



MOORE NORMAN
TECHNOLOGY CENTER

Practical Nurse

Application Booklet



2024-2025

Moore Norman Technology Center

Practical Nurse

Application Booklet 2024-2025

Apply online at <https://mnc.axstudent.com/#/categories>.

We encourage you to complete each step of the application process **as soon as possible** to ensure you are able to get everything done before noon May 17, 2024.

Deadline

Applications open January 8, 2024

Submit application by May 3, 2024

Complete all required steps and submit all documents by May 17, 2024 at noon.

Dear Practical Nurse Applicant:

Thank you for your interest in the Moore Norman Technology Center (MNTC) and the Practical Nurse (PN) Program. We know there are many different educational resources from which to choose, and we hope you will consider attending MNTC. We pride ourselves on having the best PN program in the state, staffed with highly qualified and dedicated faculty. In addition, we have an excellent facility that will enrich your learning experience.

This information booklet is intended to provide you with general information about the Practical Nurse Program and guide you through the application and enrollment process. Although there is a great amount of information, we hope it is presented in an easy-to-follow format.

Healthcare professionals are in high demand, especially nurses. Nursing can be a rewarding career choice with opportunities for advancement. After completing the Practical Nurse Program, many more educational opportunities will be available.

The MNTC Practical Nurse Program does not award college credit. However, many RN programs recognize graduation from an ACEN-accredited PN program by awarding advanced standing. Oklahoma City Community College, Rose State College, OSU-OKC, and OU have career ladder programs geared explicitly to successful LPN graduates from MNTC.

We hope you choose MNTC's Practical Nurse Program as you consider your future. We would be delighted to assist you and answer any questions you may have about the nursing program. Please feel free to contact me, the program coordinator at jeff.jordan@mntc.edu.

Again, thank you for your interest, and we look forward to adding your name to the growing number of successful graduates of the Practical Nurse Program at MNTC.

Sincerely,



MS, RN, MBA

J. Jeffery Jordan, MS, RN, MBA, CNE, CHSE, NE-BC, FAEN
Assistant Director – Health Division
Coordinator for Practical Nursing & Simulation

PRACTICAL NURSE APPLICATION BOOKLET 2024-2025

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Practical Nurse Information Session Schedule

All applicants are **required** to attend one of the information sessions listed below. Sessions last approximately 1 hour.

Tuesday, February 7, 2024	8:00 A.M.	Zoom, https://zoom.us/j/94606970209
Thursday, February 22, 2024	4:00 P.M.	Health Careers Building, Room H106
Tuesday, March 7, 2024	8:00 A.M.	Zoom, https://zoom.us/j/95934636651
Thursday, March 26, 2024	4:00 P.M.	Health Careers Building, Room H106
Tuesday, April 9, 2024	8:00 A.M.	Health Careers Building, Room H208B
Tuesday, May 2, 2024	8:00 A.M.	Zoom, https://zoom.us/j/92894952734

**It is an application requirement to attend one of these sessions.
To schedule, please email customer.inquiry@mntc.edu with your
preferred date or call (405) 801-5000.**

**DEADLINE FOR APPLICATION:
Apply online at <https://mntc.axstudent.com/#/categories>.
Submit the required documentation by
12 p.m. (noon) on May 17, 2024.**

MOORE NORMAN TECHNOLOGY CENTER PRACTICAL NURSE PROGRAM APPROVAL/ACCREDITATION AGENCIES

The MNTC Practical Nurse Program is approved/accredited by the Oklahoma Board of Nursing, the Oklahoma Department of Career and Technology Education, and the Accreditation Commission for Education in Nursing, Inc. (ACEN). The addresses and telephone numbers of the agencies are listed below:

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106-5437
Telephone Number: 405-962-1800

www.ok.gov/nursing
(<http://www.ok.gov/nursing/>)

Oklahoma Department of Career and Technology Education
1500 W. Seventh Ave.
Stillwater, OK 74074
Telephone Numbers: 1-800-522-5810 or 405-377-2000

www.okcareertech.org
(<https://www.okcareertech.org/educators/health-careers-education>)

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
1-404-975-5000 phone
1-404-975-5020 fax

www.acenursing.org/
(<http://www.acenursing.org/>)

Accredited to the year 2024

Program Information

PN Daytime Class

The Practical Nursing program will begin in August 2024 and end in June 2025.

Classroom times: Monday thru Friday – 8:00 a.m. to 4:30 p.m.

Daily class schedule: 8:00 a.m. – 8:30 a.m. - Prep time and/or meet with faculty.
8:30 a.m. – 4:00 p.m. – Lecture.
4:00 p.m. – 4:30 p.m. – Library time and/or meet with faculty.

Clinical times: Wednesday and Thursday – Eight-hour Shifts – start times vary per clinical site.

*Clinical hours may vary. **Early morning and evening clinicals may be required.***

This is a lock-step program. *The course will be completed in 10.5 months. The course will begin in August and finish in June. **The 40 hours a week that students spend in clinical and class is insufficient for successfully completing this program.*** Successful students spend a significant amount of preparatory time outside of class to be ready for the 40 hours of classroom and clinical work.

The MNTC Practical Nurse Program consists of two phases.

- During Phase I, basic biological/physical and social sciences and the basic nursing principles are presented. Emphasis is given to nursing skills' underlying principles as they apply to fundamental patient care and nursing concepts. In addition, students will study pharmacology and administration of medications, and pediatric nursing.
- In Phase II, classes in medical-surgical, maternity nursing, mental health concepts, and transition to practice are also introduced.

Clinical experience is included at each skill level. This experience includes supervised practice, simulation observation, and participation in medical-surgical, maternal, pediatric, and geriatric care in various healthcare facilities.

Physical/Mental Requirements

Reflective of industry standards for an LPN job description

- Requires corrected hearing and vision to function within functional ranges.
- Requires frequent standing/walking, usually conducted over linoleum or hard-surface floors.
- Work is moderately heavy, with frequent lifting and carrying of objects weighing up to 30 pounds and pushing and pulling up to 100 pounds.
- Mental demands include analytical skills, initiative, independent judgment, language ability, the memory of numerous methods for handling multiple situations, and reasoning ability to interpret a variety of multi-disciplinary tasks.
- Will be expected to use proper body mechanics at all times.

HOURS OF INSTRUCTION

PHASE I

	Theory /Lab <u>Hours</u>	Clinical <u>Laboratory</u>
Medical Terminology (prerequisite)	48	0
Concepts of Nursing	40	0
Fundamentals of Nursing	184	0
Clinical I – Basic Nursing	0	322
Anatomy & Physiology	120	0
Pharmacology & IV Therapy Skills	73	0
Pediatric Nursing	40	0

PHASE II

Maternal-Newborn Nursing	40	0
Medical-Surgical Nursing I	87	0
Mental Health Concepts	40	0
Clinical II – Maternal/Newborn, Pediatric & Mental Health	0	88
Clinical III – Medical-Surgical Nursing Part I	0	115
Medical-Surgical Nursing II	87	0
Clinical IV – Medical-Surgical Nursing Part II0	0	115
Transition to Practice	40	0
Clinical V – Transition to Practice	<u>0</u>	<u>24</u>
TOTAL HOURS	799	664

Theory Hours	799
Clinical Laboratory	<u>664</u>
TOTAL HOURS	1463

Application Deadlines and Selection Process

TENTATIVE START DATES

PN Daytime

August 9, 2024

APPLICATION PERIOD/DEADLINES

PN Daytime

January 08 – May 17, 2024

APPLICATION AND SELECTION PROCESS

1. Applicants must be 18 years of age *at the time of entrance* to the MNTC Practical Nurse Program.
2. A current MNTC Application is to be submitted online at <https://mntc.axstudent.com/#/categories> before meeting with a career advisor.
3. The supporting documentation will be submitted in one of the following ways:
 - Mail to* : Moore Norman Technology Center,
Attn: Health Programs Practical Nursing
PO Box 4701
Norman, OK 73070-4701
**Must be postmarked prior to the deadline.*
 - Fax documents to: (405) 561-4009
 - E-mail scanned PDF documents to: sheryl.miller@mntc.edu (only PDF's will be accepted, no photos)
 - In person: contact Sheryl Miller for an appointment time by email or at 405-801-5406.

It is the applicant's responsibility to turn in all required items in the application process and verify the supporting documentation with the Practical Nursing Assistant, sheryl.miller@mntc.edu

4. **Only completed files with all supporting documentation (prerequisites, immunizations, documents, transcripts, test scores) will be reviewed.** To be considered for the program, the following documentation will be evaluated.
 - ◆ TOEFL (applicants educated in a foreign country) – minimum score 500 or 173 computerized. TOEFL not required if applicant has a minimum of 12 hours U.S. accredited university Gen Ed courses – official transcript required.
 - ◆ Successful completion of a transcribed 3-hour credit college-level medical terminology with a minimum grade of "C". **Ed2 Go classes will not be accepted.** See list of other accepted classes on page 10.
 - ◆ Documentation of required pre-acceptance immunizations.
 - ◆ OSBI criminal offender/violent offender/sex offender background check.

5. Complete applicant files will be reviewed by the Practical Nursing Coordinator on the application close date.
 - ◆ The Practical Nursing Coordinator reviews complete files and assigns selection points using the stated criteria.
 - ◆ An applicant's file is ranked with all other completed applicant files based on selection points in descending order.
 - ◆ Applicant files with equal selection points are further ranked by ACT/SAT/Next Gen Accuplacer reading test. The Next Gen Accuplacer writing or ACT/SAT English score will be used if further ranking is required.
6. It is an application requirement to attend a Practical Nursing Information Session –see Schedule on page 10.
7. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.
8. Applicants not selected may pick up their files two (2) weeks after the start of class. Any files not picked up at that time will be shredded.

Moore Norman Technology Center 2024-2025 Practical Nurse Program Application Process & Information

All items on the requirement checklist must be submitted prior to 12 p.m. (noon) on May 17, 2024

Prerequisite:

Complete Medical Terminology course:

- Official college transcript from an accredited college or university with a "C" or better. Must be a minimum of 3 credit hours.
- Medical terminology course from MNTC transcribed with a "C" or better
 - *MNTC's: HO102 (in class) or MHO102 (online)
 - *Med Term completed in either MNTC's Health Career Certifications or AUA+ programs, taken in August 2020 and forward.
- Medical terminology course, with a minimum of 44 hours, from another Oklahoma technology center. (Approved by the MNTC PN Program Coordinator).
- "Ed to go" courses **do not qualify**.

Application Checklist:

1. Submit Online application:

Submit an application form online at <https://mntc.axstudent.com/#/categories>.

2. Application Book:

Carefully review the application book contents. You are responsible for reading and understanding the requirements for applying to the Practical Nursing program. If you have any questions, e-mail the Practical Nursing assistant at sheryl.miller@mntc.edu

3. Meet with an Advisor after submitting online application:

A Career Advisor will contact you by e-mail and/or phone to schedule an appointment with you. Please be sure you are regularly checking the e-mail and voicemail you verified on the admission application. Be sure to check your junk/spam folders too. You may want to check your e-mail filters. It is also highly recommended you set up voicemail on your phone if you have not done so.

4. Attend a Practical Nursing Information Session: All applicants are **required** to attend one of the information sessions listed below. Sessions last approximately 1 hour. Sign up with a Career Advisor or call Student Services at (405) 801-5000.

Tuesday, February 7, 2024	8:00 A.M.	Zoom, https://zoom.us/j/94606970209
Thursday, February 22, 2024	4:00 P.M.	Health Careers Building, Room H106
Tuesday, March 7, 2024	8:00 A.M.	Zoom, https://zoom.us/j/95934636651
Thursday, March 26, 2024	4:00 P.M.	Health Careers Building, Room H106
Tuesday, April 9, 2024	8:00 A.M.	Health Careers Building, Room H208B
Tuesday, May 2, 2024	8:00 A.M.	Zoom, https://zoom.us/j/92894952734

___ **5. Applicants Educated in a Foreign Country:**

If your secondary education is in a foreign country and English is your second language, you must submit a TOEFL. Minimum TOEFL score of 500 paper-based, 173 computerized, or 61 internet-based. TOEFL not required if applicant has a minimum of 12 hours U.S. accredited university Gen Ed courses.

___ **6. Take the ACT/SAT or Next Gen Accuplacer:**

The ACT/SAT (Standard Test) and Next Gen Accuplacer consist of math, reading and writing assessments. Applicants may take the Nex Gen Accuplacer test twice within a six-month period at MNTC Assessment Center. After obtaining your referral from an MNTC Career Advisor, schedule your assessment with instructions given during the Career Advisement appointment. Residual ACT/SAT scores are accepted. Test scores must be within the last 2 years.

___ **7. Submit Documentation of Required Pre-Acceptance Immunizations/Health Screenings:**

The following must be accomplished and documentation submitted by **12:00 p.m. (noon) on May 17, 2024**. Your application will not be considered complete without this documentation.

Vaccine documentation for each of the below:

Measles, Mumps, Rubella (MMR)

- ◆ Two (2) MMR vaccinations **OR**
- ◆ One (1) MMR **and** one (1) rubeola vaccination, **and** one (1) mumps vaccination **OR**
- ◆ One (1) MMR **and** one (1) positive rubeola titer, **and** one (1) positive mumps titer **OR**
- ◆ Positive titers for rubella, rubeola, and mumps.

Varicella (chicken pox)

- ◆ Two (2) varicella vaccinations **OR**
- ◆ Positive varicella titer
- ◆ **Record of COVID-19 vaccination (required by clinical agencies)**

___ **8. Obtain a violent offender/sex offender/criminal offender background check from the OSBI.** (See page 17-18 for instructions)

An application with a positive violent offender/sex offender result on the OSBI **will not** be considered for admission to the Practical Nursing Program.

___ **9. Complete Selection Point Checklist and submit with application.**

Submit all documentation required for selection points **by 12 p.m. (noon) on May 17, 2024, in one of the following ways:**

Mail to: Moore Norman Technology Center,
Attn: Health Programs Practical Nursing
PO Box 4701
Norman, OK 73070-4701

Must be postmarked **prior to the deadline.*

OR: Fax documents to: (405) 561-4009 OR: Email scanned PDF documents to: sheryl.miller@mntc.edu
OR: Call Sheryl Miller to make an appointment deliver in person. 405-801-5406.

SELECTION POINTS CHECKLIST

Valid only for 2024-2025

Applicant Name _____

Date _____

Phone Number: _____

Email: _____

Mark the selection points you qualify for. Total your selection point score at the bottom of this checklist (41 maximum).

Attach all required documentation for verification of selection points to this checklist.

Required documentation: Official college or high school transcript or official High School Equivalency certificate and test scores.

If you have a college/university transcript with 12 or more hours, your college transcript will be used for your GPA points.

High School GPA or College GPA		OR	High School Equivalency overall average		OR	HiSET	
0 - 2.49	0 points		0 - 579	0 points		0 - 7	0 points
2.5-2.99	1 point		580-632	1 point		8-12	1 point
3.00-3.49	4 points		633-660	4 points		13-15	4 points
3.5-3.99	6 points		661-700	6 points		16-17	6 points
4.00≥	8 points		> 700	8 points		>18	8 points

Completion of related courses (Grade C or higher):

Points selected from one of the below columns to correspond with the same HS or College GPA will be used.

High School GPA		OR	College GPA	
Anatomy & Physiology I	1 point		Anatomy & Physiology I	2 points
Anatomy & Physiology II	1 point		Anatomy & Physiology II	2 points
Anatomy	1 point		Anatomy	2 points
Physiology	1 point		Physiology	2 points
Chemistry	1 point		Chemistry	2 points
Biology	1 point		Biology	2 points
Microbiology	1 point		Microbiology	2 points
Nutrition	1 point		Nutrition	2 points

Required documentation: Official transcript used for determining GPA point award.

A maximum of 2 points (high school) or 4 points (college) will be awarded for any combination of Anatomy and Physiology courses.

Test scores must be within the last 2 years.

ACT scores:

Reading		English		Math	
0 - 18	0 points	0 - 18	0 points	0 - 18	0 points
19-20	1 point	19-20	1 point	19-20	1 point
21-22	2 points	21-22	2 points	21-22	2 points
23-25	3 points	23-24	3 points	23-25	3 points
26-27	4 points	25-26	4 points	26-28	4 points
28≥	5 points	27≥	5 points	29≥	5 points

OR

SAT scores:

SAT EBRW		Math	
0 - 479	0 points	0 - 499	0 points
480-510	1 point	500-520	1 point
520-550	2 points	530-550	2 points
560-590	3 points	560-600	3 points
600-630	4 points	610-670	4 points
640≥	5 points	680≥	5 points

OR

NEXT GEN ACCUPLACER scores:

Reading		Writing		Arithmetic	
0 - 252	0 points	0 - 255	0 points	0 - 253	0 points
253-260	1 point	256-260	1 point	254-258	1 point
261-265	2 points	261-264	2 points	259-262	2 points
266-272	3 points	265-268	3 points	263-264	3 points
273-275	4 points	269-275	4 points	265-269	4 points
276≥	5 points	276≥	5 points	270≥	5 points

Required documentation: Official Test Scores

Previous College Degree: Associate degree = 1 point

Bachelors or Higher = 2 points

MNTC Pre-Nursing/AUA+

1 point **Official Transcript**

Completion of a Long-Time MNTC Health Program (Franklin Road Campus)

1 point **Official Transcript**

Health Care Certification or License – State or National Regulating Body

1 point **Copy of Certification or License**

Health Care work experience (minimum 6 months at one job in direct patient care)

1 point **Letter from employer stating employment dates**

Applicant's signature _____

Total points _____

Immunization Sites

Location	Services Offered											
	TB Skin Test	TB Blood Test	Hep. B Vaccines	Hep. B. Titer	Varicella Vaccines (chickenpox)	Varicella Titer (chickenpox)	MMR Vaccines (chickenpox)	Rubeola Titer (Measles)	Mumps Titer	Rubella Titer	Tdap Vaccine	Flu Vaccine (Seasonal)
Cleveland County Health Department 250 12th Ave. NE, Norman, OK (405)321-4048 424 S. Eastern Ave, Moore, OK (405)794-1591 Walk-In Clinics Mon-Thurs 8am-11am & 1pm-4pm	\$15 Mon & Tues By Appt. Will do for under 18 years old											
Norman Regional Occupational Medicine (405)515-0960 724 24th Ave NW, Suite 200, Norman, OK Appt. preferred: M-F 8am-5pm	\$20 Not on Thurs.		\$84 each	\$65	\$170 each	\$45	\$105 each	All three tested \$135	\$75 Req 3-day notice			
St. Anthony Hospital Physicians Outpatient Lab (405)272-6370 (main lab) 1000 N. Lee, 3rd floor of hospital, OKC, OK Open 24hrs/day, 7 days a week			\$19.80					\$61.60	\$99	\$52.25		
Integris Baptist Medical Center-Portland Ave. 5501 N. Portland Ave, 2nd Floor, OKC, OK (405)951-2903 Mon-Fri 7am-5pm No cash accepted – check, money order or card.	\$15 Not on Thurs.	\$65	\$145 each	\$40	n/a	\$30	n/a	\$30	\$30	\$30	\$60	n/a
Affordable Quality Care (405)217-9997 900 N. Porter Ave., Suite 209, Norman, OK Mon-Thurs 8am-4:30pm; Fri 8am-1:30pm; Sat 9am-Noon	\$20 Will do for under 18 years old											Adult only. Call to verify fee
Variety Care (405)632-6688 Norman Family Practice, 317 E. Himes St., M-F 8:30am-5pm Norman Women's & Childrens, 1237 Alameda St., M-F 8am-5pm												
DLO Go online to Questhealth.com to order tests. Must be over 18 to make account and order tests. All major insurance accepted, including SoonerCare.	\$155	\$105	\$65	All three tested \$135								
Will do ONLY with dr. referral. Can setup low-cost care with facility. \$70 first visit, \$60 thereafter.												
18 years and under free with SoonerCare. Over 18 years old, income based.												
All pricing verified 10/16/2023 but subject to change per facility.												

Practical Nurse Post-Acceptance Check List

Steps 1 through 5 must be accomplished after acceptance.

The following are required before entering the Practical Nurse program. You must present documentation of the following immunizations, titers, and records **after** being accepted into the Practical Nurse program. This documentation must be submitted **prior** to the class start date.

Failure to submit/meet the immunization/screening requirements will result in withdrawal of acceptance to the MNTC Practical Nurse program.

_____ 1. **Mandatory: if accepted, you must attend the practical nursing eight-hour orientation, which will be scheduled during the last week of July. If you cannot or do not participate in the meeting, your seat will be offered to the next person on the selection list.**

_____ 2. IMMUNIZATIONS

Hepatitis B Vaccination

The hepatitis B vaccination is a series of three (3) injections given over a six-month period. If you wish, you may sign a declination (waiver) form and not receive the series. Nursing puts you at risk for coming into contact with infected blood and body fluids, so think seriously about refusing this protective vaccination.

Declination Statement

"A written statement from a licensed physician indicating that a vaccine is medically contraindicated shall exempt a student from the hepatitis B and/or measles, mumps, and rubella vaccinations. Students may also obtain exemptions to the hepatitis B and/or measles, mumps, and rubella vaccinations by submitting a written signed statement declaring that the administration of the vaccine conflicts with the student's moral or religious tenets or, if the student is a minor, the student's parent or guardian provides a written statement that the administration of the vaccine conflicts with the parent's or guardian's moral or religious tenets."

<https://oklahoma.gov/search.html?q=vaccination+declination>

Tuberculosis Skin Test (PPD)

You must have one (1) of the following:

- ◆ two (2) negative TB skin tests (PPD), from notification of acceptance to one (1) month prior to the start date of class **OR**
- ◆ If there is a history of a positive PPD, the student must submit evidence of a positive TB test, a documented negative chest X-ray (*dated no more than three months prior to the beginning of the program*), and complete a TB symptoms survey along with a 'Release for Public Contact Form' obtained from the Health Department **OR**
- ◆ If you have a positive PPD, you must submit evidence of a positive TB test, documented negative chest X-ray, and a 'Release for Public Contact Form' from the Health Department.

Seasonal Influenza (Flu) Vaccine

- ◆ Seasonal Flu Vaccine is now REQUIRED by all clinical sites.
- ◆ A current year immunization must be presented before clinical attendance will be allowed.
- ◆ Declination exemptions are only allowed when signed by your physician or clergy.
- ◆ After acceptance, students will be told when to obtain the influenza vaccination.

COVID-19 Vaccine

For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, health care facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

You will be participating in clinic facilities that require a COVID-19 vaccination.

_____ 3. CPR: American Heart Association Health Care Provider

Current CPR Certification in American Heart Association, Health Care Provider, is required. CPR certification must remain current for your entire Practical Nursing education. If you have a current AHA CPR, but it will expire before July 2024, then you **MUST** take a CPR class and obtain certification that will be current for the entire year.

_____ 4. National Background Check

This will be done the first week of class. Background checks are included with your paid tuition and completed through MNTC. The search consists of Criminal Research; Sex Offender Registry Search; State Criminal Database, Previous Address Search, Professional License; Compliance – Federal Exclusions; Compliance – State Registries & Sanctions; SSN Verifications, Education Data, and Employment Data. Any positive reports will be submitted to clinical sites for their approval. If you can't be placed at clinical, you will be withdrawn from the program.,

_____ 5. Drug Screen – completed during class time. Drug screens are included with your paid tuition and completed through MNTC. A positive result may deny you entry into any clinical sites and henceforth graduation from the Practical Nursing Program.

Medical Marijuana

Students are subject to drug testing at any time after program admittance or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program if the safety of others is at risk.

Per federal regulations, **medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.**

Immunization/Health screening requirements are based on clinical institutions' required documentation to attend clinically. Clinical institutions may require additional immunization/screenings.

Financial Aid Information

FEDERAL FINANCIAL AID

Federal Financial Aid is available to adult students attending a 600+ hour Program at MNTC. The programs eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE). For a complete list of approved programs, contact the Financial Aid office, located in Student Services, just inside the main entrance.

FEDERAL FINANCIAL AID PROGRAMS OFFERED AT MNTC

The following are the financial aid programs available if a student qualifies.

- **Federal Pell Grant (Pell) Program:** This is a need-based program, and eligibility is pre-determined by the Department of Education.
- **Federal Supplement Educational Opportunity Grant (FSEOG) Program:** This program is offered to students based on need. To qualify for FSEOG, the Expected Family Contribution (EFC) must be zero. The funds will be awarded to the students who have completed their application and been accepted until funds are exhausted.
- **Oklahoma Tuition Aid Grant Program (OTAG):** This program is administered by the Oklahoma State Regents for Higher Education. The OTAG program is funded by both state and federal LEAP (Leveraging Educational Assistance Partnership) funds.
- **Other Financial Assistance:** Other federal/state funding agencies have assisted MNTC students in the past and will continue to assist for the current school year. To find out more about the agencies and available assistance, contact a Career Advisor 405-801-5000 or the Financial Aid Coordinator at 405- 801-5046.
- **Vocational Rehabilitation Services**
- **Veteran Administration Benefits**
- **Bureau of Indian Affairs (BIA)**
- **Workforce Investment Board**

HOW TO APPLY FOR FINANCIAL AID PROGRAMS (SFA)

To apply for the Pell, FSEOG, and OTAG, applicants must complete the Free Application for Federal Student Aid form called FAFSA. **NOTE:** *Students must apply for all other assistant or scholarship program(s) through the required agency or organization offering the funds.*

The FAFSA may be submitted in the following ways:

- By mailing the paper FAFSA to the Federal Processor (The FAFSA form is available by calling 1-800-4- FED-AID and requesting a paper application be mailed to you, or by printing a .pdf version available at fafsa.gov)

- Through the internet by using FAFSA on the web at: fafsa.gov
In order for MNTC to receive a student's FAFSA information, our school code must be reported on the FAFSA. MNTC's school code for FAFSA is **012272**.

Non-Discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Assistant Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

International Applicants

International Applicants must provide a high school equivalency assessment letter indicating foreign country education is equivalent to US High School education during the application period. The evaluation may be obtained through World Education Services at www.wes.org.

OSBI Background Check Information (Pre-Acceptance)

As a part of the MNTC's Practical Nursing Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic, or another facility for your clinical or externship experience, you must have a background check that includes a sex offender check, criminal offender, and violent offender check. If you have a positive sex offender or violent offender results on the OSBI Background check, you will NOT BE CONSIDERED FOR ADMITTANCE TO THE PRACTICAL NURSING PROGRAM. If your criminal history is positive, the facility will then review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check. MNTC cannot overrule the decision of the clinical or externship sites.

The criminal offender, sex offender, and violent offender reports must be obtained no earlier than February 2024.

If you have lived in Oklahoma for less than one year, you must submit the information from the state where you previously resided as well as the OSBI report. These reports must also include information regarding sex offender history, violent offender, and criminal offender histories.

You are responsible for obtaining your record from the Oklahoma State Bureau of Investigation (OSBI) and providing it with your documentation. The OSBI has an online search system called Criminal History Information Request Portal (CHIRP) at <https://chirp.osbi.ok.gov/>. This system uses a credit card or electronic transfer of funds to access all three required reports costing \$20, which you can print instantly.

If you need to go in person, the OSBI office is located at 6600 North Harvey, off NE 63rd, Oklahoma City, OK, one block west of Broadway Extension, Building 6, in the Broadway Executive Park. The telephone number is 405-879-2689, extension 0. The cost is \$19; OSBI accepts cash or credit card. They will not accept checks. You will be required to bring your Social Security number, date of birth, full name, and payment with you to be able to complete the process. If you get your background check from the OSBI office, bring the original document; photocopies, faxed copies, or other forms cannot be accepted. If you are an MNTC HIRE student, the DHS background check with this program will **NOT** meet the requirements for this program. See the HIRE Coordinator with any questions.

If you have any questions, contact the Practical Nursing assistant at 405-801-5406.

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
<https://osbi.ok.gov/>

Type Of Search Requested:

- Name Based - \$15.00
- Sex Offender - \$2.00
- Mary Rippy Violent Offender - \$2.00
- State Fingerprint-based - \$19.00
* Must provide fingerprint card.
* Includes name based search.

DATE _____

Request Submitted via:

- Fax Mail In Person

**REQUESTS WILL BE RETURNED
IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a
dedicated Fax Phone Line for return of completed search:

ACCEPTABLE FORMS OF PAYMENT: CASH CASHIER'S CHECK / MONEY ORDER

BUSINESS CHECK *No Personal Checks Accepted.* CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____
Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) Results will only be returned to the original requestor

REQUESTOR'S NAME _____ SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

PHONE NUMBER _____ CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) _____
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation
Computerized Criminal History

**Must have this
section completed to
meet requirement of
application**

Oklahoma Department of Corrections
Sex Offender

**Must have this
section completed to
meet requirement of
application**

Oklahoma Department of Corrections
Violent Offender

**Must have this
section completed to
meet requirement of
application**

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

National Background Search (*Post Acceptance*)

As a part of your program in the Health Education Department at MNTC, you will be required to practice your skills in facilities requiring a National Background check. Before you can be assigned to a hospital, clinic, or another facility for your clinical or externship experience, you must have the required background check. If your criminal history is positive, the facility will then review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check. MNTC cannot overrule the decision of the clinical or externship sites.

If you are refused clinical placement, you will be administratively dismissed from the program.

If you have questions, contact the Practical Nursing Coordinator at MNTC at jeff.jordan@mntc.edu.

OKLAHOMA BOARD OF NURSING
2915 North Classen Boulevard, Suite 524
Oklahoma City, Oklahoma 73106
(405) 962-1800

Information for Bulletins and
Catalogues of Nursing Education Programs

I. In an effort to provide accurate and appropriate information in the bulletins and catalogues of nursing education programs, the Oklahoma Board of Nursing recommends a statement for inclusion in the bulletin/catalogue of each nursing education program. All other references to the role/responsibility of the Oklahoma Board of Nursing should be deleted.

II. The following statement is the appropriate designation of the role/responsibility of the Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:

A. "The Moore Norman 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 (registered or 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 OS §§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 US citizens, US nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

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

The Board has the 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 OS §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>.

III. The Board requests that this statement be included in your bulletin/catalogue.

IV. **Regulatory Authority** 59 OS §567.12

Oklahoma Board of Nursing
2915 N. Classen Boulevard, Suite 524
Oklahoma City, Oklahoma 73016
(405) 962-1800
www.nursing.ok.gov

INSTRUCTIONS and PETITION
TO REQUEST INITIAL DETERMINATION OF ELIGIBILITY
FOR LICENSURE or CERTIFICATION FOR INDIVIDUALS
WITH HISTORY OF CRIMINAL CONVICTION

Application Fee = \$95.00

Use this Petition if you:

- Have a history of one or more criminal convictions
- Wish to know if you are eligible to become an Advanced Practice Registered Nurse
- Wish to know if you are eligible to become a Registered Nurse
- Wish to know if you are eligible to become a Licensed Practical Nurse
- Wish to know if you are eligible to become an Advanced Unlicensed Assistant

INSTRUCTIONS

**PLEASE READ THE INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE PETITION**

A list of criminal convictions that **DISQUALIFY** an applicant from being eligible for nursing licensure or for advanced unlicensed assistant certification is included as part of this document. **If you have been convicted of any of the listed crimes you are not eligible for licensure or certification.**

1. Completion of application: You must complete the entire application with your full legal name, which is the name on your birth certificate and any subsequent legal name changes. Please indicate "NMN" if you do not have a middle name.

When you are finished entering your information, sign the Petition LEGIBLY, using your full legal name.

2. **Fee:** Attach to your application the appropriate fee payable by **cashier's check or money order**. If the fee is not submitted or if the fee is incorrect, the application will be immediately returned without review. *Fees submitted are not refundable.*

STANDARDS RELATED TO CRIMINAL HISTORY FOR CURRENT NURSING LICENSEES AND CERTIFICATE HOLDERS, APPLICANTS FOR LICENSURE OR CERTIFICATES, AND FOR PREDETERMINATION OF ELIGIBILITY FOR LICENSURE OR CERTIFICATES

(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 OS § 791 et seq.
 - (B) Falsely personating another to gain money or property 21 OS § 1532.
 - (C) Identity theft 21 OS § 1533.1.
- (2) Crimes involving sexual misconduct.
 - (A) Human Trafficking 21 OS § 748.
 - (B) Trafficking in children 21 OS § 866.
 - (C) Incest 21 OS § 885.
 - (D) Forcible sodomy 21 OS § 888.
 - (E) Indecent exposure, indecent exhibitions, obscene material or child pornography, solicitation of minors 21 OS § 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 OS §§ 1021.2 and 1024.2
 - (G) Commercial sale or distribution of pornography 21 OS § 1040.13.
 - (H) Soliciting/offering sex with minor 21 OS § 1040.13a.
 - (I) Offering or transporting one under 18 for sex 21 OS § 1087.
 - (J) Child Prostitution – unlawful detainment in prostitution house 21 OS § 1088.
 - (K) Lewd or indecent proposals to minor, sexual battery of minor 21 OS § 1123.
 - (L) Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 OS § 1192.1.
- (3) Crimes involving drugs and/or alcohol.
 - (A) Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 OS § 856.1.
 - (B) Drug trafficking 63 OS § 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 OS § 645.
 - (B) Aggravated assault and battery 21 OS § 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 OS § 650.5.
 - (E) Murder, first or second degree 21 OS §§ 701.7 and 701.8.
 - (F) Manslaughter, first degree 21 OS § 711.
 - (G) Kidnapping 21 OS § 741.
 - (H) Extortionate kidnapping 21 OS § 745.

- (I) Malicious intentional intimidation or harassment based on suspect classification 21 OS § 850.
 - (J) Desertion – abandonment of child under ten 21 OS § 851.
 - (K) Child endangerment by permitting child abuse 21 OS § 852.1.
 - (L) Rape first or second degree 21 OS §§ 1111 and 1114.
 - (M) Peeping Tom – personally or electronically 21 OS § 1171.
 - (N) Stalking 21 OS § 1173.
 - (O) Endangering or injuring a person during arson or attempt 21 OS § 1405.
 - (P) Failure to stop after fatal accident 47 OS § 10-102.1.
 - (Q) Mingling poison, drugs, or sharp objects with food, drink 21 OS § 832.
- (5) Crimes involving harm to property.
- (A) Violation of Oklahoma Antiterrorism Act 21 OS §§ 1268 et seq.
 - (B) Arson, first, second or third degree 21 OS §§ 1401, 1402, and 1403.
 - (C) Burglary, first degree 21 OS § 1431.

The petitioner for an initial determination of eligibility may also include a typewritten statement describing additional information for consideration by the Board, including, for example, information about his or her current circumstances, the length of time since conviction and completion of sentence and what has occurred since conviction or completion of sentence, evidence of rehabilitation, testimonials or personal reference statements and employment aspirations.

Section III:

Please check each of the following to verify your understanding:

- I understand that I must complete all questions on the application form, typed or printed in black or blue ink with no correction fluid. I understand that I must attach a **cashier's check or money order** for \$95.00 to this Petition.
- I understand that the Board's decision on my application for initial determination of eligibility for nurse licensure or advanced unlicensed assistant certification is based ENTIRELY on the information I have provided with this Petition.
- I understand that IF the Board makes an initial determination that I presently appear eligible for nurse licensure or advanced unlicensed assistant certification, that initial determination is NOT A GUARANTEE that I will be eligible at the time I actually apply for licensure or certification.
- I understand that my subsequent conduct, or facts not reported by me, or criminal convictions not disclosed at the time of the initial determination, may bear on my eligibility at the time I actually apply for licensure or certification.

AFFIDAVIT

Sign full name LEGIBLY – No initial – DO NOT PRINT – If no middle name, indicate NMN

I declare and affirm that the statements made in this Petition, including any and all accompanying documents prepared by me, are true, complete and correct.

Signature of Petitioner for Initial Determination:

Print full legal name in the space below:

First

Middle

Last

Date

OKLAHOMA BOARD OF NURSING
2915 N. Classes Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

NCLEX or AUA Certification Candidates
With History of Arrest/Deferred Sentence/Conviction Policy

- I. Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:
- A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
 - B. The misdemeanor offense was not plea bargained from an initial felony charge; and C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application for their approval and/or review.

- II. All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).
- III. All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX/AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision.

Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.

IV. Regulatory Authority: 59 OS §567.8

Board Approved: 09/95

Board Reviewed w/o Revision: 3/18

Board Revised: 1/2000; 9/01; 11/02; 1/05; 1/09; 11/09; 11/14

OBN Policy/Guideline #E-20

Page 1 of 1

P:/Administration/Executive/Policies/Education/E-20 NCLEX or AUA Certification Applicants with History of Arrest
Deferred Sentence-Conviction Policy

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
www.ok.gov/nursing

**Information for Licensed Nurses, Advanced Unlicensed Assistants, and Applicants
for a License or Certificate:**

**Requirements for Verification of Citizenship or Qualified Alien Status,
Effective November 1, 2007**

Overview

A bill passed by the Oklahoma Legislature in the 2007 Legislative Session will have significant impact on licensure of individuals who are not United States citizens. House Bill 1804, entitled the Oklahoma Taxpayer and Citizen Protection Act of 2007, seeks to "discourage illegal immigration by requiring all agencies within this state to fully cooperate with federal immigration authorities in the enforcement of federal immigration laws" (HB 1804). **The new legislation requires the Oklahoma Board of Nursing to issue a license or certificate only to United States citizens, nationals and legal permanent resident aliens; and to applicants who present, in person, valid documentary evidence of:**

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

Requirements for New Applicants and Applicants for Reinstatements/Return to Active Status

Applicants for licensure by examination, licensure by endorsement, certification as an advanced unlicensed assistant, and reinstatement or return to active status of a license or certificate will fall into one of two categories:

- o Applicants who are United States citizens, nationals, or legal permanent resident aliens must submit with their application and fee a notarized *Evidence of Status Form: Part A* and a photocopy of documentation verifying their citizenship status, as indicated on the *Evidence of Status Form: Part A*; or
- o Applicants who are not United States citizens, nationals, or legal permanent resident aliens **must submit in person at the Board office an *Evidence of Status Form: Part B* and original qualified alien documentation**, with their application, OSBI Criminal History Records Search, and fee. The original documentation will be verified, copied, and notarized. The status will be verified on an online system through the Department of Homeland Security (the SAVE system). **Qualified aliens will only be eligible to receive a license or certificate marked "Temporary", valid for the time period of their authorized stay in the United States, or if there is no date of end to the time period of their authorized stay, for one year.**

Requirements for Renewal of License or Certificate

In 2008 and 2009, all licensed nurses and certified advanced unlicensed assistants will be required to verify citizenship status at the time of licensure or certificate renewal. Nurses and advanced unlicensed assistants who are not US citizens, nationals, or legal permanent resident aliens, will not be able to renew online or by mail. Instead, they will be instructed to bring their original documentation to the Board office to renew. Their renewed license or certificate will be marked "Temporary".

For qualified aliens holding a license or certificate marked "Temporary", the licensee/certificate holder will receive a letter three months before the expiration date, instructing him/her to present, in person at the Board office, an *Evidence of Status Form* and original, unexpired documentation verifying their current immigration status. The licensee will then be provided with a renewal form to complete at the office and submit with the required fee.

Summary

The Oklahoma Board of Nursing plans to fully cooperate by implementing changes in licensing and certification procedures at the time the new law becomes effective on November 1, 2007. New application forms and an *Evidence of Status Form* will be available on the website on or before November 1, 2007. **All applications for licensure by examination, licensure by endorsement, certification as an advanced unlicensed assistant, or reinstatement/return to active status submitted on or after November 1, 2007, must use the new forms and meet the new requirements.**

