

# MDTC

MID-DEL TECHNOLOGY CENTER

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1621 Maple Drive  
Midwest City, OK 73110  
www.middeltech.com

Practical Nursing Program (LPN)  
Director Kasey Duley  
kduley@mid-del.net

## Practical Nursing Program Application Packet 2021-22

*MDTC Mission Statement*

**Provide the Mid-Del Community with a skilled workforce through dynamic education, relevant training, and lasting support.**

Main Office (405) 739-1707 · Adult Career Development (405)739-1712

# Admission Information for the Class of 2021-22

Thank you for your interest in the Practical Nursing Program at Mid-Del Technology Center (MDTC). Please review this packet for very important information that will help guide you in the application process.

## **Program Description**

- The Practical Nursing program at MDTC offers an 11-month, full-time program for up to 20 adult students per graduating class.
- The program begins every year in August and ends in June of the following year. Students are expected to be in class or clinical Monday through Friday (with the exception of holidays or other scheduled breaks).
- Applicants must have successfully completed the following prerequisites to be considered for acceptance into the program:
  - ✓ Medical Terminology
  - ✓ Anatomy and Physiology
  - ✓ Current certification as a Certified Nursing Assistant (CNA).
  - ✓ Pre-entrance Exam (TABE, Accuplacer, College Courses, or ACT)

*See section titled “Prerequisite Requirements” later in the packet for detailed information about each prerequisite.*

- Classroom instruction is scheduled Monday through Friday, 8:00 am – 3:00 pm.
- Clinical rotations are scheduled twice a week with a typical time of 6:30 am – 2:30 pm. Days and times may vary depending on clinical availability. Clinical rotations typically begin in September of each school year.
- Students gain clinical experience in geriatric care, acute medical/surgical, obstetrics, pediatrics, and mental health.
- Financial aid is available to those who qualify. (more information available in packet)

## **Program Approval and Accreditation**

The Mid-Del Lewis Eubanks Division of Practical Nursing is approved by the Oklahoma Board of Nursing and accredited at the state level by the Oklahoma Department of Career and Technology Education. Addresses and phone numbers of approval and accrediting bodies are as follows:

Oklahoma Board of Nursing  
2915 N. Classen Blvd., Suite 524  
Oklahoma City, Oklahoma 73016  
Phone: 962-1800

Oklahoma Department of Career and Technology Education  
1500 West Seventh Avenue  
Stillwater, Oklahoma 74074  
Phone: (800) 522-5810 or (800) 377-2000

## **Mid-Del Schools Notice of Non-Discrimination**

The Mid-Del Public School District No. I-52 does not discriminate on the basis of race, color, national origin, sex, pregnancy, gender, gender expression or identity, religion, veteran status, sexual orientation, disability, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mid-Del Schools Assistant Superintendent of Teaching & Learning  
Address: 7217 S. E. 15<sup>th</sup> Street, Midwest City, OK 73110  
Phone: 405-737-4461, x1225  
Email Address: [jperez@mid-del.net](mailto:jperez@mid-del.net)

## Application Checklist

Requirements and items indicated below must be submitted by the application deadline (June 4<sup>th</sup>, 2021) in order to be considered for acceptance into the program. **Please see “Prerequisite Requirements” for detailed information about the courses, pre-entrance exam, and OSBI background check.**

\_\_\_\_\_ Application for Admission

\_\_\_\_\_ High School Transcript or GED scores.

*Note: Applicants who are graduates of a high school and/or college outside of the United States must provide evidence of U.S. citizenship, submit a high school diploma issued by the Oklahoma State Department of Education or GED scores, and may be asked to submit TOEFL test scores.*

\_\_\_\_\_ Verification of successful completion in:

\_\_\_\_\_ Medical Terminology

\_\_\_\_\_ Anatomy and Physiology

\_\_\_\_\_ Certification as a Certified Nursing Assistant (CNA)

*\*Please note that an Advanced Unlicensed Assistant (AUA) certification will not count toward a CNA prerequisite. Please visit <https://nursing.ok.gov/aua1.pdf> to read the Oklahoma Board of Nursing’s explanation, or call 405-962-1800 for more information.*

\_\_\_\_\_ Pre-Entrance Exam scores (TABE, Accuplacer, English Comp I/II and College Algebra Combination, or ACT scores)

\_\_\_\_\_ Oklahoma State Bureau of Investigations (OSBI) Background Check

\_\_\_\_\_ FAFSA or Self-Pay Confirmation

\_\_\_\_\_ Bonus: Reference Letters, Immunizations, and CPR Certification\*

*\*Each reference letter submitted will receive points. Applicants can submit up to 3 reference letters. Reference letters can be from past employers or past professors/teachers. Applicants that do not submit reference letters will not receive points. Likewise, applicants who submit Immunizations and CPR certification with the application packet will receive points. Immunizations and CPR certification will be necessary to submit if a student is accepted into the Practical Nursing program if not submitted with the application.*

## Application Review and Process

- Review of applications by the nursing faculty will begin after the application deadline (Friday, June 4<sup>th</sup>, 2021).
- Application packets containing all required documents found in the checklist will be considered for acceptance. Packets turned in past the deadline will be considered only if space permits.
- In order to be considered for acceptance into the program, minimum requirements for Medical Terminology, Anatomy & Physiology, Certified Nursing Assistant, and Pre-Entrance Exam scores must be met. Any application packet that does not meet the minimum requirements for the listed items will not be considered for acceptance. (Please see “Prerequisite Requirements” for the minimum requirements.)
- All applications are evaluated using a points system and ranked according to a point value.
- Once applications have been reviewed, each potential candidate will be contacted for an interview with the PN Director and a PN Instructor. Any student that does not attend their scheduled interview will not receive points in this category on their application.
- All applicants will be notified by mail of their status (acceptance, alternate, or non-acceptance) by the end of June 2021.
- Upon acceptance, students will be required to submit documentation of updated immunization records and CPR certification if not submitted with application. Information will be included in the acceptance letter.

### Application and Program Important Dates

<b>School Year</b>	<b>Application Deadline</b>	<b>Candidate Interviews</b>	<b>Applicants Notified of Status</b>	<b>Tentative Start Date</b>	<b>Tentative Finish Date</b>
August, 2021 – June, 2022	Friday, June 4, 2021	Dates will vary	End of June 2021	Monday, August 9, 2021	Wednesday, June 22, 2022

## **Prerequisite Requirements**

Please review the information below regarding the minimum requirements that must be met in order to be considered for acceptance into the program at MDTC. Any application packets that do not meet the minimum requirements will not be considered.

### **A. Medical Terminology:**

- Applicants must submit a transcript that shows completion of a Medical Terminology course that was taken at a Technology Center or at an accredited college/university. The coursework must have been completed in the last 5 years.
- If the course was taken at a Technology Center, the applicant must have a minimum score of an 80% (B).
- If the course was taken at an accredited college/university, the applicant must have a minimum grade of a C.

### **B. Anatomy and Physiology:**

- Applicants must submit a transcript that shows completion of an Anatomy and Physiology course that was taken at a Technology Center, or an accredited college/university. The coursework must have been completed in the last 5 years.
- Any student that has taken Anatomy and Physiology at a college/university must have completed all coursework offered by that college in order for the course to count. For example, if a college offers A&P I and A&P II, both courses have to be complete in order to meet the prerequisite requirement. (Or if the college offers a semester of Anatomy and a semester of Physiology, both courses must be complete.)
- If the course was taken at a Technology Center, the applicant must have a minimum score of an 80% (B).
- If the course was taken at an accredited college/university, the applicant must have a minimum grade of a C in each A&P course.

*\*MDTC offers an Anatomy and Physiology course and an online Medical Terminology course. Please see page 8 of packet for more information.*

*\* Online courses offered through Ed2Go, Universal Class, or other similar online learning platforms do not receive college credit upon completion. MDTC does not accept courses taken through Ed2Go, Universal Class, or other similar online learning platforms.*

### C. Certified Nurse Assistant (CNA):

Prerequisite course credit will be given by meeting all of the following requirements as designated by Career Tech:

- Successful completion of a Long Term Care Nurse Assistant course.
- Current Certified Nurse Assistant (CNA) certification.
- Unrestricted status with the Oklahoma State Department of Health.

*\*AUA certification cannot be accepted in place of a CNA certification. Please use the following link to read the Oklahoma Board of Nursing's description of an AUA and how the roles differ.*

<https://nursing.ok.gov/aua1.pdf> .

*\*\*Technology Centers in the OKC Metro offer CNA courses.*

### D. Pre-Entrance Exam/Exemption:

Applicants must take a pre-entrance exam in order to be considered for acceptance in the program. MDTC accepts scores from one of the following exams: TABE, Accuplacer Next Gen, or ACT. Scores must reflect a 10<sup>th</sup> grade level or above. Below are the minimum scores accepted for each exam.

- Minimum scores accepted:
  - TABE: 10-10.9 (on all areas tested)
  - Accuplacer Next Gen: 250 (on all areas tested)
  - ACT: composite score of 19
- Scores are valid for 2 years.
- Student can choose which of the pre-entrance exams to take. They must meet the minimum score listed above for their chosen exam.

*\* Students will be exempt from the exam if they have completed English Comp I/II and College Algebra with a grade of "C" or better. These courses must have been completed within the past 10 years.*

*\*\*MDTC offers TABE testing. Students are allowed one test and one re-test for each calendar year. Please see page 9 of packet for detailed information.*

### E. OSBI Background Check:

Applicants must submit a background check not more than one (1) month old from the start of the application process. When filling out the background check application, three components must be searched: name-based, sex offender, and violent offender. The original copy of the background check is required and should be submitted with the application. This is in conjunction with the Oklahoma Board of Nursing's policy on applicants qualifying for the NCLEX-PN exam and clinical facility requirements.

*\* OSBI information can be found at <https://osbi.ok.gov/services/criminal-history>. There is an online and an in-person option to complete your background check."*

## **F. Bonus: Reference Letters, CPR Certification, and Immunization Records:**

### **Reference Letters**

Applicants can choose to submit reference letters with their application. \*Each reference letter submitted will receive points. Applicants can submit up to 3 reference letters. Reference letters can be from past employers or past professors/teachers. Applicants that do not submit reference letters will not receive points.

### **CPR Certification**

Applicants can choose to submit their CPR certification with their application. CPR certification must be Basic Life Support (BLS) for HealthCare Providers by American Heart Association, and it must be active. Applicants that do not submit CPR certification will not receive points. CPR certification will be required to submit upon acceptance into the Practical Nursing program if not submitted with the application.

### **Immunizations**

Applicants can choose to submit their Immunizations with their application. The Immunizations required to attend a clinical are listed below. All listed immunizations must be submitted in order to receive points. Applicants that do not submit Immunizations will not receive points. Immunizations will be required to submit upon acceptance into the Practical Nursing program if not submitted with the application.

- Two negative TB skin tests (PPD) or One negative blood test
- Hepatitis B series (3 doses)
- MMR (2 doses) or a Positive titer
- Varicella (2 doses) or a Positive titer
- Current Tdap or Tdap booster

### **Other Requirements**

#### **Expectations**

Applicants to the Practical Nursing Program should be able to do the following:

1. Lift weight of up to 35% of recommended body weight independently.
2. Move around in patient care and work areas.
3. See well enough to observe client condition and behavior, prepare and administer medications; and read gauges and monitors.
4. Hear well enough to hear instructions, requests, monitoring alarms, and to auscultate internal body sound with a stethoscope.
5. Manipulate equipment and supplies and use palpation in patient assessment.
6. Speak, write, and comprehend the English language proficiently.



7. Read and comprehend textbooks, journals, and both written and electronic medical records.
8. Apply mathematical concepts such as fractions, decimals, and percentages in various patient-care situations.
9. Communicate in a professional manner, establish rapport with patients, use problem-solving skills, and function in stressful situations.

*\*Clinical sites may not allow students to attend clinical at their facility if students are unable to perform any of the above.*

Students in the Practical Nursing program:

1. are required to attend class/clinical Monday through Friday.
2. must be up-to-date on immunizations and CPR certification.
3. should have transportation to and from clinical sites. Clinical experiences may occur anywhere in the OKC area.
4. should exhibit a high level of dedication and commitment.

### **Applicants with History of Arrest/Conviction**

A history of arrest/conviction will not necessarily prevent an applicant from being licensed as a practical nurse. However it must be reported to the Nursing Director and the Oklahoma Board of Nursing. Any applicant with a history of arrest/conviction will need to include this information on the application. If more information is needed, the director will contact the applicant.

Applicants with a criminal history may be denied the opportunity to take the Practical Nursing Licensure exam by the Oklahoma Board of Nursing. In addition, clinical agencies have the right to refuse a student with certain violations to enter the facility for clinical.

Please note that the clinical facilities utilized by MDTC do not allow students with a past felony conviction to participate in a clinical experience, regardless of the nature of the charge. .

*\*\*Applicants for licensure are also expected to be in compliance with Oklahoma income tax laws.*

## **Prerequisites Offered Through Mid-Del Tech ACD**

Medical Terminology, Anatomy and Physiology, and TABE tests are some of the prerequisites that must be completed prior to applying to the Practical Nursing program. MDTC offers these 3 prerequisites. Please read the following information about each one.

### **Medical Terminology**

- Offered online as an independent study course (no instructor support).
- No time frame to complete, but enrollment expires after 2 years.
- Classroom attendance is not required, and coursework is done off-campus. Students must have access to the internet.
- Students must have a valid email account and have basic computer knowledge in order to enroll.
- Cost: \$115 (includes book).

*For more information about Medical Terminology or to enroll, please visit our website at <https://www.middeltech.com/programs/industry-related/> or contact the Adult Career Development office at 405-739-1712.*

### **Anatomy and Physiology**

- Short-term evening course led by an instructor twice a week.
- Classroom attendance is required as the class is in-person.
- Cost: \$400 (includes book).

*For information about Anatomy and Physiology or to enroll, please call the Adult Career Development Office at 405-739-1712. Payment for course is due upon enrollment.*

### **TABE Testing**

- The TABE testing fee is \$20.00, payable at the time of testing (debit or credit card)
- Sign-up is done online at <https://www.middeltech.com/full-time-programs-entrance-exam>
- Students are allowed to take 1 TABE and 1 Retake TABE per calendar year.
- Areas tested include: Reading, Math Computation, Applied Math, and Language.
- Each section is timed.
- Scores are based on Basic Education by grade levels. Practical Nursing requires a 10<sup>th</sup> grade level on all areas tested.
- Sample practice items for the TABE test can be found at <https://tabetest.com/resources-2/testing-information/sample-practice-items/> .

## **Miscellaneous Information**

### **Program Expenses/Financial Assistance**

The total cost of the practical nursing program varies from year to year but is generally around \$6000. This price includes tuition, books, and other items needed throughout the program.

Financial assistance is available for adult students through programs such as Pell Grant, OTAG, JTPA, Oklahoma G.I. Bill (Senate Bill 530), Vocational Rehabilitation, BIA, Tribal Agencies, Single Parent/Displaced Homemaker, and Physician's Manpower Training Commission. The Oklahoma Workforce may provide financial assistance for those that don't qualify for any of the resources listed above. A limited number of scholarships may also be available during the course of the program.

To see if you qualify for financial aid, please visit <https://studentaid.gov/h/apply-for-aid/fafsa>  
Mid-Del Technology Center's Federal School ID: 031984

For questions or information regarding financial assistance, please contact Tina Murphy at [tmurphy@mid-del.net](mailto:tmurphy@mid-del.net) or 739-1707 ext. 6323

### **Admission by Transfer for Advanced Standing Credit**

Transferring from another practical nursing program is challenging due to the sequence of courses and clinical. An applicant that wishes to transfer into the program at MDTC from another practical nursing program should submit a transcript from the practical nursing program attended, along with any other requested documents. The director will review the transcript and determine if the applicant is eligible to transfer. Every request for transfer will be reviewed on an individual basis. There is no guarantee a request for transfer will be granted.

### **Medic Veteran to Licensed Practical Nurse Bridge Course Guideline**

The PN program recognizes the Oklahoma Board of Nursing (OBN) Medic Veteran to Licensed Practical Nurse Bridge Course Guidelines. Copies of the guidelines are available in the Practical Nursing office and published on the Oklahoma Board of Nursing web site at [www.obn.gov](http://www.obn.gov).

### **Contact Information**

Additional information may be obtained by visiting [www.middeltech.com](http://www.middeltech.com), contacting Curtis Pratt at [cpratt@mid-del.net](mailto:cpratt@mid-del.net), or calling the main office at (405)739-1707.



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Midwest City, OK 73110  
www.middeltech.com

Practical Nursing Program (LPN)  
Director Kasey Duley  
kduley@mid-del.net

## 2021-22 Application for Admission

\*an electronic version of this application can be found at <https://www.middeltech.com>

### Applicant Information:

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Mailing Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Permanent Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Telephone/Cell Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Educational Information:**

High School:

1. High School name and location of last high school attended: (Must submit copy of transcript)

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(Name of High School) (City) (State)

2. Year graduated from high school: \_\_\_\_\_ or last year in school: \_\_\_\_\_

General Educational Development (GED) Information: (Must submit copy of score and certificate)

1. Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_ Testing Location: \_\_\_\_\_

2. Circle highest grade completed in school: 9 10 11 12

*Applicants graduating from a high school outside the United States must complete the GED test.*

List other schools attended: (Include career tech, colleges, universities, etc.)

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**Official transcripts from schools previously attend must be submitted with the application. GED applicants must submit a copy of the GED certificate and score.**

**Health Care Experience:**

Describe any health care or health occupations experience, such as certified nurse assistant, unit clerk, etc. Include volunteer experience. Please attach copies of health occupations certifications obtained.

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**Record of Employment:**

Name of Employer	Address or Phone Number	Dates of Employment (List most recent first)		May we contact?
		From	To	

**Professional Reference Letters:**

Applicants may submit up to 3 reference letters from employers and/or past professors/teachers. Applicants will receive points for each letter submitted. Applicants that do not submit reference letters will not receive points.

**Immunizations and CPR Certification:**

Applicants may submit Immunizations and CPR Certification with the application. Applicants will receive points if submitted. Applicants that do not submit Immunizations and CPR Certification will not receive points. If accepted into the Practical Nursing Program, students will be required to submit Immunizations and CPR Certification.

**Miscellaneous:**

Have you ever been arrested? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide an explanation:

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Have you ever been convicted of a misdemeanor or a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide a detailed explanation:

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**I certify that all information on this application is true and complete. I realize that any misinformation may result in either not being admitted or not being allowed to continue in the program.**

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**Signature of Applicant**

**Date**

**MID-DEL SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION**

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Mid-Del Schools Assistant Superintendent of Teaching & Learning  
Address: 7217 S. E. 15<sup>th</sup> Street, Midwest City, OK 73110

\*this page is for office use only

**Application Checklist**

Name \_\_\_\_\_

Requirements and items indicated below must be submitted by the application deadline (June 4<sup>th</sup>, 2021) in order to be considered for acceptance into the program. **Please see “Prerequisite Requirements” for detailed information about the courses, pre-entrance exam, and OSBI background check.**

\_\_\_\_\_ Application for Admission

\_\_\_\_\_ High School Transcript or GED scores.

*Note: Applicants who are graduates of a high school and/or college outside of the United States must provide evidence of U.S. citizenship, submit a high school diploma issued by the Oklahoma State Department of Education or GED scores, and may be asked to submit TOEFL test scores.*

\_\_\_\_\_ Verification of successful completion in:

\_\_\_\_\_ Medical Terminology

\_\_\_\_\_ Anatomy and Physiology

\_\_\_\_\_ Certification as a Certified Nursing Assistant (CNA)

*\*Please note that an Advanced Unlicensed Assistant (AUA) certification will not count toward a CNA prerequisite. Please visit <https://nursing.ok.gov/aua1.pdf> to read the Oklahoma Board of Nursing’s explanation, or call 405-962-1800 for more information.*

\_\_\_\_\_ Pre-Entrance Exam scores (TABE, Accuplacer, English Comp I/II and College Algebra Combination, or ACT scores)

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