

Practical Nursing
Advisement Packet & Application for Admission
Application Deadline: April 5, 2021

Campuses: Muskogee – Sallisaw – Stilwell – Tahlequah

Students will have the opportunity to obtain skills required to practice as a practical nurse while working with physicians, nurses, and other members of the health care team in a clinical environment. The curriculum is rigorous and consists of classroom, lab, and clinical instruction in a variety of clinical areas. The career major is designed to prepare students to utilize communication, critical thinking and clinical reasoning skills as they provide quality patient care. Upon successful completion, graduates may be eligible to take the National Council Licensure Exam (NLCEX-PN) and apply for licensure as a practical nurse.

Instructional format includes lecture, hands-on and interactive activities, laboratory practice, and clinical experience. Clinical experience can be 3 or more days per week at sites located in several counties throughout Eastern Oklahoma and Western Arkansas. Please note that instructional format could change to online learning and could include virtual simulation due to COVID-19 circumstances.

Classroom and clinical hours vary on each campus but are generally Monday-Friday 8:00 a.m.- 3:00 p.m. Classes begin in July 2021 on the Muskogee, Sallisaw, & Tahlequah campuses, where the program is approximately one year in length, and in August 2021 on the Stilwell campus where the program is approximately 16 months in length.

(A separate application is available for classes beginning in February 2021 on the Stilwell campus).

APPLICATION DEADLINE: APRIL 5, 2021

Note: The "Application for Admission" is the only page from this packet that should be returned with other required documents.

All other pages should be kept by the applicant for reference.

**The Practical Nursing Program at ICTC is accredited by the
Oklahoma Board of Nursing (OBN)**

**Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73106
405-962-1800**

OKLAHOMA BOARD OF NURSING POLICY
Requirements for Licensure as a Practical Nurse

The Indian Capital Technology Center Practical Nursing Program 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 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, 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>

Board Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13 Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19 P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Programs

Questions regarding this matter may be directed to:
Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800

ICTC reserves the right to close, extend, or re-open the announced application period for any campus without prior notification

**APPLICATION TO ANY INDIAN CAPITAL TECHNOLOGY CENTER HEALTH CAREER PROGRAM
DOES NOT GUARANTEE ADMISSION OR TIME PERIOD FOR ADMISSION.**

Incomplete applications may not be considered

NON-DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

General Information

| | |
|---|---|
| Admission Criteria and Selection | <p>ADMISSION CRITERIA</p> <ul style="list-style-type: none"> ■ Completed Application ■ High School diploma or GED (as evidenced by transcript – <i>copy of diploma not acceptable</i>) * ■ TEAS scores of 50 on Math AND 60 on Reading –OR– ACT score of 18 on Math AND 18 on Reading (taken within last 5 years – not prior to August 2015) <p>SELECTION</p> <p>All applications meeting the above criteria will be scored according to the “Priority Point System” and ranked according to the number of points received. Highest ranking applicants will be selected for interviews; ICTC will determine the number of applicants interviewed. A minimum score will be required on the interview for admission.</p> <p>Following interviews, applicants’ interview points will be added to their "Priority Points" for a TOTAL SCORE. Selection for admission will be based on the TOTAL SCORE. Highest ranking applicants will be admitted. Applicants may select 1st, 2nd, 3rd & 4th choices of campuses. The first choice will be used for admission selection; 2nd, 3rd & 4th choices will only be considered when campuses are not filled with 1st choice applicants.</p> <p>Applicants will be notified of admission or alternate status by letter in May. If selected for admission, continued enrollment is contingent upon a satisfactory background check and sex offender registry check, required drug screening, and clinical placement. Also see “Other Requirements” below.</p> <p>Those chosen for admission will be required to attend orientation in June. Failure to attend could jeopardize admission. (tentative date: June 16, 2021).</p> <p><i>*high school seniors should submit a current high school transcript which indicates anticipated graduation date. Homeschool students are advised take the GED exam.</i></p> |
| Cost | <p>Cost of the program is approximately \$6,800.00 (in-district)</p> <ul style="list-style-type: none"> • If admitted, students will be required to submit an estimated deposit \$150 by the first week in June to complete the background check, drug screen and hold the position in the program. An initial payment of up to \$1,500.00 will be required prior to the first day of class unless a confirmed financial award is presented. Students who have secured funding from any entity should contact the bursar’s office immediately and not assume that funding will waive the initial payment. All students must follow a specific payment schedule if not paid in full at admission. • Supplies and books are included in the program cost but may not be issued for portions of the program until payment is received. • Final grades and transcripts will not be released if a balance remains. • Complete the FAFSA as soon as possible after October 1. <p><i>*Fees & costs are estimated & subject to change. Payment amount depends on items purchased & amount of financial aid awarded.</i></p> |
| Other Requirements | <p>For those applicants admitted, additional requirements will include the items listed below. Detailed information will be provided with admission letters; items do not need to be submitted with application.</p> <ul style="list-style-type: none"> • Documentation of required immunizations • Physical exam and health history • American Heart Association Health care provider / BLS CPR certification • Background check • Drug screening <p>Background checks and drug screens are required for all students admitted to the practical nursing program and are coordinated by ICTC. Results of background checks could affect a student’s ability to be licensed as a practical nurse (see the Oklahoma Board of Nursing statement on the application). In addition, hospitals and other clinical facilities used for training may require background checks and drug screening prior to allowing students to begin clinical rotations. All clinical facilities have the right to deny clinical access to any student, resulting in potential inability to meet program objectives.</p> |

| | |
|--------------------|---|
| (continued) | <p>Opportunities for advanced credit for Long-term Care Nurse Aid, Medical Terminology and Anatomy and Physiology may be available, however testing may be required. Documentation of current certification for LTCNA and official college or career-tech transcripts for other courses are required for consideration. These should be submitted with the application (for points) and <i>no later than orientation</i> for consideration for advanced credit.</p> <p>Purchase of scrubs, shoes and other items will be required if admitted. All students are also required to provide their own laptop computer or tablet (Chromebooks not compatible) and have Internet access at home. Detailed information will be included with admission packets and at orientation.</p> <p>Must be a minimum of 18 years of age to take the NCLEX-PN.</p> |
| Other | <p>ICTC is not obligated to admit applicants scoring below 50 on Math and/or 60 on Reading on the TEAS, or below 18 on Math and/or 18 on Reading on the ACT or scoring below required score on the interview. If positions remain open after all applicants scoring above these levels have been accommodated, ICTC reserves the right to re-open the application period and/or admit applicants scoring below the preferred levels. If these applicants are admitted, ICTC reserves the right to admit contingently and/or on a probationary status and/or set stipulations for admission.</p> <p>The TEAS may be taken two (2) times in a 6-month period; however, applicants who take the exam only 1 time will receive priority in the event of a tie (see "Point Ties" section). When taking the TEAS a second time, the application (and other documents) should not be duplicated. Forms indicating a re-take will be available at the testing site. Additional "Points" will not be awarded for documents submitted at re-take. TEAS scores are good for one year.</p> <p>ACT scores must be within the past 5 years (not prior to August 2015). Residual ACT is acceptable.</p> <p>Qualifying scores must be from the TEAS OR the ACT; scores cannot be a combination from both exams.</p> <p>An alternate list will remain in effect until the first day of class. Alternates and applicants not admitted to the program should reapply to be considered for later admission.</p> <p>The Adult Health Careers Handbook contains program policies and other information and is available online at www.ictctech.com. For questions about the program contact Karla James, AHC Recruiter/Advisor, at 918-348-3923.</p> |

TEAS DATES

| -MUSKOGEE CAMPUS- | -SALLISAW CAMPUS- | -STILWELL CAMPUS- | -TAHLEQUAH CAMPUS- |
|---|--|---|--|
| Dec. 15, 2020 – 8:30 a.m. Bldg C – Brackeen Center | Jan 11, 2021 - 8:00 a.m. Multi-Purpose Center | January 21, 2021 - 12:00 p.m. FOCUS Room – Main Bldg. | Jan 8, 2021 - 8:30 a.m. Academic Center – Main Bldg. |
| Jan 13, 2021 - 8:30 a.m. Bldg C – Brackeen Center | Feb 8, 2021 - 8:00 a.m. Multi-Purpose Center | February 18, 2021 - 12:00 p.m. FOCUS Room – Main Bldg. | Feb 15, 2021 - 8:30 a.m. Academic Center – Main Bldg. |
| Feb 10, 2021 - 8:30 a.m. Bldg C – Brackeen Center | March 1, 2021 – 8:00 a.m. Multi-Purpose Center | March 11, 2021 - 12:00 p.m. FOCUS Room – Main Bldg. | March 8, 2021 - 8:30 a.m. Academic Center – Main Bldg. |
| Mar 8, 2021 - 8:30 a.m. Bldg C – Brackeen Center | March 22, 2021 - 6:00 p.m. Multi-Purpose Center | April 1, 2021 - 12:00 p.m. FOCUS Room – Main Bldg. | March 29, 2021 - 8:30 a.m. Academic Center – Main Bldg. |
| Mar 23, 2021 - 8:30 a.m. Bldg C – Brackeen Center | April 1, 2021 – 8:00 a.m. Multi-Purpose Center | | April 5, 2021 - 8:30 a.m. Academic Center – Main Bldg. |
| April 5, 2021 - 5:00 p.m. Bldg C – Brackeen Center | | | |

*space is limited for each exam

Application Process

STEP 1:

Register for TEAS (Entrance exam)

- Cost \$82 (Payment must be made online by using a credit or debit card at the time of registration)
- Register online at **www.atitesting.com**
 - You will be asked to log in or create a new account
 - **Registration must be completed 48 hours prior to the scheduled TEAS**
 - **Number of applicants allowed for each test date may be more limited due to COVID-19 circumstances and the need to ensure appropriate social distancing**
 - Study materials and practice tests are also available for purchase on the same website
 - Testing fees are non-refundable

—OR—

Obtain ACT Scores

- Must be scores documented on high school transcript, on report from ACT website including printed student name, or residual ACT report.

STEP 2:

Complete application *(last page of this packet)*

Obtain high school or GED transcript

Obtain documentation for points

- Other documentation is required for awarding of points (See "Priority Point System Explanation")

STEP 3:

Take the TEAS *(see below if substituting ACT scores for TEAS)*

Submit application, transcripts, documents for points & self-addressed, stamped,

9.5"x4" envelope at the TEAS test *Points awarded only for documents submitted with application*

- Bring the following to the exam:
 - Valid photo ID (eg: driver's license)
 - ATI paper/pencil ID (printed from your online registration)
 - #2 pencil
 - Mask
- Arrive 15 minutes prior to scheduled exam – exam will take approximately 3-4 hours
- **Due to COVID-19 circumstances, screening and masks required**
- **Exam Results:** Results are available to students through their accounts at www.atitesting.com – "My Results" within approximately 1 week. ICTC will also mail test scores within approximately three weeks following the test date.

—OR—

If Submitting ACT scores for admission (NOT taking the TEAS):

Submit application, ACT scores, transcripts, documents for points & self-addressed, stamped, 9.5"x4" envelope to: *Points awarded only for documents submitted with application*

Indian Capital Technology Center – Practical Nursing

ATTN: Lisa Martin

2403 N. 41st Street East

Muskogee, OK 74403

If you have not received a letter within 3 weeks of submitting application, you may contact us at 918-348-7924 to ensure receipt of application

Priority Point System (PN)

NAME: _____

| APPLICATION AND HIGH SCHOOL OR GED TRANSCRIPT SHOULD BE SUBMITTED WITH THE APPLICATION | | | | | | Yes | No |
|---|--|------------------------|------------------------|-----------------------|---------------------------------|----------------------------|----|
| All other documentation is for awarding of points & should be SUBMITTED WITH APPLICATION . Points WILL NOT BE AWARDED FOR DOCUMENTATION TURNED IN SEPARATELY FROM APPLICATION. See reverse side for point explanation. | | | | | | | |
| TEAS | | | ACT | | | | |
| Math Score | 100-88 | 6 points | Math Score | 30-36 | 6 points | | |
| #1 _____ | 87.9-71 | 4 points | | 24-29 | 4 points | | |
| #2 _____ | 70.9-50 | 2 points | | 18-23 | 2 points | | |
| Reading Score | 100-90 | 10 points | Reading Score | 30-36 | 10 points | | |
| #1 _____ | 89.9-78 | 8 points | | 24-29 | 8 points | | |
| #2 _____ | 77.9-60 | 4 points | | 18-23 | 4 points | | |
| Composite Score | 85-100 | 3 points | Composite Score | 30-36 | 3 points | | |
| #1 _____ | 70-84 | 2 points | | 24-29 | 2 points | | |
| #2 _____ | 50-69 | 1 point | | 18-23 | 1 point | | |
| CERTIFICATION OR LICENSURE IN A HEALTH CAREER & EMPLOYMENT OR JOB SHADOWING | | | | | | | |
| Current Certification / Training in Health Care | Paramedic, Surgical Technologist, Radiological Technologist | | | | 4 points | Points Awarded: (Max 6) | |
| | Military Medic | | | | 3 points | | |
| | Certified Medical Assistant, Long-Term Care Nurse Aid (or LTC/HHA combo), Patient Care Assistant, Emergency Medical Technician | | | | 2 points | | |
| | Certified Medication Aid, Home Health Aid (without LTCNA), Phlebotomy certificate | | | | 1 point | | |
| | Other* _____ | | | | 0-1 point | | |
| Employment in Health Care | (See back for specific criteria) | | | | 1 point | | |
| HEALTH RELATED EDUCATION | | | | | | | |
| HCC or Sports Medicine (ICTC) | "A" | | | | 3 points | Points Awarded: | |
| | "B" | | | | 2 points | | |
| Med Term | "A" | | | | 2 points | | |
| | "B" | | | | 1 point | | |
| Anatomy or A&P I AND Physiology or A&P II | "A" | | | | 2 points | | |
| | "B" | | | | 1 point | | |
| EDUCATION | | | | | | | |
| GPA or GED score (most recent) | <u>GPA</u> | <u>GED</u> before 2002 | <u>GED</u> 2001-2016 | <u>GED</u> after 2016 | 5 points 3 points 1 point | Points Awarded: | |
| | 4.0 | Overall Avg | Grand Tot | Grand Tot | | | |
| | 3.0-3.9 | Score | Score | Score | | | |
| | 2.0-2.9 | 70-80 | 3500-4000 | 175-200 | | | |
| | | 60-69 | 3000-3499 | 165-174 | | | |
| | 50-59 | 2500-2999 | 145-164 | | | | |
| Application Complete / Instructions Followed | | | | | 3 points | Points Awarded: | |
| TOTAL POINTS (Prior to Interview – 40 possible): | | | | | | | |
| INTERVIEW | | | | | | | |
| Interview | YES | | NO | | see score sheet | Points Awarded: | |
| TOTAL POINTS | | | | | | | |

Priority Point System Explanation

| POINT SECTIONS | EXPLANATION and SUPPORTING DOCUMENTATION | | | | | | | | | | | | |
|--|--|--|---|--------------------|------------------------------|--|-------------------|-----------------------------------|--|---------------------------------|--|--|--|
| Entrance Exam (TEAS or ACT) | Points are awarded according to score levels in Math, Reading and the Composite Score. No points will be awarded for applicants scoring below the required minimum levels in Math and Reading. Composite scores could also be used in the case of a tie (see "Point Ties" section below). | | | | | | | | | | | | |
| Current Certification or Licensure in Health Care* | Must provide a copy of current certification or license issued by the official certifying or licensing agent. Military Medics should provide a DD214. <i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i> | | | | | | | | | | | | |
| Employment | Must provide documentation <u>signed by employer</u> verifying work experience in health care which is directly related to patient care for a minimum of one (1) year within the last 5 years. | | | | | | | | | | | | |
| Health-Related Education | Points will be awarded for completion of the course(s) listed below, provided an <i>official</i> transcript (college or career tech with final grade for courses) is submitted, and criteria is met. If currently enrolled, <i>points will be awarded only if an official transcript documenting current enrollment and documentation from the course instructor indicating a current grade are provided.</i> <ul style="list-style-type: none"> • <u>Health Careers Certification</u> ("HCC") or Sports Medicine at ICTC – within last 3 years; "C" or higher • <u>Medical Terminology</u> – within last 3 years; minimum of 3 credit hours or 45 clock hours; "C" or higher • <u>College level Anatomy, Physiology, A&P I, A&P II</u> – within the last 3 years; minimum of 4 credit hours each (8 hours total); "C" or higher in each both courses (course grades will be averaged for points) | | | | | | | | | | | | |
| Interview | Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who are granted interviews will be notified by phone approximately 1-2 weeks following the application deadline and the interview will be scheduled at that time. The interview will take approximately 15-20 minutes. Applicants scoring below the minimum required levels on the TEAS or ACT will not be interviewed unless the number of applicants meeting minimum criteria for admission is not adequate to fill available positions in the program. | | | | | | | | | | | | |
| POINT TIES | Ties in scores following interviews will be broken by the following items in the order that they are listed below: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) Applicant resides within the ICTC school district</td> <td style="width: 50%;">7) Points received for "Health-Related Education"</td> </tr> <tr> <td>2) Interview score</td> <td>8) Date application received</td> </tr> <tr> <td>3) Number of times TEAS taken (1 or 2)</td> <td>9) Random drawing</td> </tr> <tr> <td>4) Composite score on TEAS or ACT</td> <td></td> </tr> <tr> <td>5) Reading score on TEAS or ACT</td> <td></td> </tr> <tr> <td>6) Points received for "Current Certification or Licensure in Health Care"</td> <td></td> </tr> </table> | 1) Applicant resides within the ICTC school district | 7) Points received for "Health-Related Education" | 2) Interview score | 8) Date application received | 3) Number of times TEAS taken (1 or 2) | 9) Random drawing | 4) Composite score on TEAS or ACT | | 5) Reading score on TEAS or ACT | | 6) Points received for "Current Certification or Licensure in Health Care" | |
| 1) Applicant resides within the ICTC school district | 7) Points received for "Health-Related Education" | | | | | | | | | | | | |
| 2) Interview score | 8) Date application received | | | | | | | | | | | | |
| 3) Number of times TEAS taken (1 or 2) | 9) Random drawing | | | | | | | | | | | | |
| 4) Composite score on TEAS or ACT | | | | | | | | | | | | | |
| 5) Reading score on TEAS or ACT | | | | | | | | | | | | | |
| 6) Points received for "Current Certification or Licensure in Health Care" | | | | | | | | | | | | | |

NON DISCRIMINATION STATEMENT: Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

**GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN
HEALTH CAREERS EDUCATION**

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs and gurneys, repetitive bending and stooping, kneeling, half-kneeling, lifting 20 lbs. repetitively, lifting 50 lbs. occasionally, push/pull 50 lbs. frequently, and frequent overhead reach activity. Fine motor skills are needed to write, to manipulate equipment such as syringes, medical equipment, and to maintain a sterile field. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the workplace if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s). Skills should include; **penmanship** legible; **word usage** (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to **read and interpret** various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

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Applicants Educated Outside the United States:

Applicants who received their high school education outside the United States must submit official documentation that their high school education and subsequent graduation is equivalent to that of a high school graduate in the United States. This may be accomplished by one of the following methods:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. Request a review/evaluation of academic records from an official agency that specializes in validating academic credentials of persons educated outside the United States. Provide proof /documentation of such to ICTC. Such documentation must indicate that the applicant's education meets high school graduate equivalency in the United States.
3. If the applicant has completed a minimum of 30 college hours from an accredited/approved higher education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

Applicants Who Are Home Schooled or Graduated From a Non-State Accredited High School:

Applicants who are home schooled &/or graduated from a non-accredited high school should demonstrate high school equivalency. This may be accomplished in one of the following ways:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. If the applicant has completed a minimum of 30 college hours from an accredited/approved high education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

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NOTICE OF OKLAHOMA BOARD OF NURSING RULE CHANGE REGARDING CRIMINAL OFFENSES AND BACKGROUND CHECKS

The Oklahoma Board of Nursing has promulgated rules setting forth a list of criminal offenses which disqualify one from becoming or remaining a licensed nurse or certified Advanced Unlicensed Assistant. Potential applicants with a criminal history are able to obtain an initial determination of eligibility for licensure or certification. These rules comply with amendments to the Oklahoma Nursing Practice Act (OPNA), 59 O.S. §§ 561.1 et seq., effective November 1, 2019.

The rules regarding licensure or certification of individuals with criminal history and the procedure for obtaining an initial determination of eligibility are listed below. If you believe these rules may apply to you, or you have further questions regarding this matter, contact the Oklahoma Board of Nursing or file an Initial Determination of Eligibility along with the required fee as described in the rules below.

Oklahoma Administrative Code 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/checkbook, 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. § 1040.13.
 - (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. Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850.
 - (I) 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.

**ICTC official
use only:**
AC AQ
ANC ANQ
ADM/ALT___

APPLICATION FOR ADMISSION

Practical Nursing

Application Deadline: April 5, 2021

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: _____ SOCIAL SECURITY# _____

NAME: _____
(Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

EMERGENCY CONTACT: _____
(Name) (Relation) (Phone)

Are you a US Citizen? NO* YES **Proof of Legal Residency may be required for certification or licensure*

PROGRAM TO WHICH YOU ARE APPLYING:

Practical Nursing

1st choice (choose ONE campus only): Muskogee Sallisaw Stilwell* Tahlequah

2nd choice (choose ONE campus only): Muskogee Sallisaw Stilwell Tahlequah

3rd choice (choose ONE campus only): Muskogee Sallisaw Stilwell Tahlequah

4th choice (choose ONE campus only): Muskogee Sallisaw Stilwell Tahlequah

**(Stilwell starting August 2021)*

TEAS OR ACT INFORMATION (Practical Nursing & Surgical Technology only):

___ **I WILL TAKE/HAVE TAKEN THE TEAS EXAM FOR ADMISSION** (please indicate scheduled campus & date):
MUSKOGEE-Date: _____ **SALLISAW-Date:** _____ **STILWELL-Date:** _____ **TAHLEQUAH-Date:** _____
 (*TEAS scores from other institutions may be used for admission if taken within the last year & submitted with this application)

___ **I AM SUBMITTING ACT SCORES FOR ADMISSION**

EDUCATION HISTORY

HIGH SCHOOL GRADUATE Year: _____ **or GED Year:** _____

If High School Graduate:

High School Name _____ City/State _____

PREVIOUS ENROLLMENT IN ICTC HEALTH CAREER PROGRAMS

If you have been previously enrolled in any of the programs below, please indicate the program, year of enrollment & campus:

| | | | |
|---|----------|-------|---------|
| Practical Nursing | Yes / No | Year: | Campus: |
| Radiology Technology | Yes / No | Year: | |
| Surgical Technology | Yes / No | Year: | |
| Occupational Therapy Assistant | Yes / No | Year: | |
| Physical Therapy Assistant | Yes / No | Year: | |
| Health Careers Certification or Sports Medicine | Yes / No | Year: | Campus: |

COLLEGE DEGREES

| | | |
|--------|---------|------|
| Degree | College | Year |
| | | |
| | | |

Complete Reverse Side of Application→

NON DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

Statements of Understanding

1. Photo Release

I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.

2. Approval for Release of Records

I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, clinical/ fieldwork sites, other education entities, or official agencies.

3. Background Checks

Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with fieldwork/clinical facilities. Information contained in the background check may affect the individual's ability to continue enrollment in the program. In addition, background check results may affect employment or licensure.

4. Drug and Alcohol Screens

Students enrolled in health career programs at ICTC are required to have drug screens and may be subject to initial, random, and upon suspicion drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with all screens are the responsibility of the student. Drug screen results may be shared with clinical facilities as necessary.

5. Services for Students Requiring Accommodations

Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.

6. Financial Aid

The student is ultimately responsible for the payment of all school expenses at the time they are due.

7. Policies and Procedures

Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policies and procedures for ICTC students and full-time Adult Health Careers students are available at www.icctech.com. Students should ensure they obtain and read these documents upon admission. If the handbook is not accessible for any reason, ICTC should be notified and the handbook be requested.

I have read and understand the above statements:

Signature of Applicant

Date

I have been provided and read the attached "Notice of Oklahoma Board of Nursing Rule Change Regarding Criminal Offenses and Background Checks" and understand the criteria utilized by the Oklahoma Board of Nursing (OBN) in determining the effect of criminal history on eligibility for nursing licensure.

I also understand that the option to obtain an Initial Determination of Eligibility is provided by the OBN as described in the attached document as referenced above. The pre-determination form is available on the OBN's website (nursing.ok.gov/) for a fee determined by the OBN. The pre-determination is not a requirement for application to the program but is recommended if criminal background history is in question by the applicant.

Signature of Applicant

Date

PLEASE ANSWER THE FOLLOWING **THREE (3)** QUESTIONS AND SIGN BELOW:

(1) Have you ever been convicted of a felony?

Yes ___ No ___ If yes, what state(s)? _____

(2) Have you ever been registered as a sex offender?

Yes ___ No ___ If yes, what state(s)? _____

(3) Have you ever been dismissed from ICTC or another educational institution for disciplinary action?

Yes ___ No ___

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to ICTC, any false statement or misrepresentation of information on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

Please tell us how you heard about the Health Career programs at Indian Capital:

___ Current or Former Student ___ Co-worker ___ Other - Please specify: _____
___ ICTC Website ___ Employer
___ Facebook ___ High School Teacher or Counselor
___ Twitter ___ Mail Flyer