WESTERN TECHNOLOGY CENTER

PRACTICAL NURSING PROGRAM

2026-2027

Educating People for Success

APPLICATION PACKET

Read Admission Procedures for application deadlines
Admission procedures/processes are subject to change annually.

Western Technology Center
621 Sooner Drive
P.O. Box 1469
Burns Flat, Ok. 73624
580-562-3181
www.westtech.edu

Reviewed and Revised January 2026

Application Process

The WTC PN Program Application Process involves two phases. Phase one involves completing the application, paying required fees, completing the assessment process, and providing required documents. After the completion of Phase One, the application will be reviewed for preference points obtained from assessment testing scores. The sum of the preference points will be totaled, and the top 40 applicants will be selected. These applicants will advance to Phase Two. Phase Two involves receiving points from education, training, and health care experience. These points will be added to the preference points from Phase One and the top applicants receiving the most points will be accepted into the Program. Twenty-six applicants will be accepted. The next 10 applicants will be placed on the alternate list. All applicants will be receiving a letter from the school notifying them of their status.

- **All applicants must have proof of enrollment for a Long-term or Patient Care Assistant Nurse Aid course within the past five years. They must provide a transcript of a passing grade or state certification to make their application valid and complete. This is a required pre-requisite to the PN Program. Other degrees or certification that encompass these skills in this course can be articulated by the PN Coordinator.**
- **Also, with your application you must include copies of the following immunizations:**

A. **Hepatitis B** Two or Three series or positive surface antigen titer lab results required.

B. **T-dap** and then a booster of Td every 10 Years.

C. **MMR** (measles, mumps, and rubella) or positive antibody titer for all 3 components (lab report required).

D. **Varicella** (chicken pox) or a positive antibody titer (lab report results or documentations of history)

E. **Hepatitis A** Two doses.

F. **Tuberculosis** Skin Test (PPD)

G. **Influenza** to be taken in the fall of the year of enrollment.

- **Each PN student is required to meet the guidelines for the clinical facilities that are utilized for the clinical experiences in the PN Program. These requirements include required immunizations, background checks, federal Substance Abuse policy, and CPR Healthcare Adult/Child/Infant certification. The detailed information for these is provided in the acceptance packet for the accepted applicants and immunizations, background receipt, and CPR card copy are due on the first orientation day in August.**

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2026-2027

STEP BY STEP APPLICATION PROCESS

Phase One: Steps for PN Application:

Step 1. Read and complete a Practical Nursing application:

Applications will be accepted April 1st, 2026, to June 1st, 2026, by 3:30 pm. All parts of the application must be filled out completely. Please pay close attention to all directions. Failure to fully complete your application will result in an incomplete or invalid application. Applications need to be submitted to Ann Worthington, PN Administrative Assistant, in the WTC Health Occupation Building on the WTC Burns Flat campus. If you have any questions, contact Ann Worthington or Christy Crouch at 580-562-3181 ext. 262 or 264.

Step 2. Turn in required documents:

It is the student's responsibility to obtain these required documents. The required documents are included.

- Official copy of your high school transcript, GED, HISET, or TASC scores, or state issued high school equivalency documents. A copy of a diploma is **not** acceptable. Transcripts generated by schools outside the United States must be evaluated by a credentialing agency to validate equivalency. Contact the World Education Services at www.wes.org or check with local colleges and universities.
- Official college transcripts from all colleges attended within the past five years.
- Official copy of current transcript or certification, or enrollment for LTC nurse aide, patient care provider within the past five years or enrollment for a class that will be completed by August 1st, 2026
- Copy of Healthcare Adult/Child/Infant CPR card that is valid throughout January of 2027. No other CPR is acceptable.
- Copies of healthcare certificates or transcripts.
- Letter from employer from the health care occupation **with the longest employment history**, verifying job experience. This letter needs to be on official business stationery. It must include your name, date of employment, and job duties.
- Copy of valid driver's license.
- Copy of required immunizations listed on page 2.

Step 3. **Turn in application and assessment testing fee**:

A $5.00 application processing fee and a $70.00 testing fee is due at the time the application is turned in. This payment can be made together in one check payable to Western Technology Center. Cash will be accepted if the exact amount is provided. **Payment may be made by cash or check only . No credit or debit cards.**

Step 4. Take the Assessment Test:

Each applicant with a complete application will be scheduled to take the ATI TEAS Pre-entrance exam The ATI TEAS (Test of Academic Skills) test is broken into five sections: Total composite, Reading, Math, Science and English and Language usage. Each applicant may purchase the ATI TEAS Study Manual 7th on Amazon.com or ATI at www.atitesting.com This exam will be scheduled through the PN department and will be scheduled in May and June. **A valid current driver's license or photo ID is required to take this assessment test. Each applicant will need a valid email address.**
Phase one involves the selection of 40 applicants based on preference points from the assessment test. These applicants will advance to phase two in the application process.

The purpose of the ATI TEAS assessment is to assess an applicant's overall preparedness for a health science program. The assessment contains items with an overall time limit of 209 minutes. This assessment contains 150 Questions with 20 unscored pilot questions, divided among four content areas of Reading, Mathematics, Science and English and Language usage. Also, a composite or total score will be given on the individual performance profile. There are 39 items in the reading section; 34 items in math; 44 items in science and 33 items in the English and Language Usage.

Refund:
There will be no refund for the test registration. If an applicant notifies us of an absence prior to their testing time, a new testing date will be rescheduled if a date is available.
Applicants are strongly encouraged to take this exam seriously, as it is weighed heavily in the application process. This exam is offered to WTC PN applicants only.

Sending ATI TEAS results from another school:

If a student takes or has taken the ATI TEAS at a different location, it is the applicant's responsibility to send his or her results through ATI to Western Technology Center Practical Nursing program by the last test date offered by the WTC PN program. ATI charges a fee for this service, which is the applicant's responsibility to pay. ATI TEAS exam scores will be accepted by WTC if the exam is taken within the last 6 months.

Due to special circumstances such as an emergency health issue, military, long distance, etc….

You can schedule the TEAS to be taken online through ATI Testing by going to Teas Online Proctored by ATI tab on the far left and select a date that fits your schedule. It will cost 120.00. Make sure you read through the technical exam requirements for your computer or laptop.

TEAS Quick Tips

- This is an online method for taking the TEAS exam proctored by ATI.
- A four-function calculator (addition, subtraction, multiplication, and division) is built into the TEAS Online Exam - Proctored by ATI.
- You should have received your TEAS Assessment ID by email from ATI. This assessment ID may be necessary to start your exam if your exam doesn't load. Keep this ID handy for test day.
- Plan a maximum of 4 hours maximum to complete your TEAS exam.
- TEAS exams cannot be rescheduled or reimbursed. If you have an emergency, please contact ATI Customer Support on 1-800-667-7531.
- Download our TEAS Quick Start Guide, including visual step-by-step instruction.

You will need to send your transcript to the school of your choice following the completion of your TEAS Exam by logging into your ATI Account at www.atitesting.com/login and selecting the MY ATI tab then the RESULTS tab. Follow the prompt for Send Transcript.

Frequently Asked Questions about the ATI TEAS test.

How will I be taking the test and what do I need to bring?

This is a computerized exam. The test is proctored and is held at Western Technology Center Assessment Center. **No calculators are allowed.** Scratch paper will be provided and will be collected at the end of the test. You need to bring your driver's license, passport, or state identification card, and a pen or pencil.

How do I reserve a date to take the ATI TEAS at Western Technology Center?

The ATI TEAS exam will be offered only to qualified applicants of the Nursing Program. A qualified applicant will meet all admission criteria and have an application packet that is complete. Once qualification is determined, those applicants will be invited to take the ATI TEAS exam on a scheduled test date.

What can I do to prepare for taking the ATI TEAS?

The company that provides the exam (ATI) has a study manual and online practice exam that you may purchase if you wish. Make sure to purchase the ATI TEAS version. This can be purchased through ATI testing .com.

Is the test really four hours long?

The ATI TEAS is slightly less than a four-hour test with four timed sections. Extra time is added to the total testing period for short breaks in between sections. You must take the entire test during the testing period. If you finish early, you may leave before the time has ended.

How to access Review Book?

The eBook version of the ATI TEAS Study Manuel can be accessed, either online via your account or atitesting.com or Amazon ATI TEAS Study Manual 6th or 7th edition.

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Phase One: ATI TEAS SCORES

Student Name: _____

ATI TEAS Scores

Reading		Mathematics		Science		English		Composite Total	
100% to 91%	20 points	100% to 91%	20 points	100% to 91%	20 points	100% to 91%	20 points	100% to 91%	20 points
90.9% to 78%	15 points	90.9% to 78%	15 points	90.9% to 78%	15 points	90.9% to 78%	15 points	90.9% to 78%	15 points
77.9% to 64.1%	12 points	77.9% to 64.1%	12 points	77.9% to 64.1%	12 points	77.9% to 64.1%	12 points	77.9% to 64.1%	12 points
64% to 56.1%	10 points	64% to 56.1%	10 points	64% to 56.1%	10 points	64% to 56.1%	10 points	64% to 56.1%	10 points
56% to 48%	8 points	56% to 48%	8 points	56% to 48%	8 points	56% to 48%	8 points	56% to 48%	8 points
47.9% to 0%	0 points	47.9% to 0%	0 points	47.9% to 0%	0 points	47.9% to 0%	0 points	47.9% to 0%	0 points
Total Reading Points.		Total Mathematics Points.		Total Science Points.		Total English Points.		Total Composite Points.	
Total Preference Points for Phase One									

Phase Two:

Phase Two of the PN application process involves receiving points from health education, training, and experience. These points will be added to preference points in Phase One. The applicants receiving the most points will be accepted into the PN Program. Twenty-six students will be accepted and the next 10 will be placed on an alternate list. If anyone drops their position before class begins, an alternate will be notified to fill that spot. All applicants will receive a letter of their status of acceptance, non-acceptance or to be placed on the alternate list.

Program Orientation:

Program orientations are mandatory. If absentee is required, notification must be received by the WTC PN Administrative Assistant or PN Coordinator at 580-562-3181 ext. 262 or 264. If notification is not received by 8:00 a.m. on the date of orientation, your spot will be replaced with an applicant from the alternate list.

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Student Name: _____

Phase Two: Education **and Health related experience**.

Section One Education: <u>Maximum Education points that can be obtained are 15.</u>
<u>Education points: College credit</u>
Students with college credit with a grade of C or higher that has been completed in the past 5 years can receive **1 point for each college credit in the following classes.**

Courses accepted are:
- Anatomy and Physiology
- Chemistry
- Biology
- Microbiology
- College algebra
- Psychology (Intro, Developmental)
- Nutrition
- Medical Terminology
- Epidemiology
- Statistics

*Faculty can accept other health or science related courses at their discretion.

<u>Education points</u>: **<u>High School credit</u>**
Students with High School concurrent courses will receive the same points as the above; 1 point for each college credit for the above listed courses with an official college transcript.

<u>Education points</u>: **<u>Career Tech credit</u>**
Students with a grade of a C or above on a health-related Tech course that has been taken in the past five years can receive points. Plans of study, transcripts or certificates must be submitted to receive points.

Courses with clock hours of 40 - 80 will receive 1 point.
Courses with clock hours of 81 - 150 will receive 2 points.
Courses with clock hours of 151 - 225 will receive 3 points.
Courses with clock hours of 226 - 500 will receive 4 points.
Courses with clock hours of 500 or above will receive 5 points.

Section One Total Points for Education: _____

Section Two Health Career Experience: <u>Maximum health care experience points will be 5.</u>

Students can gain points with health care experience or training. Copies of current certificates (CPR and other continuing education certificates do not qualify for preference points) and a letter on company letterhead from the employer verifying job experience, duties, and dates of employment must be submitted for points to be awarded. If the applicant has experience in both categories of "Health Care Experience" then the letter must verify full-time status in each position. **Points can only be given for one job.**

Health Care Experience or Training	Points
Health Care Experience (≥ 1 year full-time with limited patient contact) EXAMPLES: Unit secretary, medical office Receptionist, Phlebotomist, Scrub Tech, Dietary Aid.	2
Health Care Experience (≥ 1-year continuous employment at the same facility) which includes direct patient care EXAMPLES: CNA, Certified Medication Aide, Certified or Registered Medical Assistant.	3
Health Care Experience-(≥ 3 -years continuous employment at the same facility) which includes direct patient care EXAMPLES: CNA, Certified Medication Aide, Certified or Registered Medical Assistant.	5

Section Two Total Points for Health care experiences: _____

Total points for Phase One	
Total points for Phase Two	
Total points for application process	

WTC PN APPLICATION PACKET

FACT SHEET

1. Name, Address, and Telephone Number:
   Practical Nursing Program
   Western Technology Center
   P.O. Box 1469
   Burns Flat, OK 73624
   (580) 562-3181 Ext. 2262 or 2264

Name of Coordinator/Instructor: Christy Crouch, RN, MSN.
Official Title: Coordinator/Instructor PN

2. Governing Organization:
   Western Technology Center
   School District 12
   621 Sooner Drive/P.O. Box 1469
   Burns Flat, OK 73624
   Telephone: (580) 562-3181
   Fax: (580) 562-3411.
   Web site: www.westtech.edu

Name of Administrator/Title:
Kathe Corning, Superintendent
Jeff Lewellen, Assistant Superintendent

3. Governing Organization and Vocational Programs accredited by:
   Oklahoma Department of Career & Technical Education
   1500 West Seventh Ave.
   Stillwater, OK 74074-4364
   Phone: (800) 522-5810
   Fax: (405) 743-5142
   Web Site: www.okcareertech.org
   Date of approval/type: July 2017

4. Official title of State Board of Nursing:
   Oklahoma Board of Nursing
   2501 North Lincoln Blvd. Suite 207
   Oklahoma City, OK 73105
   Phone: 405-962-1800 or 405-962-1832
   Fax: 405- 962-1821
   Web site: https://webmaster@nursing.ok.gov
   Date of approval/type: May 2020 Full Continued Approval

LENGTH OF THE COURSE:

The course is 1463 hours of classroom and clinical instruction. Classes are in session 7-8 hours per day, four days per week (Tuesday through Friday), except for holiday periods noted on the official program calendar. Class time: 8:00 a.m. to 4:00 p.m. Clinical time: between 6:00 and 6:30 a.m. to 2:00 and 2:30 p.m. Clinical facilities are in Western Oklahoma and include Clinton, Cordell, Elk City, Hobart, Weatherford, and surrounding communities.

FINANCIAL ASSISTANCE:

Western Technology Center is approved for Voc. - Rehab, WIA, Work Study, Tribal Agencies and PELL Grants. Contact Dana Ellis, Financial Aid, ext. 279, for further information.

ESTIMATED COSTS:

In -District Tuition -	$3662.50
Out of District Tuition	$7325.00
Curriculum -	$3300.00
Uniforms and Accessories	$200.00
Student Needs Fees -	$1355.77
State Board Exam fee -	$353.50
Background checks -	$93.00
Total Program Cost	$8964.77

* This is an estimate and is subject to change.

Applicants applying will need to check on the out of district status in the PN department at 580-562-3181 Ext. 262 or 264

FOR FURTHER INFORMATION WRITE OR CALL:

Practical Nursing Program
Western Technology Center
P.O. Box 1469
Burns Flat, OK 73624
Phone No.: (580) 562-3181, Ext. 2262 or 2264

NOTE:
We only keep applications on file for the year in which you applied. If you are not accepted for the school year which you applied for and want to be considered for the next class, you will need to reapply.

It is the policy of the Western Technology Center to provide equal opportunities as required by Title VI (race) of the Civil Rights Act of 1964, Section 504 (disabilities) of the Rehabilitation Act of 1973, Title IX (gender) of the Education amendments of 1975, and the Americans with Disabilities Act (disabilities) of 1990 in its educational programs and activities. This includes, but is not limited to admission, educational services, financial aid, and employment. Inquiries concerning the application of their policy may refer to the designated compliance coordinator(s). Western Technology Center, P.O. Box 1469, Burns Flat, OK 73624, (580) 562-3181.

Oklahoma Board of Nursing
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, Oklahoma 73105
405-962-1800
Information for Bulletins and Catalogues
of Nursing Education Programs

Western Technology Center Practical Nursing 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 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa 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. Potential applicants to state-approved education programs, with criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at http://nursing.ok.gov/initialdeterm.pdf.

WESTERN TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM
P.O. BOX 1469
BURNS FLAT OK 73624
(580) 562-3181, EXT. 262
FAX: (580) 562-3411

APPLICATION FOR ADMISSION
2026-2027

Date Application received by PN Program: _____ _____ Testing Date: _____
Date: Time

Name _____ D.O.B. _____
(Last) (First) (Middle) (Maiden)

Current
Address _____
(Please give mailing address) (City, State, Zip)

Permanent Phone Number _____

Permanent
Address _____
(Please give mailing address) (City, State, Zip) (Phone #)

Email Address: _____

RECORD OF EMPLOYMENT:

NAME & ADDRESS OF EMPLOYER AND PHONE NUMBER	**DATE OF EMPLOYMENT FROM (MO/YR) TO (MO/YR)**	**JOB DESCRIPTION (i.e.: NURSE AIDE, KITCHEN HELP, SECRETARY, ETC.)**
1.		
2.		
3.		
4.		

A letter verifying employment list above must accompany application to count toward health care experience points. Complete address, phone # and contact person must be provided in the above table.

Have you ever been in WTC PN Program before? Yes _____ No _____

If yes, the date _____

_____
Signature of Applicant*

* **Application must be signed to be processed.**

NOTE:
We only keep applications on file for the year in which you applied. If you are not accepted for the school year that you applied for and want to be considered for the next class, you will need to reapply.

It is the policy of the Western Technology Center to provide equal opportunities without regard to race, color, national origin, gender, age, religion, qualified handicap, or veteran status in its education programs and activities. This includes, but is not limited to admission, educational services, financial aid, and employment. Inquiries concerning the applications of this policy may be referred to Coordinators of Title IX, and Section 504 responsibilities, Western Technology Center, P.O. Box 1469, Burns Flat, Oklahoma 73624, (580) 562-3181.

PLEASE FILL OUT THE FOLLOWING INFORMATION.

I verify that all information given in this application is accurate and true to the best of my knowledge.

Signature _____ Date _____

Social Security Number: _____

Date of Birth: _____

Application Check list.

Name of Applicant: _____ Date:_____

	Application		
	High School Transcript		
	CNA		
	CPR Card Date Expires:		
	Copy of Driver's License		
	Hepatitis A	Two doses are needed and should be given at least six months apart.	
	Hepatitis B.	One of the following is required: 3 vaccinations or positive surface antibody titer (lab report required) If series is in process, submit documentation of first vaccine completed within the last 6 months and new alerts will be created for you to complete the series. If titer is negative or equivocal, a booster is required.	
	TB Skin Test.	Documentation of a 2026 (Fall) TB test: (Renew in 2027 needs to be provided when available.) If there is a positive result, you must provide ALL the following: positive TB test, chest x-ray lab report and physical exam stating you are cleared for patient contact If preventive therapy was given, provide a copy of that as well. The renewal date will be set for 1 year.	
	(Tdap)Tetanus, Diphtheria & Pertussis	Substitute 1-time dose of Tdap for Td booster; then boost with Td every ten years.	Renewal Date.
	(MMR)Measles, Mumps &Rubella	One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (Lab report required) If any titer is negative or equivocal, 1 booster vaccine is required. All immunizations must be documented on the healthcare provider letterhead.	
	Varicella (Chicken Pox)	One of the following is required: 2 vaccinations OR positive antibody titer (lab report required). If the titer is negative or equivocal, 1 booster vaccination is required prior to the beginning of clinical or provide documentation of disease from a healthcare provider.	
	Influenza Vaccine	It needs to be taken in the fall of the year of enrollment.	