

# GREAT PLAINS

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Technology Center

## Practical Nurse Admission Booklet



## FROM THE SUPERINTENDENT

Welcome to Great Plains Technology Center!

I am proud to welcome you to Great Plains Technology Center - a school that holds a special place in my life. In 1976, I stood where you are now. I, too, came to Great Plains as a high school student. To this day I use skills that I learned in my occupational program. I also gained leadership skills in my career and technical student organization, competed in skills contests, and served as a class officer. Great Plains set my feet on a path of opportunity that led me to where I am today.

I challenge each Great Plains student to proudly pursue your specialized occupational training. We have the best subject matter experts to teach and coach you and have surrounded you with a supportive, caring staff that wants you to succeed.

Give Great Plains your time and attention. Set goals for yourself. We are here to help you succeed now and in the future. Take advantage of our open-door policy to talk to us about your experiences here. May your school year build skills for your future and pride in your accomplishments.

Sincerely,

*Clarence Fortney*

### GREAT PLAINS TECHNOLOGY CENTERS PURPOSE AND GOALS

#### MISSION

Our mission is to prepare individuals for success in work and life, serving as a driving force for economic development in Southwest Oklahoma.

#### CORE VALUES

We are committed to the communities we serve.

We are ethical and accountable for our decisions and actions.

We are dedicated to promoting economic development in Southwest Oklahoma.

#### CORE BELIEFS

GPTC believes in the unity of the school and the communities it serves.

GPTC believes lifelong learning promotes economic development for its students, clients, and communities.

GPTC believes its stakeholders are integral to improving programs and services.

GPTC believes employability skills, technical competence, and academic rigor are essential for student success.

GPTC believes its students deserve to be among the most highly skilled workers in the world.

## Practical Nurse Program Options

The Practical Nursing (PN) program offers two enrollment options: Traditional 12-month track and 18 month track. Attendance requirements, instructional strategies, and class schedules vary according to the enrollment option.

### Practical Nurse – 12 month track

Traditional, lecture-based practical nurse option is designed for the full-time day student that learns best through teacher-led classroom instruction. Students attend class full-time, five days a week. Approximately 40 students are admitted annually with completion in 12 months.

### Practical Nurse – 18 month track

Traditional, lecture-based practical nurse option is designed for the full-time day student that learns best through teacher-led classroom instruction. Students attend class full-time, five days a week for two months and then part-time for 16 months. Approximately 30 students are admitted annually with completion in 18 months.

### Frederick Flex Practical Nurse

The flex practical nurse program has no classroom lectures and is designed for the independent learner who is familiar with computer use. Students progress through curriculum by completing learning contracts. Instructors facilitate the self-directed learning and are available for questions, round table discussions, and laboratory demonstrations. The flex program does require some mandatory classroom and clinical attendance. Approximately 30 students are admitted annually, shared between August and February entry dates, with completion in 12-24 months.

## Classroom Instruction & Clinical Information

### Classroom Instruction

Lawton classroom instruction ~ Monday through Friday 8:00 am to 3:15 pm  
Frederick flex classroom open ~ Monday through Thursday 8:15 am to 4:00 pm

### Clinical Information

Clinical 12-hour shifts ~ Wednesday & Thursday 6:30 am to 6:30 pm  
Clinical 8-hour shifts ~ Wednesday, Thursday, & Friday 6:30 am to 3:30 pm

## Practical Nursing Program Dates

Enrollment Option	Class Start Date	Application Deadline
12 month track - Lawton	August 2023	May 17, 2023
18 month track - Lawton	August 2023	May 17, 2023
Flex - Frederick	February 2023	November 2, 2022
Flex - Frederick	August 2023	June 7, 2023

**Dates are tentatively set.**

## Program Cost

Lawton Campus PN Program Costs	
Tuition	\$2,686.00
Student needs fees	\$2,639.89
Books - approximate cost	\$476.00
Uniforms - approximate cost	\$157.00
NCLEX fingerprint cost	\$55.00
<b>Total Traditional PN Program Cost**</b>	<b>\$6,013.89</b>
My Clinical Exchange – 2 <sup>nd</sup> year cost	<b>\$39.50</b>
<b>Total Flex PN Program Cost**</b>	<b>\$6,053.39</b>

Frederick Campus PN Program Costs	
Tuition	\$2,686.00
Student needs fees	\$2,639.89
Books - approximate cost	\$476.00
Uniforms - approximate cost	\$157.00
NCLEX fingerprint cost	\$55.00
<b>Total Flex PN Program Cost**</b>	<b>\$6,013.89</b>

\*\*In addition to the program costs, upon acceptance into the practical nursing program applicants are responsible for paying approximately \$35.00 to complete a drug screen and \$52.50 for a background check. This out of pocket expense occurs upon applicant initial acceptance into the program/signing the letter of intent and is required before final acceptance/admittance into the practical nursing program. Tuition and fees will not change while a student is enrolled in the Practical Nurse program.

## Practical Nursing Application Process

1. Set up an appointment with a career counselor at Great Plains Technology Center to discuss program options and application requirements. Student Support Services department locations:
  - Lawton Campus: Rm. 107, Bldg.100, 4500 West Lee Boulevard, Lawton, OK. Phone: (580) 250-5535
  - Frederick Campus: 2001 E. Gladstone, Frederick, OK. Phone: (580) 335-5525
2. Complete Great Plains Technology Center (GPTC) *Application for Admission*.
3. The application and all required documents are to be submitted to the Student Support Services department on each GPTC campus.
4. Upon applying for admission, a Next-Generation Accuplacer testing referral will be provided by a career counselor.
5. **Only complete files** with all documents, transcripts, and test scores verifying eligibility requirements will be reviewed for placement in the PN program. It is the applicant's responsibility to verify the completeness of the application file with GPTC staff.

## Required Admission Documentation & Prerequisite

Submit the following required documents to GPTC Student Support Services office. All documentation must be submitted by the application deadline.

- Completed Application
- Official high school transcript, high school equivalency scores (HiSET or GED), or official college transcript with a conferred degree of Associate's level or higher
- Current American Heart Association Basic Life Support. No others will be accepted. Online not accepted.
- Current Long Term Care Aide certification from the Oklahoma Nurse Aide Registry
- Medical Terminology grade 'C' or higher, within two years of application deadline for Career Tech and within five years of application deadline for college
- First Aid
- Next-Generation Accuplacer testing scores less than 3 years from the application deadline or ACT testing scores less than 5 years from the application deadline
- Must turn in copy of completed transcript for Medical Terminology requirement

**It is the applicant's responsibility to ensure that ALL required documentation is valid and up-to-date.**

## How Am I Slotted

Students will be placed on the wait list and offered slots based on the date the file was completed and received in the Medical Office building 700. If the student declines an offered slot, their application will be moved to the end of the wait list regardless of the original date of completion. Students will also be responsible for keeping all documents current. Applicants with expired documents will be removed from the wait list. Incomplete files will not be placed on the wait list.

## Entrance Testing For Admission

Admission to the Practical Nursing program is based on submission date of application and complete file with supporting documents. Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission to the PN program prior to qualified applicants who do not reside within the Great Plains Technology Centers district.

- Next-Generation Accuplacer testing fee is \$10.00 at GPTC.
- Study material may be found on the College Board website at <https://practice.accuplacer.org/login>
  - Next-Generation Accuplacer testing scores less than 3 years from the application deadline or ACT testing scores less than 5 years from the application deadline
  - Next-Generation Accuplacer Reading Score – Minimum of 250 or ACT Reading Score – Minimum of 19
  - Next-Generation Accuplacer Arithmetic Score of 225 or ACT Math Score – Minimum of 17

**Please note that you may only use scores from one entrance testing they must either be both scores from ACT or both scores from Accuplacer. There can be no mixing of the scores.**

## Notification of Acceptance

Applicants will be notified of acceptance within 10 business days of the application deadline by phone call, email, or the US Postal Service. In the event of a change of address, phone number or email address, it is the applicant's responsibility to update their information. To update contact information, visit the admissions office or call:

- **Lawton Campus:** Health Careers Office at (580) 250-5670 or Student Support Services at (580) 250-5535
- **Frederick Campus:** Career Counselor at (580) 335-5525

## Advance Standing Credit

Students will be given advanced standing credit for the following course that has been completed with a grade of 'C' or better and validated by an official transcript from an accredited institution:

- **Phlebotomy:** course completed within two years of application deadline or hold a current Phlebotomist Certification.

## Conditional Admission Requirements

**Age:** Applicant must be at least 18 years of age to attend clinicals.

**Physical Exam:** Applicants must complete a physical exam on the form provided GPTC, complete with laboratory results, immunizations records, and physical clearance by a physician. All costs of physical, labs, and immunizations are the responsibility of the student. Any health related problems must be corrected and evidence of correction must be submitted. Students must be in good health and be free of any physical restrictions, as evidence by a physical exam, to participate in clinical activities. This will not be collected until you are slotted in the program and have completed the physical form.

**Required Immunizations:** Must be documented on a shot record or proven immunity by providing a positive titer.

- Hepatitis B - series of 3 injections
- MMR (measles, mumps, rubella) - series of 2 injections
- Varicella (chicken pox) - must have positive titer
- Tetanus (TDaP) - within the last 10 years
- 1 negative TB skin test or TB screening
- Covid Vaccination Series
- Seasonal flu shot

**Drug Screen:** Applicants will submit authorization allowing a facility, designated by GPTC, to test for the presence of illicit drugs. Applicant will be notified when and where the drug screen is to be completed. The cost is approximately \$35.00 and is the responsibility of the student. Applicants with a positive drug screen will be denied admittance to the PN program.

**Clinical Site Privilege:** Criminal history records and self-disclosed information may be provided to clinical sites after program acceptance and throughout program enrollment. GPTC and clinical sites reserve the right to review any information that would have a bearing on the student's ability to function safely in the clinical area. Clinical facilities may deny students access to clinical rotations upon the findings of the background check. While a criminal history does not necessarily disqualify an individual for admission into a program, clinical sites reserve the right to refuse clinical placement of any student. If not accepted by a clinical site, the school will make reasonable attempts to meet program objectives by providing alternative clinical sites. If alternative clinical sites cannot be arranged, program objectives cannot be completed and dismissal may result.

**Background Check:** Criminal history and sex offender background checks are required to complete clinical requirements. (Uniform Clinical Contract - Clinical Rotation Agreement, developed January 2004 by the Statewide Taskforce, sponsored by the Oklahoma Hospital Association). Background checks are acceptable only when conducted by an agency authorized by GPTC. The cost is approximately \$52.50 and is the responsibility of the student. GPTC reserves the right to do repeat background checks throughout the program.

**Financial Arrangements:** Applicants must pay tuition and fees by the prearranged deadlines. Financial aid arrangements will be accepted in lieu of payment. For more information on applying for financial aid (FASFA), VA benefits, scholarships, or utilizing other funding sources, contact the GPTC Financial Aid Coordinator at (580) 250-5534.

**Mandatory PN Orientation Meeting:** Applicants must attend a mandatory PN orientation meeting that will be set for 2 weeks after class selection. Upon receiving your notification of acceptance, your enrollment will be contingent upon the completion and submission of the required documents and attendance at the mandatory PN meeting.

## Student Support Services

### Career Advisement

Great Plains Technology Center offers career counseling services that prepare our students for success in their technical programs. A career counselor can help you with the application process, career counseling, motivation, decision-making, goal setting, crisis counseling and referrals to other counseling services. To schedule an appointment with a career counselor, please call or email:

**Lawton Campus:** Hannah Ellis, Student Services Sec. at (580) 250-5535 or [hellis@greatplains.edu](mailto:hellis@greatplains.edu)

**Frederick Campus:** Penny Newman, Secretary at (580) 335-5525 or [pnewman@greatplains.edu](mailto:pnewman@greatplains.edu)

### Financial Aid Coordinator

The Financial Aid/VA Coordinator is committed to assisting the students of Great Plains Technology Center with their needs for Federal Financial Aid and Veterans Benefits. It is our goal to make applying for FA and VA benefits as stress free as possible. Please call or email with any questions or concerns:

Dustin Davidson, Financial Aid/VA Coordinator  
Email: [ddavidson@greatplains.edu](mailto:ddavidson@greatplains.edu)  
Phone: (580) 250-5534

### Academic Center – Lawton Campus

Great Plains Technology Center employs an Academic Center Coordinator who can assist you with developing a basic skill improvement plan for math and reading, improving your study, test taking, and time management skills, and can help you identify your learning/working styles. To schedule an appointment please contact:

Mandee Thomas, Academic Center Coordinator  
Email: [mthomas@greatplains.edu](mailto:mthomas@greatplains.edu)  
Phone: (580) 250-5529

### Practical Nursing Program Coordinator

If you have questions about the practical nursing program, the notification process, or the conditional admission requirements, please contact the practical nursing program director:

Karen Shirey, PN Program Coordinator  
Email: [kshirey@greatplains.edu](mailto:kshirey@greatplains.edu)  
Phone: (580) 250-5580



## Practical Nursing Program Information

**Definition:** "Practical Nurse" means the practice of nursing under the supervision or direction of a Registered Nurse, licensed physician, or dentist. This directed scope of nursing practice includes, but is not limited to:

- Contributing to the assessment of the health status of individuals and groups.
- Participating in the development and modification of the plan of care.
- Implementing the appropriate aspects of the plan of care.
- Delegating such tasks as may safely be performed by others, consistent with educational preparation and do not conflict with the Oklahoma Nurse Practice Act.
- Providing safe and effective nursing care rendered directly or indirectly.
- Participating in the evaluation of responses to interventions.
- Teaching basic nursing skills and related principles.
- Performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation and,
- Delegating those nursing tasks as defined in the rules for the Board that may be performed by an advanced unlicensed assistive person.

**Mission:** The mission of the PN Department is to prepare individuals for success in work and in life, by providing exemplary PN education.

**Vision:** Our vision is to meet the needs of the 21st century healthcare system by providing exemplary PN education and training opportunities to the workforce of the future.

**Philosophy:** The faculty of the nursing program supports the philosophy of the Great Plains Technology Center. We recognize that society today is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in the effort to operate schools effectively despite the social unrest thought out the world today. We are responsible for maintaining a quality education program for our students.

**Student Learning Outcomes/Role-Specific Competencies:** Our student learning outcomes are aligned with the OBN-PN Nursing Competencies, QSEN Competencies, the NCLEX-PN Test Plan, and National Health Foundation Standards.

1. Provide patient-centered care with sensitivity, empathy and respect for the diversity of human experience.
2. Work in interdisciplinary teams with other health care members to improve patient outcomes.
3. Employ evidence-based practice in choosing optimal patient care instructions.
4. Apply quality improvement to patient outcomes to meet their changing needs.
5. Apply principles of safety that reduce risk of harm to self and others.
6. Utilize informatics to provide care, reduce medical errors and support health care interventions.

## Practical Nursing Curriculum Plan

Course Title	Theory/Lab Hours	Clinical Hours	Totals
Medical Terminology- <i>Prerequisite</i>	45	0	45
Anatomy & Physiology for Practical Nursing	120	0	120
Long Term Care Assistant- <i>Prerequisite</i>	75	0	75
Introduction to Nursing	40	0	40
Fundamentals of Nursing	160	0	160
Clinical Nursing I	0	80	80
Clinical Nursing II	0	224	244
<b>Semester I Totals</b>	<b>440</b>	<b>304</b>	<b>724</b>
Pharmacology & Intravenous Therapy Skills	66	0	66
Medical Surgical Nursing I	78	0	78
Medical Surgical Nursing II	78	0	78
Clinical Nursing III	0	232	232
Maternal/Newborn Nursing	45	0	45
Pediatric Nursing	45	0	45
Mental Health Nursing	40	0	40
Clinical Nursing IV	0	120	120
Transition to Practice	15	0	15
<b>Semester II Totals</b>	<b>367</b>	<b>352</b>	<b>719</b>
<b>Grand Total Hours</b>	<b>807</b>	<b>656</b>	<b>1463</b>

## Transfer of Credit Policy

Great Plains Technology Center will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. Please note that students transferring to another school may not be able to transfer all the hours they earned at Great Plains Technology Center; the number of transferable hours depend on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered for both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution. Transfer students must meet the following criteria:

1. If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be awarded as verified by the transcript.

2. Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be awarded as verified by the transcript.
3. Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.

### **Academic Policy**

The minimum satisfactory academic standing for retention in the School of Practical Nurse is a grade average of "C" or 77% at the completion of each semester. This grade must be maintained in each individual course.

Grading Scale:      A = 93-100    B = 85-92    C = 77-84    F = 76 and below

### **Completion Requirements**

1. All curriculum complete with a minimum of 77% proficiency.
2. All clinical rotations complete with a minimum of 80% proficiency.
3. Graduation Clearance form complete.

### **Oklahoma Board of Nursing Licensure Information**

1. The Oklahoma Board of Nursing approves the Great Plains Practical Nursing program. Graduates of this state-approved program are eligible to apply to the National Council Licensure Examination (NCLEX) for practical nurses.
2. The applicant for licensure must be a minimum of eighteen (18) years of age.
3. Applicants of Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing.
4. 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.
5. 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:
  - A valid, unexpired immigrant or non-immigrant visa status for admission into the United States
  - A pending or approved application for asylum in the United States;
  - Admission into the United States in refugee status;
  - A pending or approved application for temporary protection status in the United States;

- Approved deferred action status; or
  - A pending application for adjustment of status to legal permanent resident status or conditional resident status.
6. The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate 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.
  7. 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
  8. State Law (59 O.S. § 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check completed not more than ninety (90) days old at the time of submission of application for license. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name 3 index searches of computerized databases containing criminal history records.
  9. In addition to the background check, applicants for licensure 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 or if there is currently any investigation of your nursing license, registration, or certification; and/or any 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 in writing.
  10. 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. Certified court records or a board order must accompany the report. 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.
  11. The graduate candidate will be a Practical Nurse when he/she has made a passing score on the NCLEX exam.
  12. *NOTE:* All states have slightly different licensing criteria. To work as a nurse in another state, you must meet that state’s criteria for “License by Endorsement”, this is after being issued a license in Oklahoma. A candidate with a history or

arrests, convictions, or prior disciplinary action, may not be eligible for licensure in surrounding states due to the individual state's restrictions.

## Oklahoma Board of Nursing Licensure of Practical and Registered Nurses Disciplinary Action

485:10-11-4. Licensure or Certification of Individuals with Criminal History (a) Purpose and Applicability. This section establishes the criteria utilized by the Board in determining the effect of criminal history on eligibility for nursing licensure or Advanced Unlicensed Assistant (AUA) certification and implements the requirements of Oklahoma Statutes Title 59 Sections 567.1. et seq. and 4000.1 (2019). This section applies to: (1) all currently licensed nurses and holders of an AUA certificate; (2) all individuals seeking to obtain a nursing license or AUA certificate; and (3) all individuals seeking an initial determination of their eligibility for nursing licensure or AUA certification. (b) The felonies listed below in subsection (c) disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified as an AUA in Oklahoma. However, subsection (c) is not an exhaustive or exclusive list of crimes, both felonies and misdemeanors resulting in a conviction or a deferred sentence, that may result in discipline from the Board of Nursing, up to and including revocation. The felonies listed in subsection (c) disqualify an individual because they substantially relate to the practice of nursing and pose a reasonable threat to public safety for the reasons stated below. **(1) The practice of nursing is a unique profession.** Licensees and certificate holders practice nursing autonomously in a wide variety of settings and provide care to patients who are, by virtue of their illness or injury, physically, emotionally, and/or financially vulnerable. These patients often include the elderly, children, those with mental or cognitive disorders, sedated or anesthetized patients, and/or disabled or immobilized individuals. Individuals who have engaged in criminal conduct place patients, healthcare employers and employees, and the public at risk of harm. **(2) Crimes involving fraud and/or theft.** Licensees and certificate holders often have unfettered access to patients' privileged information, financial information, and valuables, including but not limited to medications, money, jewelry, credit cards/check book, and/or sentimental items. The practice of nursing continues 24 hours per day in all healthcare settings, including those where there is often no direct supervision of the individual. Patients in these healthcare settings are particularly vulnerable to the unethical, deceitful, and illegal conduct of a licensee or certificate holder. When an individual has engaged in criminal behavior involving fraud and/or theft, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk. As such, crimes involving any type of fraud and/or theft are highly relevant to an individual's ability to provide safe nursing care. **(3) Crimes involving sexual misconduct.** Licensees and certificate holders frequently provide nursing care to partially clothed or fully undressed patients, who are particularly vulnerable to exploitation. Due to the intimate nature of nursing care, professional boundaries in the practice of

nursing are extremely important. When an individual has engaged in criminal behavior involving any type of sexual misconduct, the Board is mindful that similar misconduct may be repeated in healthcare settings. As such, crimes involving any type of sexual misconduct are highly relevant to an individual's ability to provide safe nursing care. **(4) Crimes involving lying, falsification, and/or deception.** Licensees and certificate holders are required to accurately and honestly report and record information in a variety of places, such as medical records, pharmacy records, billing records, nursing notes, and plans of care, as well as to report errors in their own nursing practice. When an individual has engaged in criminal behavior involving lying, falsification, and/or deceptive conduct, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk of harm. As such, crimes involving any type of lying, falsification and/or deception are highly relevant to an individual's ability to provide safe nursing care. **(5) Crimes involving drugs and/or alcohol.** Licensees and certificate holders have a duty to their patients to provide safe, effective nursing care and to be able to practice safely. Individuals who have a substance use disorder may have impaired judgment and motor skills and are at risk for harming their patients and/or the public. Licensees and certificate holders have access to many medications and drugs and those with substance use disorders may misuse or steal drugs. Individuals affected by a substance use disorder may be unable to accurately assess patients, make appropriate judgments, or intervene in a timely and appropriate manner, thus putting their patients at risk. This danger is heightened when the licensee or certificate holder works in an autonomous setting where other healthcare providers are not present to intervene for the patient or the public. As such, crimes related to the use or possession of drugs or alcohol are highly relevant to an individual's fitness to practice. **(6) Crimes involving violence and/or threatening behavior.** Licensees and certificate holders provide care to the most vulnerable of populations, including patients who often have no voice of their own and cannot advocate for themselves. Further, patients are dependent on the caregiver-patient relationship for their daily care. When an individual has engaged in violent or threatening criminal behavior, the Board is mindful that patients may be at risk for similar behavior in a healthcare setting. As such, crimes involving violence and threatening behavior are highly relevant to an individual's fitness to practice. (c) All crimes listed in this subsection are as described in Titles 21, 47 and 63 of the Oklahoma Statutes. In addition, the Board recognizes and gives similar treatment to similar offenses charged in other jurisdictions. **Felony convictions** that disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified as an AUA in Oklahoma include: **(1) Crimes involving fraud, theft, lying and/or falsification.** (A) Robbery 21 O.S. § 791 et seq. (B) Falsely personating another to gain money or property 21 O.S. § 1532. (C) Identity theft 21 O.S. § 1533.1. **(2) Crimes involving sexual misconduct.** (A) Human Trafficking 21 O.S. § 748. (B) Trafficking in children 21 O.S. § 866. (C) Incest 21 O.S. § 885. (D) Forcible sodomy 21 O.S. § 888. (E) Indecent exposure, indecent exhibitions, obscene material or

child pornography, solicitation of minors 21 O.S. § 1021. (F) Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufactures, or causes to be sold or distributed child pornography 21 O.S. §§ 1021.2 and 1024.2 (G) Commercial sale or distribution of pornography 21 O.S. § 1040.13. (H) Soliciting/offering sex with minor 21 O.S. § 1040.13a.

(I) Offering or transporting one under 18 for sex 21 O.S. § 1087. (J) Child Prostitution – unlawful detainment in prostitution house 21 O.S. § 1088. (K) Lewd or indecent proposals to minor, sexual battery of minor 21 O.S. § 1123. (L) Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 O.S. § 1192.1. **(3) Crimes involving drugs and/or alcohol.** (A) Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 O.S. § 856.1. (B) Drug trafficking 63 O.S. § 2-415. **(4) Crimes involving threats, violence and/or harm to another individual.** (A) Assault, battery, or assault and battery with a dangerous weapon 21 O.S. § 645. (B) Aggravated assault and battery 21 O.S. § 646. (C) Aggravated assault and battery on a law officer 21 O.S. § 650. (D) Aggravated assault and battery on medical personnel with firearm or other dangerous weapon 21 O.S. § 650.5. (E) Murder, first or second degree 21 O.S. §§ 701.7 and 701.8. (F) Manslaughter, first degree 21 O.S. § 711. (G) Kidnapping 21 O.S. § 741. (H) Extortionate kidnapping 21 O.S. § 745. (I) Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850. (J) Desertion – abandonment of child under ten 21 O.S. § 851. (K) Child endangerment by permitting child abuse 21 O.S. § 852.1. (L) Rape first or second degree 21 O.S. §§ 1111 and 1114. (M) Peeping Tom – personally or electronically 21 O.S. § 1171. (N) Stalking 21 O.S. § 1173. (O) Endangering or injuring a person during arson or attempt 21 O.S. § 1405. (P) Failure to stop after fatal accident 47 O.S. § 10-102.1. (Q) Mingling poison, drugs, or sharp objects with food, drink 21 O.S. § 832. **(5) Crimes involving harm to property.** (A) Violation of Oklahoma Antiterrorism Act 21 O.S. §§ 1268 et seq. (B) Arson, first, second or third degree 21 O.S. §§ 1401, 1402, and 1403. (C) Burglary, first degree 21 O.S. § 1431.

(d) **To obtain an Initial Determination of Eligibility**, the required form shall be completed and filed with the Board. The fee for an Initial Determination of Eligibility shall be \$95.00 and shall be submitted with the required form. (e) The Executive Director is authorized to close a file requesting initial determination of eligibility when the person seeking determination of eligibility for licensure has failed to respond to a written request from the Board for information, within sixty (60) days of the written request.

## Practical Nursing Career Opportunities

(From Occupational Outlook Handbook, Bureau of Labor Statistics, US Department of Labor)

Practical nurses provide basic nursing care. They may reinforce teaching done by RNs regarding how family members should care for a relative; help to deliver, care for, and feed infants; collect samples for testing and do routine laboratory tests; or feed patients who need help eating. They can give medication, start IVs, and oversee unlicensed medical staff. PNs care for ill, injured, or convalescing patients or persons with disabilities in nursing homes and extended care facilities, hospitals, physicians' offices, clinics, and private homes.

Nurses must be on their feet for much of the day and may have to lift patients who have trouble moving in bed, standing, or walking. These duties can be stressful, as can dealing with ill and injured people. Most PNs work full time and many work shifts during nights, weekends, or holidays, because patients need medical care at all hours. They may be required to work shifts of longer than 8 hours.

PNs must complete an approved educational program. These programs award a certificate or diploma and typically take about 1 year to complete, but may take longer. They are commonly found in technical schools and community colleges. Practical Nursing programs combine classroom learning in subjects such as nursing, biology, and pharmacology. All programs also include supervised clinical experience. After completing a state-approved educational program, prospective PNs can take the National Council Licensure Examination (NCLEX-PN). In all states, they must pass the exam to get a license and work as an PN.

PNs should be friendly, enjoy helping others, and communicating with people. Other important qualities include:

- Compassion - PNs must be empathetic and caring toward the people they serve.
- Detail oriented - PNs need to be responsible and detail oriented, because they must make sure that patients get the correct care at the right time.
- Interpersonal skills - Interacting with patients and other healthcare providers is a big part of their jobs.
- Patience - Dealing with sick and injured people may be stressful. They should be patient, so they can cope with any stress that stems from providing care to these patients.
- Physical stamina - PNs should be comfortable performing physical tasks, such as bending over patients for a long time.
- Speaking skills - It is important that PNs be able to communicate effectively, for example, they may need to relay information about a patient's current condition to a RN.

Employment of PNs is projected to grow 16% from 2014 to 2024, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. PNs will be needed in residential care facilities and in home health environments to care for older patients.



A number of chronic conditions, such as diabetes and obesity, have become more prevalent in recent years. PNs will be needed to assist and care for patients with chronic conditions in skilled nursing and other extended care facilities. In addition, many procedures that once could be done only in hospitals are now being done outside of hospitals, creating demand in other settings, such as outpatient care centers.

The number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. PNs will be needed, particularly in ambulatory care settings, to care for the newly insured who seek primary and preventative services.

High emotional and physical demands may cause workers to leave the occupation, creating potential job openings. Job prospects should be favorable for PNs who are willing to work in rural and medically underserved areas.

- The median annual wage for PNs in the USA was \$44,090 - (\$21.20/hr) in May 2016.
- The annual mean wage of PNs in Oklahoma was \$22,730 - \$40,090 (\$10.92 - \$19.27/hr) in May 2016.
- The annual mean wage of PNs in Southwest Oklahoma was \$36,610 - \$17.60/hr in May 2016.

<b>Student Achievement Data</b>					
<b>Licensure Exam Pass Rates</b>					
<b>Year</b>	<b>Lawton Traditional</b>	<b>Lawton Flex</b>	<b>Frederick Flex</b>	<b>OK</b>	<b>USA</b>
<b>2021</b>	100%	91.6%	80%	87.40%	79.60%
<b>2020</b>	100%	90%	100%	**	**
<b>2019</b>	95%	100%	66%	87.41%	85.63%
<b>2018</b>	100%	91%	75%	86.83%	85.93%
<b>2017</b>	96.3%	100.00%	87.5%	86.64%	83.85%
<b>2016</b>	90.00%	95.00%	100.00%	87.64%	83.70%
<b>Program Completion Rates</b>					
	<b>Lawton Traditional</b>	<b>Lawton Flex</b>	<b>Frederick Flex</b>		
<b>2021</b>	77%	72.4%	63%		
<b>2020</b>	64%	84%	60%		
<b>2019</b>	77%	97%	71%		
<b>2018</b>	90%	85.7%	62.5%		
<b>2017</b>	72.0%	60%	88.9%		
<b>2016</b>	76.67%	80.00%	62.50%		
<b>Job Placement for 2020-21 Graduates</b>					
	<b>Lawton Traditional</b>	<b>Lawton Flex</b>	<b>Frederick Flex</b>		
<b>Total Graduates</b>	7	16	5		
<b>Graduates Employed</b>	7	16	5		
<b>Graduates in Further Education</b>	1	3	0%		
<b>Positive Placement</b>	100%	100%	100%		
<b>Average Wage - PN</b>	\$19.83/hr	\$19.83/hr.	\$18.76/hr.		
<b>Not employed in ED</b>	0	0	0		

## Financial Aid

**Federal Pell Grant:** Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs. Unlike a loan, a Federal Pell Grant does not have to be repaid. To determine if you are eligible financially, the US Dept. of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible. How much you receive will depend not only on your EFC but also on your cost of attendance, whether you are a full-time or half-time student and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. To apply fill out a Free Application for Federal Student Aid available in the financial aid office or apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Supplemental Educational Opportunity Grant:** A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest Expected Family Contributions (EFC) -- and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back. Students at the school are awarded an FSEOG based on the availability of the funds at the school. You can receive either \$100 or \$200 per year depended on your start date. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

**Oklahoma Tuition Aid Grant Program:** The Oklahoma Tuition Aid Grant Program (OTAG) is a need based grant program for Oklahoma residents who attend approved colleges, universities, and technology centers in Oklahoma. Awards are approved for full-time or half-time students in undergraduate or graduate study. To apply complete a FAFSA as soon as possible. Applications are awarded in descending order of highest need until all funds are committed. OTAG will review your family financial information to determine your eligibility OTAG will then notify you if you are approved. GPTC students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

**Veterans Educational Benefits:** Great Plains Technology Center has several full time adult programs and short term ACD programs approved for Veterans Educational Benefits. For more information regarding VA Educational Benefits for full time adult programs or for short-term ACD programs please, contact Rhonda Mahaffey, Career Counselor, at the Lawton Campus at 580.250.5503, Bldg. 100, Room 107.

## Scholarships

**Great Plains Technology Center Foundation Scholarship:** The Great Plains Foundation was established in 1980 to assist students with tuition costs. Eligibility based on financial need.

**The Oklahoma Career Tech Foundation Otha Grimes Scholarship:** Otha Grimes Scholarship applications are distributed to current full time adult students the beginning of the Fall and Spring semesters. Scholarships are limited to 9 students per semester. Scholarships must be used for expenses directly related to a student's program, such as: tuition, fees and books.

**Dr. George Bridges Next Step Scholarship:** The scholarship is a one-time tuition waiver. The maximum award is \$2100.00 toward tuition (\$1050.00 per semester). No monies are issued directly to the scholarship recipient but are issued to the school in lieu of an award letter. The scholarship is good for 2 years from the date of activation. Once the scholarship has been approved, it is for tuition only and can be applied towards a full-time program or any of ACD short-term class(es) that have approved education plans. You must have an approved sequence education plan before enrolling in any short-term class. Contact Student Services at 580-250-5535 to set up an appointment regarding the education plans. Your education plan must be completed within (2) two years from the date of the activation.



# GREAT PLAINS

## Technology Center

### 2022-23 ANNUAL NOTICE

#### Required Disclosures of Student and Employee Consumer

Contact the GPTC Student Office for a paper copy of the Student Handbook. Contact Student Services for a copy of Application Information booklets, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director/Principal for questions concerning FERPA. "Great Plains Technology Center prohibits misrepresentation of program content, outcomes, certifications/licensures, and admissions. Great Plains Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award."

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information
<p><b>What: Institutional Information (668.43)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Requirements for return of Title IV, HEA grant or loan aid</li> <li>• Information regarding the programs, institutional facilities and faculty</li> <li>• Entities that accredit, license, or approve the school and its programs and procedures or reviewing school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Tech - Tab Booklet</li> <li>• U.S. Department of Education College Opportunities website: <a href="http://nces.ed.gov/IPE">http://nces.ed.gov/IPE</a></li> <li>• DS. Click on College Search for Great Plains Technology Center</li> <li>• Application Information Booklets</li> </ul>
<p><b>What: Financial Assistance Information (668.42)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Tech - Tab Booklet</li> <li>• Application Information Booklets</li> <li>• Studentaid.ed.gov/sa</li> <li>• <a href="http://www.greatplains.edu">http://www.greatplains.edu</a></li> </ul>
<p><b>What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Parents of Enrolled Students under the age of 18</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>• Right to consent to disclosure of personally identifiable information contained in student's education records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under 34 CFR, Part 99 without prior consent</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook <a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></li> <li>• Great Plains Technology Center Policy and Procedures Manual</li> </ul>
<p><b>What: Completion/Graduation Rate and Transfer-Out Rate (668.45)</b></p> <p><b>When:</b> Annually by July 1 and Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Prospective Students</p>	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Department of Education College Navigator website: <a href="http://nces.ed.gov/IPE">http://nces.ed.gov/IPE</a></li> <li>• DS</li> <li>• Great Plains Technology Center website at <a href="http://www.greatplains.edu">www.greatplains.edu</a></li> </ul>
<p><b>What: Campus Security Report (668.46)</b></p> <p><b>When:</b> Annually by Oct. 1 and Upon Request</p> <p><b>To:</b> Enrolled Students, Current Employees, Prospective Students, &amp; Prospective Employees</p>	<ul style="list-style-type: none"> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson</li> <li>• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability)</li> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations</li> <li>• Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> <li>• Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook <a href="http://www.greatplains.edu/student-resources/forms-handbooks-transcripts">http://www.greatplains.edu/student-resources/forms-handbooks-transcripts</a></li> <li>• U.S. Department of Education College Navigator website: <a href="http://nces.ed.gov/IPE">http://nces.ed.gov/IPE</a></li> <li>• DS. Search for Great Plains Technology Center</li> <li>• Great Plains Technology Center website at <a href="http://www.greatplains.edu/">www.greatplains.edu/</a></li> <li>• Great Plains Technology Center Intranet</li> </ul>

Additional Student and Employee Consumer Information	Where to Find
College Navigator Website	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Navigator website:</li> <li>• <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Great Plains Technology Center</li> </ul>
Student Body Diversity	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&amp;s=all&amp;id=364548#enrolmt..">http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&amp;s=all&amp;id=364548#enrolmt..</a> Search for Great Plains Technology Center</li> </ul>
Net Price Calculator	<ul style="list-style-type: none"> <li>• <a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></li> </ul>
Text Book Information/information for College Bookstores	<ul style="list-style-type: none"> <li>• Non-Medical and Medical Application Information Booklets</li> <li>• <a href="http://www.greatplains.edu">www.greatplains.edu</a></li> <li>• Great Plains Technology Center Courses of Study. <a href="http://www.greatplains.edu/adults/lawton-career-majors/">http://www.greatplains.edu/adults/lawton-career-majors/</a>.</li> </ul>
Transfer of Credit/Articulation Agreements	<ul style="list-style-type: none"> <li>• TechTab</li> <li>• <a href="http://www.greatplains.edu">www.greatplains.edu</a></li> </ul>
Vaccination Policy	<ul style="list-style-type: none"> <li>• Medical Application Information Booklets</li> </ul>
National Student Loan Data System (NSLDS)	<ul style="list-style-type: none"> <li>• <a href="http://www.nsls.ed.gov/nsls_SA/">http://www.nsls.ed.gov/nsls_SA/</a></li> </ul>
Voter Registration	<ul style="list-style-type: none"> <li>• Applications are located in Building 100 or online at <a href="http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/">http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/</a></li> <li>• Applications are given to students at Orientation</li> </ul>
Drug and Alcohol Prevention Information	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Copyright Infringement	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Penalties for Drug Law Violations	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Internet Use Policy	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Absence Policy	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
ABE Prep Course	<ul style="list-style-type: none"> <li>• Contact Great Plains Technology Center (580) 355-6371</li> </ul>

# Great Plains Technology Center

4500 West Lee Boulevard, Lawton, OK 73505 ♦ 2001 E. Gladstone, Frederick, OK 73542

## Accreditation Statement

All Full Time Programs at GPTC are Certified by:

### Oklahoma State Board of Career and Technology Education

1500 West 7<sup>th</sup> Avenue ~ Stillwater, Oklahoma 74074-4364 ~ (405) 377.2000 ~ [www.okcareertech.org](http://www.okcareertech.org)

**Great Plains Technology Center is Accredited by:**

**Individual programs are accredited through the following agencies listed below.**

**All program policies and procedures are available to the public for viewing.**

FULL TIME PROGRAM	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Cosmetology (OSBCB)	Oklahoma State Board of Cosmetology and Barbering	2401 NW 23rd Street #84 Oklahoma City, OK 73107	405.521.2441 <a href="http://www.ok.gov/cosmo/">www.ok.gov/cosmo/</a>
Practical Nurse (ACEN)	Accreditation Commission for Education in Nursing, Inc.	3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326	404.975.5000 <a href="http://www.acenursing.org">www.acenursing.org</a>
Practical Nurse (OBN)	Oklahoma Board of Nursing	2915 N. Classen, Suite 524, Oklahoma City, OK 73106	405.962.1800 <a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a>
Surgical Technologist (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a>
Surgical Technologist (ARC-STSA)	Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting	7108 - C South Alton Way Centennial, CO 80112-2106	303.694.9262 <a href="http://www.arcstsa.org">www.arcstsa.org</a>
Automotive Service Technician Combination Collision Repair Technician (NATEF) Medium Heavy Duty Truck & Light Repair Technician (NATEF)	National Automotive Technician Education Foundation (NATEF)  Automotive Service Excellence (ASE)	15034 Edwards Ferry Road, NE Suite 401 Leesburg, VA 20176	703.699.6650 <a href="http://www.asealliance.org">www.asealliance.org</a>
Veterans Education and Training	Oklahoma State Accrediting Agency	4545 North Lincoln #281 P.O. Box 53067 Oklahoma City, OK 73152	405.521.3807 Fax: 405.521.4551 <a href="http://www.ok.gov/saa">www.ok.gov/saa</a>
SHORT TERM COURSES	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Emergency Medical Services Long Term Care Nurse Assistant/ Home Health Aide	Oklahoma State Department of Health	1000 Northeast Tenth Street Oklahoma City, OK 73152	405.271.4027 <a href="http://www.health.state.ok.us">www.health.state.ok.us</a>
Motorcycle Safety	Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol	P. O. Box 11415 Oklahoma City, OK 73136	405.425.7705
Paramedic (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a>
Paramedic (CoAEMSP)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088	214.703.8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a>
CAMERON UNIVERSITY PROGRAMS TAUGHT AT GPTC	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Radiologic Technology (JRCERT)	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182	312.704.5300. Electronic Accreditation System can be found at <a href="http://www.jrcert.org">www.jrcert.org</a>
Advanced Respiratory Therapist (CoARC)	Committee on Accreditation for Respiratory Care	1248 Harwood Road Bedford, Texas 76021-4244	817.283.2835 <a href="http://www.coarc.com">www.coarc.com</a>

## Policies & Guidelines for Enrollment

### Fees & Tuition

- Each adult applicant enrolling at Great Plains Technology Center will be charged \$10.00 for the assessment administered.
- Enrollment is not official and complete until student has been notified of acceptance to programs and all processing guidelines are complete and conditions have been fulfilled.
- If student applies for financial aid or is sponsored by an agency the student is responsible for the tuition until Great Plains Technology Center receives an appropriate agency contract or certification. Should funds be canceled for any reason, the student will pay the full amount of any remaining training charge.
- Any tuition paid for program placement will follow the refund guidelines stated in enrollment packets.

### Students from Foreign Countries

Students who are submitting documents or credentials from foreign countries, must have said documents and credentials evaluated and converted to United States equivalency with regard to classes, grades, credit for work, diplomas, and degrees.

One agency that provides this service is *World Education Service*, 1-800-937-3895. Applications for this service may be accessed at [www.wes.org/who.html](http://www.wes.org/who.html). Transcripts must be translated prior to sending to World Education Service. If you need to find a translator in the U.S., you may wish to contact University Language Services, Incorporated. 1.800.419.4601. This information is provided for your convenience only. All arrangements must be made directly with the translation service and WES.

### Asbestos Requirements

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

### Disability Services

After placement in a program at Great Plains Technology Center, if you have disabilities, which require reasonable accommodations to perform the essential skill of the Program, it is your responsibility to provide documentation and notify your instructor and/or the Disability Services Coordinator

### Campus Crime Report

In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at [www.greatplains.edu](http://www.greatplains.edu). The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

### FERPA Compliance

Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., 11th grade, 12th grade, etc.);
7. The student's degrees, honors and awards received;
8. The most recent educational agency or institution attended;
9. The student's photograph; and
10. The student's electronic mail address.
11. The student's participation in officially recognized activities

Great Plains Technology Center may disclose any of the above listed items with the student's prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. GPTC may provide access to a students' education records to a third party on as provided in FERPA and GPTC policy.

### Statistical Information

Some information provided on this application may be used for institutional statistical information only. This information will not be published nor used in the student selection process.

### Non-Immigrant

"This school is authorized under Federal law to enroll non-immigrant alien students."

### **Notice of Non-Discrimination**

Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, religion, gender, gender expression, sexual orientation, gender identity, or qualified disability or veterans status in admission to its programs, services, activities or access to them, in treatment of individuals, or in any aspect of the Technology Center's operations. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK 73505 or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK 73542.

### **No Discriminación**

Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, incapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo.

La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK 73505 or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK 73542.

### **Compliance coordinators:**

Title IX (Coordinator)- Joelle Jolly – [jjolly@greatplains.edu](mailto:jjolly@greatplains.edu) 580-250-5526

Deputy Coordinator (Employees) – Valerie Anderson – [vanderson@greatplains.edu](mailto:vanderson@greatplains.edu) 580-351-6761

Deputy Coordinator (Students) – Justin McNeil – [jmccneil@greatplains.edu](mailto:jmccneil@greatplains.edu) 580-250-5601

504 Coordinator – Kristy Barnett – [kbarnett@greatplains.edu](mailto:kbarnett@greatplains.edu) 580-250-5531

Investigator – Morgan Gould – [mgould@greatplains.edu](mailto:mgould@greatplains.edu) 580-250-5553

Investigator – Ken McKee – [kmckee@greatplains.edu](mailto:kmckee@greatplains.edu) 580-335-5525



## Applicant's Checklist

**Step 1: Submit the following required documents to GPTC student support services office. All documentation must be submitted by 4pm on the application deadline.**

- Completed Application
- Official high school transcript, high school equivalency scores (HiSET or GED), or official college transcript with a conferred degree of Associate's level or higher
- Current American Heart Association Basic Life Support. No others will be accepted. Online not accepted.
- First Aid
- Current Long Term Care Aide certification from the Oklahoma Nurse Aide Registry
- Medical Terminology grade 'C' or higher, within two years for Career Tech and within five years for college
- Next-Generation Accuplacer testing scores less than 3 years from the application deadline or ACT testing scores less than 5 years from the application deadline
- Must turn in copies of all completed transcripts for any Great Plains Technology Center programs.

**Step 2: Submit all Required Admission documents by 4pm on the application deadline.**

- **Lawton Campus:** 4500 SW Lee Boulevard, Lawton, Oklahoma 73505
- **Frederick Campus:** 2001 E. Gladstone, Frederick, Oklahoma 73542

**Step 3: How Am I Slotted:**

Students will be placed on the wait list and offered slots based on the date the file was completed and received in the Medical Office building 700. If the student declines an offered slot, their application will be moved to the end of the wait list regardless of the original date of completion. Students will also be responsible for keeping all documents current. Applicants with expired documents will be removed from the wait list. Incomplete files will not be placed on the wait list.

**Step 4: How Am I Notified:**

Applicants will be notified of acceptance within 10 business days of the application deadline by phone call, email, or the US Postal Service. In the event of a change of address, phone number or email address, it is the applicant's responsibility to update their information.

**Step 5: Upon Acceptance:**

Upon notification of acceptance in the PN program, applicant will be required to provide documentation of physical examination free of restrictions, required immunizations, negative drug screen and background check from designated provider.

## **Criminal Background Check Pre-Determination**

*The PN Career Program is approved by:  
Oklahoma Board of Nursing (OBN)*

2915 N. Classen Blvd, Suite 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax (405)962-1821  
[www.ok.gov/nursing](http://www.ok.gov/nursing)

*The Great Plains Technology Center 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 [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 non-immigrant 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 authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate 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. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at*

*<http://nursing.ok.gov/initialdeterm.pdf>*



1. *Accreditation Commission for Education in Nursing (ACEN)* 3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000 [www.acenursing.org](http://www.acenursing.org)

2. *The practical nursing program at Great Plains Technology Center at the Lawton and Frederick campus located in Lawton, 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.*

- a. *Initial Accreditation*
- b. *Continuing Accreditation*
- c. *Continuing Accreditation with Conditions*
- d. *Continuing Accreditation with Warning*
- e. *Continuing Accreditation for Good Cause*

*-View the public information disclosed by the ACEN regarding this program at*

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

## Online Application

***Online applications are available at the following link:***

<https://sonisweb.greatplains.edu/studapp.cfm>

If you would like to fill out an application, they are available in Student Services Rm 107 for all Lawton Campus programs.

Hard copies can be picked up from the Tillman-Kiowa Frederick campus from the Career Counselor.



# GREAT PLAINS Technology Center

**Prospective Student**

## ***VOLUNTARY DISCLOSURE OF DEMOGRAPHIC DATA***

- Great Plains Technology Center collects student applicant demographic data for informational purposes.
- This information is confidential and is not used in screening, accepting, or enrolling students.
- Please return this with your application to Great Plains Technology Center.
- If you prefer not to disclose this information, please initial the statement below declining to participate.

Your status as an applicant at Great Plains Technology Center will not be affected by completing or not completing this information.

### **COMPLIANCE STATEMENT**

Great Plains Technology Center does not discriminate based on gender, gender expression, sexual orientation, gender identity, race or national origin, religion, or because the employee or applicant is an individual with a qualified disability or is a qualified protected veteran.

### **REQUEST FOR APPLICANT DATA**

Applicant Name	
Date of Application	
Program Applied For	

#### ETHNICITY/RACE

- White
- Black
- American Indian/Affiliation
- \_\_\_\_\_
- Asian
- Hispanic
- Latino
- Native Hawaiian/ Pacific Islander
- Two or More Races

#### GENDER

- Male
- Female

My signature immediately below signifies that I have provided this information for demographic purposes and Great Plains Technology Center will not use this information for any other purpose.

Applicant Signature: \_\_\_\_\_

\_\_\_\_\_ By initialing this line, I certify that I decline to provide this information.