN program must provide a letter of recommendation from the Coordinator/Director/ or Dean of the previous nursing program stating that the student was in good standing with that school at the time of withdrawal.
- Official transcripts from previous schools must be provided. Syllabi, course catalogs, and clinical schedules may be requested.

*\*It is important to keep in mind that students with transfer credit/advanced standing will not spend as much time in the program and this could affect the amount of financial assistance received.*

Please select the following:

1. I am applying for advanced credit and have included transcripts and course syllabus. Yes  No
2. I am applying for transfer credit and have included transcripts and course syllabus and a letter of recommendation. Yes No
3. If space is not available for the course(s) that qualify for advanced credit:
  - \_\_\_\_\_ I am electing to repeat course(s)
  - \_\_\_\_\_ I am electing to wait until space is available

## **Laptop/Tablet Requirements/Policy**

Students enrolled in Southern Tech's nursing program will be required to have a laptop/tablet. Students may use a device they already have with the required elements. Students who do not have one of these devices will have the opportunity to purchase a one through Southern Tech.

Student who purchase their device though Southern Tech are solely responsible for the maintenance and/or upkeep. Southern Tech does not warranty, nor service laptops/tablets for **any reason**. Devices purchased at Southern Tech are non-refundable.

### **Laptop features required:**

- Windows 7 or Windows 8
- Microsoft Word, Excel and Power Point Viewer 2007 capable software or newer
- Internet Explorer 8.0, Google, Mozilla Firefox
- Wi-Fi Capable
- Anti Virus/Anti Spyware Software - AVG, Symantec, Etc.

### **Tablet required applications:**

- Word, Excel, PowerPoint capable apps (Ex. Google Docs, spreadsheets, presentations)
- Wi-Fi Capable

### **Student computer skills:**

- Fundamental Computer Applications – mouse/keyboard operations, knowledge of hardware/software, creating, opening, closing and saving files/folders, knowledge of directories, printing, etc.
- Knowledge of Microsoft Office or like software and applications – (Word, Excel, PowerPoint or Google Docs)
- Knowledge of Internet/E-mail Applications

Applicants/Students who do not possess the above computer/digital device skills are encouraged to take classes through the Southern Tech's Adult Career and Development Program.

Please select one:

\_\_\_\_\_ I have a laptop/tablet with the above requirements

\_\_\_\_\_ I need a laptop/tablet with the above requirements and intend to purchase one with Southern Tech.

## **Program Costs**

- An estimated cost of tuition, books, fees, uniforms, lab/clinical supplies, and graduation costs has been given to me. I fully understand the financial commitment of this program if I am accepted into the LPN program. *Books, Laptops, Fees and AIT's are non-refundable.*
- I understand it is my responsibility to apply for financial aid.

## **Criminal History**

- I understand a national criminal history records search, including a sex offender search, will be attained by Southern Tech's PN Administration prior to acceptance in the PN Program.
- I understand my background check may be shared with any clinical facilities that may be utilized during my education.
- I understand that Southern Tech complies with the Oklahoma Board of Nursing regarding felony convictions and application for licensure. Based upon a history of arrest and/or convictions, students may be unable to perform clinical at certain facilities which may hinder or prevent their ability to complete the program.

**Drug Testing**

I understand All Southern Tech Practical Nursing Students will be required to undergo drug testing in order to meet the requirements of clinical facilities.

- I understand my drug testing results may be shared with Southern Tech’s administration/representative and/or clinical facilities that may be utilized during my education.

**US Citizenship**

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 State 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 another health-related license or certification of 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 sentence, unless a presidential or gubernatorial pardon is received [59 O.S. § 567.8].

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



Order Instructions for

**Southern Oklahoma Technology Center - Practical Nursing**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **SF68**: Background Check - Drug Test

**About**

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**About CastleBranch**

Southern Oklahoma Technology Center - Practical Nursing and CastleBranch - one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

**Order Summary**

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**Payment Information**

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

**Accessing Your Account**

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

**Contact Us**

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.