PRACTICAL NURSING

To prepare individuals to enter the health care industry as competent, entry-level practical nurses.

This self-paced program combines clinical and classroom experiences covering all aspects of nursing necessary for graduates to be eligible to apply for the national licensing exam for the Licensed Practical Nurse (LPN).

A licensed practical nurse (LPN) is trained to provide routine nursing care and allowed to perform more complex tasks only under the supervision or direction of a registered nurse, licensed physician or dentist. They bring their caring, sympathetic natures to hospitals, home health care services, nursing care facilities, physicians' offices and other health care providers and agencies.

Contact Student Services for current tuition rates and enrollment information.

580.242.2750

"Autry has provided ample opportunities for me to grow my career as an LPN; I am grateful for the possibilities now available to me."

- Jennifer J

AUTRY TECHNOLOGY CENTER
autrytech.edu

Jul 10 2015 subject to change without notification
COURSE LENGTH
18-month daytime program > Class meets year round > Min 24 hours a week

ADULT IN-DISTRICT COSTS
$2880 (Tuition)
$3194 (Approx. Cost of Books, Supplies, ATI Tests)

WHO CAN ENROLL
Adults

HIGHLIGHTS
› Flexible class schedule > Clinical hours vary
› Variety of clinical sites
› May be hired as a nurse tech while in school

AREAS OF INTEREST & HELPFUL SKILLS
› Self-motivated/take initiative
› Excellent fine and gross motor skills
› Tolerate body fluids
› Team player
› Good communication and organizational skills
› Nurturing and caring

EMPLOYMENT OPPORTUNITIES
› Hospitals
› Nursing homes
› Clinics
› Industries
› Military service
› Eldercare facilities
› Doctors' offices
› Home health care

APPLICATION POLICY
Applicants must have a high school diploma or equivalent. Prior college courses in math and/or science are strongly recommended.

ADMISSION PROCEDURES
Applicants should contact Student Services at Autry Technology Center to request an information/application packet. Applicants who have a completed application on file and satisfactory test scores will be considered for the program. Meeting the requirements does not guarantee admission to the program. Qualified applicants will be contacted for an interview, and class selection will be determined by the admissions committee. Qualified in-district applicants will be considered first.

Final acceptance to the program requires a physical examination (including the required immunizations) and payment of $39.00 for the OSBI background check (includes sex offender and violent offender status) and liability insurance. This is non-refundable. Accepted students must complete a mandatory 10-panel urine drug screen test at Integris Bass Occupational Medicine, 401 S. 3rd, Enid. The cost for this screening is $45.00.

The Autry Technology Center Student Handbook and Information Guide and program policies are available online at autrytech.edu. Practical Nursing program applications are available upon request from Student Services.

ENROLLMENT INFORMATION
Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

Autry Scholarship: This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

Tuition: In-district high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in Garfield County. All others pay out-of-district rates.

Expenses: Expenses not included in tuition amount may include, but are not limited to, background check (includes sex offender and violent offender status), drug screening, physical, textbooks, liability insurance, uniforms, shoes, and supplies.

Health Care: Students are responsible for their own health care. Medical insurance is recommended.
0.1 **PROGRAM OVERVIEW**
This program combines clinical and classroom experiences covering all aspects of nursing necessary for graduates to be eligible to apply for the national licensing exam for the Licensed Practical Nurse (LPN). A licensed practical nurse (LPN) is trained to provide routine nursing care and allowed to perform more complex tasks only under the direction of a registered nurse or a doctor. They bring their caring, sympathetic natures to hospitals, home health care services, nursing care facilities, physicians' offices and other health care providers and agencies.

0.2 **WHO CAN APPLY**
Adults only

0.3 **PROGRAM TIMES**
M-Th 8:15am – 9:30pm
F 8:15am – 3:00pm
Minimum 24 hours per week required
Clinical hours vary
Class meets year round

0.4 **PROGRAM LOCATION**
Autry Technology Center Main Campus, 1201 W. Willow

0.5 **TOTAL PROGRAM HOURS**
1463

0.6 **SPECIFIC ENTRANCE REQUIREMENTS**
High school diploma or equivalent
ACT
Completed application
Interview
Orientation

0.7 **TUITION/EXPENSES**
In-district adult students pay $2880 for tuition.

**Expenses**: Expenses not included in tuition may include, but are not limited to, criminal background check (includes sex offender and violent offender status), drug screening, AHA BLS Healthcare Provider certification, uniforms, shoes, and supplies.

**Financial Aid**: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

0.8 **ADULT STUDENT INFORMATION**
Eighteen month program

0.9 **LICENSED / CERTIFICATIONS**
Upon completion of the program, graduates are eligible to apply for the national licensing exam for the Licensed Practical Nurse (LPN) with the Oklahoma Board of Nursing.
Long Term Care Nurse Aid Certification (LTCNA)
National Council Licensure Examination for Practical Nurses (NCLEX)
Healthcare Provider CPR

0.10 **EMPLOYMENT OPPORTUNITIES**
The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry.
0.11 **Salary Range**
Listed below is the salary range in Oklahoma for Practical Nursing obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>Lowest 10%</th>
<th>Median</th>
<th>Highest 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>$13.73</td>
<td>$18.06</td>
<td>$23.25</td>
</tr>
<tr>
<td>Annually</td>
<td>$28,600</td>
<td>$37,600</td>
<td>$48,400</td>
</tr>
</tbody>
</table>

0.12 **Occupational Characteristics**
(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)
Licensed practical nurses (LPNs) are trained to provide routine nursing care and allowed to perform more complex tasks under the direction of a registered nurse or a doctor. LPNs provide the most amount of time with patient care because the LPN is mainly responsible for providing direct care to the patient. LPNs care for the sick, injured, disabled or convalescent. They bring their caring, sympathetic natures to hospitals, home health care services, nursing care facilities, physicians' offices and other health care providers and agencies.
LPNs are responsible for monitoring the patient by taking vital signs, administering medications, applying bandages, inserting catheters, and many other assorted duties. Advanced technology has increased the demand for LPNs outside of the hospital where more jobs and more diverse career opportunities exist.

0.13 **Accreditations**
Oklahoma Board of Nursing, 2915 N. Classen, Ste. 524, OKC, OK 73106, Ph: 405-962-1800, FAX: 405-962-1821, www.ok.gov/nursing/
Oklahoma Board of Career and Technology Education, 1500 West 7th Ave., Stillwater, OK 74074, 405-743-5444, www.okcareertech.org

0.14 **Instructor(s)**
Barbara Simmons, R.N., B.S.N., M.Ed., M.S.N., received her bachelor of science in nursing from Central State University in Edmond, Oklahoma, master of education from the University of Central Oklahoma, and her master of science in nursing from the University of Phoenix. She has experience in medical surgical nursing, worked as a house supervisor and was a Public Health Nurse for 5 years. She began her career in nursing education at Wes Watkins Technology Center in 1988 and began as Nursing Coordinator at Autry Technology Center in 1991.

Ann Mavity, R.N., B.S.N., received her bachelor of science in nursing from Northwestern Oklahoma State University at Alva, Oklahoma and began her nursing career as a nurse aide. She worked in hospitals and nursing centers for many years before deciding to pursue a professional nursing degree. Following graduation she worked in a rehabilitation unit and in home healthcare. She served in a medical surgical unit and most recently has worked in behavioral health. Ms. Mavity began her education career as clinical instructor for the evening nursing class and several years ago moved to the position of day instructor/clinical instructor.

Kathy Foust, R.N., B.S.N., received her bachelor of science in nursing from Northwestern Oklahoma State University at Alva, Oklahoma. She also has a bachelor's degree in elementary education from Phillips University, Enid, Oklahoma. Mrs. Foust spent most of her nursing career working in emergency medicine in Woodward and Enid hospitals before coming to Autry Technology Center. She has also worked as a medical surgical nurse, an intensive care unit nurse and as house supervisor. While working in emergency medicine she was certified in trauma nurse core curriculum, advanced cardiac life support, and geriatric emergency nursing. Previous to nursing school she was certified as a basic emergency medical technician and worked for a rural ambulance service.

Vicki Janky, R.N., B.S.N., completed her bachelor of science in nursing at Northwestern Oklahoma State University, Alva, Oklahoma. She spent most of her nursing career as an ICU nurse, but also served as house supervisor, clinical nurse educator, employee health nurse and was a clinical instructor for nursing students at an educational institution prior to coming to Autry Technology Center. Before attending nursing school she was employed many years in a physician's office. Mrs. Janky has been ACLS certified throughout her nursing career and has been an instructor for ACLS and BLS since 2000.
BREAKDOWN OF PRACTICAL NURSING CAREER MAJOR(S)

CAREER PATHWAY
Therapeutic Systems

CAREER MAJOR
Practical Nursing

potential courses
Core Medical Terminology
Anatomy and Physiology
Long Term Care Aide
Concepts of Nursing
Fundamentals of Nursing
Clinical I Basic Nursing
Pharmacology and Intravenous Therapy Skills
Medical Surgical Nursing I
Clinical II - Medical Surgical Nursing (Part I)
Medical Surgical Nursing II
Clinical III-Medical Surgical Nursing (Part II)
Pediatric Nursing
Maternal/Newborn Nursing
Clinical IV- Maternal/Newborn, Pediatric and Mental Health
Mental Health Nursing
Transition to Practice
Clinical V - Transition to Practice

Total Class Hours - 1463

For further information regarding Gainful Employment in each career major, please access the following link:

http://www.autrytech.edu/StudentInfo/GainfulEmploymentDisclosures
<table>
<thead>
<tr>
<th>Autry Technology Center</th>
<th>Annual Notice of Required Disclosures of Student Consumer Information</th>
<th>Revised July 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What to Disclose, When &amp; To Whom</strong></td>
<td><strong>Brief Description of Information to be Disclosed</strong></td>
<td><strong>Where to Find Full Disclosure Information</strong></td>
</tr>
<tr>
<td><strong>What: Institutional Information</strong></td>
<td>Cost of attending school i.e.: Tuition, Fees, Textbooks, Supplies, Living Allowance, etc.</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually &amp; Upon Request</td>
<td>Institutional Refund Policy/Requirements for officially withdrawing from school</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students</td>
<td>Information regarding the school’s programs/career majors &amp; academic support</td>
<td><em>Course Catalog</em></td>
</tr>
<tr>
<td>Prospective Students</td>
<td>Entities, (with their contact information), that accredit, approve, or license the school &amp; its programs &amp; procedures for reviewing accreditation, approval, or licensing documentation</td>
<td><em>Program Description Handouts</em></td>
</tr>
<tr>
<td>Current Employee</td>
<td>Description of any special services &amp; facilities for students with disabilities</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td></td>
<td>Titles &amp; availability of employees responsible for dissemination of institutional &amp; financial assistance information &amp; how to contact them</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>Penalties &amp; institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Net Price Calculator</td>
<td></td>
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<tr>
<td></td>
<td>Constitution Day/Voter Registration/Vaccination Polices</td>
<td></td>
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<tr>
<td></td>
<td>Misrepresentation Regulations</td>
<td></td>
</tr>
<tr>
<td><strong>What: Financial Assistance Information</strong></td>
<td>Description of all available federal, state, local, private &amp; institutional financial assistance, &amp; a description of: (1) application form &amp; procedures; (2) student eligibility requirements; (3) selection criteria; (4) criteria for determining the amount of a student’s award</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually &amp; Upon Request</td>
<td>Rights &amp; responsibilities of students receiving Title IV &amp; other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students</td>
<td>Procedures for the Return of Title IV Aid and Repayments by withdrawn students</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td>Prospective Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What: Completion, Transfer, Retention, &amp; Employment Rates</strong></td>
<td>The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually &amp; Upon Request</td>
<td>Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in a another eligible institution</td>
<td>U.S. Dept of Ed’s College Opportunities On-Line website: nces.ed.gov/FPEDS See College Navigator</td>
</tr>
<tr>
<td>To: Enrolled Students</td>
<td>Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td>Prospective Students</td>
<td>Retention rates of certificate seeking first-time full-time students</td>
<td></td>
</tr>
<tr>
<td><strong>What: Drug &amp; Alcohol Abuse Prevention</strong></td>
<td>Information on preventing drug &amp; alcohol abuse</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually &amp; Upon Enrollment or Hire</td>
<td>Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs &amp; alcohol by students &amp; employees on the school’s property, or as part of the school’s activities</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students</td>
<td>A description of the sanctions under local, state &amp; federal law for unlawful possession, use or distribution of illicit drugs &amp; alcohol</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td>Current Employees</td>
<td>A description of drug &amp; alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students &amp; employees</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>A description of the health risks associated with the use of illicit drugs &amp; alcohol</td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td></td>
<td>A clear statement that the school will impose sanctions on students &amp; employees for violations of the standards of conduct (consistent with local, state &amp; federal law) &amp; a description of these sanctions, up to &amp; including expulsion, termination of employment, &amp; referral for prosecution</td>
<td><strong>Posting in Classrooms</strong></td>
</tr>
<tr>
<td><strong>What: Campus Security Report</strong></td>
<td>Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property &amp; public property reported to campus security authority or local police. Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes or other emergencies</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually by October 1 and Upon Request</td>
<td>Disciplinary actions regarding the possession, use &amp; sale of alcoholic beverages &amp; illegal drugs &amp; enforcement of state underage drinking laws &amp; federal &amp; state drug laws</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students</td>
<td>Programs to inform students &amp; employees about campus security policies, procedures &amp; practices &amp; encourage responsibility for the prevention of crime.</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td>Current Employees</td>
<td>Policies regarding sex offenses &amp; where to obtain information concerning registered sex offenders.</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td>Prospective Employees</td>
<td>Emergency response &amp; evacuation policy, procedures &amp; programs</td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td><strong>What: FERPA</strong></td>
<td>Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act Information, policies, and procedures</td>
<td><strong>Posting in Classrooms</strong></td>
</tr>
<tr>
<td>When: Annually</td>
<td>Right to &amp; procedures for inspecting &amp; reviewing student’s education records</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>To: Enrolled Students &amp; Eligible Parents of Secondary Students</td>
<td>Right to &amp; procedures for requesting amendment of student’s education records believed to be inaccurate or misleading</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td></td>
<td>Right to file a complaint with the Department of Education for alleged school’s or educational agency's failure to comply with FERPA requirements</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td></td>
<td>Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31)</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>Students right &amp; procedures for directory information to be not disclosed</td>
<td></td>
</tr>
<tr>
<td><strong>What: Gainful Employment</strong></td>
<td>Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc.</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually</td>
<td></td>
<td><em>Student Services</em>*</td>
</tr>
</tbody>
</table>
| To: Prospective Students | | **Paper copy available in the Student Services Office and on website at autrytech.edu.** **Paper copy available in the Student Services Office. This notice is distributed annually to all current and prospective students. It is also located on the Autry website, in the Student Handbook and Consumer Information Handbook.**

Jul 10 2015  subject to change without notification  Page 6 of 6
Dear Prospective Student:

Thank you for your interest in Autry Technology Center’s Educational Program in Practical Nursing. An application along with program information is included.

To qualify for the Practical Nursing program, you must have a high school diploma or equivalent. In order to be considered for the Practical Nursing program, you must complete the following requirements by June 1 for the August class and November 1 for the January class:

1. Submit a completed application form.

2. Submit official transcripts (mailed from the educational institution directly to the Student Services Center) from all secondary and post-secondary educational institutions attended.

3. Provide copy of current CNA license, if applicable.

4. Submit three (3) professional recommendations, using the attached forms (each recommender must mail his/her completed form directly to the Student Services Center).

5. Submit recent ACT scores. (Check with Autry counselor to see if college transcripts may be accepted in lieu of test scores.)

Meeting the requirements does not guarantee admission to the program. Qualified in-district applicants will be considered first. The decision regarding the selection of students is final. The practical nursing staff and school administration are not under any obligation to justify the selection. All applicants accepted will be notified by mail of the admissions committee’s decision.

Please call me at (580) 242-2750 ext. 182 or send email to lbelknap@autrytech.edu if you have any questions concerning the application process.

Sincerely,

Linda Belknap
Career Counselor
The Practical Nursing program will take up the majority of a student’s time. The faculty discourages students from attempting to work while attending this program; however, we realize that some students must continue to work. Students should realize that this may affect their performance in the program.

Student who are successful in the program have financial arrangements in order, a supportive family, reliable transportation, and reliable childcare.

The Practical Nursing program’s attendance varies with each student yet follows a specific structure. Class hours are available Monday through Thursday, 8:15 a.m. – 9:30 p.m., and Friday 8:15 a.m. – 3:00 p.m. Students must attend class a minimum of 24 hours per week. Clinical hours and days will vary. There will be mandatory days scattered throughout the year.

Acceptance into the program for any candidate is conditional pending results of the health examination (including required immunizations), background check (includes sex offender and violent offender status), drug screening, and completion of enrollment requirements.

a. The Oklahoma Board of Nursing has the right, as a state licensing agency, to deny students the opportunity to take the licensing examination if they have been charged, have a pending conviction, or have been convicted of a crime which includes a felony, gross misdemeanor, or misdemeanor; or have any violations related to alcohol and/or drugs. You are required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved a plea of guilty or no contest.

To be eligible for the Oklahoma Board of Nursing licensing examination, the applicant must fill out the license application which asks the following questions: 1) “Have you ever been convicted of a felony, misdemeanor, or similar offense in a military court-martial?” 2) “Have you had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than the Oklahoma Board of Nursing)?”, and 3) “Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet the Oklahoma Board of Nursing licensing requirements?”. If your answer is “No” to all of the above, you move on to the next question. Anyone who answers “Yes” is asked to provide a detailed explanation and official court documentation of the charges. Court documentation must verify the nature of the conviction, the sentence imposed by the courts, and the current status of the sentence. Documentation for offenses not court related must also be provided. The Oklahoma Board of Nursing will rule on the impact of the violation on eligibility for licensing.

b. Clinical sites also have a right/obligation to require a background check prior to allowing students to participate in clinical rotations. If a student (1) has been arrested, (2) has been charged, (3) has a pending conviction, (4) has been convicted of a felony, gross misdemeanor, misdemeanor, or has any alcohol and/or drug related violation, (5) has been judicially declared incompetent, or (6) has falsified records, the clinical site has a right to deny facility access. Without participation in the clinical
component of the course, it will be impossible for the student to fulfill the requirements for graduation from the program and he/she will not be allowed to sit for the certification examination.

c. Oklahoma law only allows a license to be issued to US citizens, US nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

   i. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
   ii. A pending or approved application for asylum in the United States;
   iii. Admission into the United States in refugee status;
   iv. A pending or approved application for temporary protected status in the United States;
   v. Approved deferred action status; or
   vi. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

d. Applicants with a positive drug screen will be denied continued admittance.

5. Students will receive tuition cost, supply cost, and the program calendar with their letter of acceptance. All expenses are subject to change.

6. A letter of intent will also be included in the students’ acceptance notification. This letter of intent must be completed and returned by the designated date to complete enrollment. If the letter of intent is not received by the designated date, the student will lose his/her position in the program. The position will be filled by the next qualified alternate.

7. When students return the letter of intent, $39.00 (amount subject to change based on current costs) will be due for the background check (includes sex offender and violent offender status) and professional liability insurance. This is non-refundable.

8. Each student must complete a mandatory 10-panel urine drug screen test at Integris Bass Occupational Medicine, 401 S. 3rd Street, Enid. The cost for this screening is $50.00.

9. To meet the physical factors required by the medical industry, each student must be able to perform the following:

   a. Reach up to six (6) feet off the floor.
   b. Communicate in a clear and concise manner to people in various departments.
   c. Read and apply appropriate instruction contained in medical charts, notes, and records.
   d. Read fine print on medical instruments and supplies.
   e. Lift fifty (50) pounds of weight to waist level.
   f. Move immobile patients from a stretcher.
   g. Push a patient in a standard wheel chair.
   h. Understand and apply clinical site instructions given from departmental personnel.
   i. Utilize a keyboard for inputting patient and/or technical data.
   j. Visually monitor patients.
   k. Visually monitor equipment controls.
   l. Monitor patients via audio monitor.
   m. Handle instruments with dexterity.
   n. Ascend and descend stairways in emergency situations.
   o. Remain standing for extended periods of time.
I have reviewed the Practical Nursing program information sheet.

I understand that if I am not selected, neither the nursing program nor the school is under any obligation to justify the selection.

I realize that acceptance into the program is conditional pending results of the health examination (including required immunizations), background check (includes sex offender and violent offender status), drug screening, and completion of enrollment requirements.

I am aware that arrests, charges, pending charges; convictions of a felony, gross misdemeanor, misdemeanor; being judicially declared incompetent; or falsification of records are grounds for being denied the opportunity to sit for the National Council Licensure Examination or possibly having my license revoked in the future. I am aware that the Board of Nursing considers each case on an individual basis.

I am aware that arrests, charges, pending charges; convictions of a felony, gross misdemeanor, misdemeanor; being judicially declared incompetent; or falsification of records are grounds for being denied the opportunity to participate in the clinical site rotation component of Practical Nursing. Without participation in clinicals, it will be impossible for me to fulfill the requirements for graduation.

____________________________________
Signature

____________________________________
Date
AUTRY TECHNOLOGY CENTER  
*Educational Program in Practical Nursing*  
APPLICATION FOR ADMISSION

**Please Print or Type**

Name: ____________________________  
(Last)  
(First)  
(Previous Last)

Address: ____________________________  
(Street & Number)  
(City)  
(State)  
(Zip Code)

Social Security Number: ____________________________

Email Address: ____________________________

Telephone Numbers: ____________________________  
(Home)  
(Business)  
(Cell)

**EDUCATIONAL HISTORY**

<table>
<thead>
<tr>
<th>Schools/Colleges Attended</th>
<th>Degree/Certificate Granted</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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</tbody>
</table>

**EMPLOYMENT HISTORY**

List all jobs held within the last five years, beginning with the most current.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Phone Number</th>
<th>Position</th>
<th>Immediate Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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*I hereby give permission to Autry Technology Center to obtain references from the employers listed herein. I certify that all information is true and correct. I understand that any misrepresentation or omission of facts could result in not being accepted into the Practical Nursing Program.*

Signature of Applicant

*(Turn over and complete other side.)*
Describe any health occupations experience (such as nurse’s aide, ward clerk, etc.)


The completed application, official transcripts, and recommendations must be forwarded directly to:

Linda Belknap, Career Counselor
Autry Technology Center
1201 W. Willow
Enid, OK 73703

I certify that all information on this application is true and correct. I understand that any misrepresentation or omission of facts could result in my application not being considered for the Practical Nursing Program.

Signature of Applicant

Date

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AUTRY TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM
PROFESSIONAL RECOMMENDATION FORM
(Recommendations from friends or family members will not be considered.)

RECOMMENDER: The individual whose name appears on the back of this form is applying for admission to Autry Technology Center’s Educational Program in Practical Nursing. This form must be on file before admission can be considered, therefore your prompt completion will be appreciated. Recommendations will be kept confidential.

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Please check one of the following to indicate your recommendation:

☐ Recommend without reservation
☐ Recommend with reservations
☐ Recommend
☐ Cannot recommend at this time

COMMENTS

________________________________________________________________________

________________________________________________________________________

How long have you known the applicant? ___________________________ In what capacity? ___________________________

(Recommendations from friends or family members will not be considered.)

Your Name________________________________________ Your Employer/Position________________________________________
Address __________________________________________
City________________________ State_______________ Zip______________ Telephone Number________________________
Signature __________________________________________ Date __________________________

PLEASE MAIL TO: Linda Belknap, Counselor
Autry Technology Center
1201 W. Willow, Enid, OK 73703
(580) 242-2750 ext. 182
INSTRUCTIONS TO APPLICANT

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TO BE COMPLETED BY APPLICANT:

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Name (please print)

Signature

Address

City ____________________________ State ______ Zip Code ______________

Telephone Numbers ____________________________ Date ______________

Email Address ____________________________
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Signature

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City ___________________________ State _______ Zip Code __________________

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Federal Pell Grant
Free Application for Federal Student Aid (FAFSA)
The Federal Pell Grant program is a federally funded program which provides funds for educational expenses to adult students enrolled in financial aid approved, post-secondary education career programs. Pell Grant awards are dependent on the following:
- Student’s expected family contribution (EFC) as determined by the U.S. Department of Education using a standard formula to evaluate financial information (including income, assets, and family size)
- School’s cost of attendance
- Student’s enrollment status (full-time or part-time)
- Student’s actual number of clock hours attended by the student.

All adult and graduating high school students are encouraged to complete the FAFSA by applying online at www.fafsa.gov. The Autry school code is 013530.

Application information is provided on the back of this form.

*Autry does not participate in any student loan programs.

Autry Educational Foundation Grant
The Autry Technology Center Educational Foundation is a nonprofit organization established to assist potential and current Autry students in reaching their educational goals. The foundation provides need-based grants for qualifying applicants who have exhausted all other means of financial assistance. For more information and an application, visit the financial aid officer or applications can be found online at autrytech.edu/autry-foundation/.

Autry Scholarship
The Autry Scholarship is available to high school graduates who (1) live in the Autry district, (2) lived in the Autry district during their senior year in high school, and (3) meet enrollment guidelines. Students may attend during any or all of the three years immediately following high school graduation. This scholarship covers tuition only for semester-type classes.

Oklahoma Tuition Aid Grant (OTAG)
The Oklahoma Tuition Aid Grant is administered by the Oklahoma State Regents for Higher Education (OSRHE). The application for OTAG is the same application as for the Federal Pell Grant (FAFSA). To qualify you must be an Oklahoma resident attending an Oklahoma approved school. The priority deadline for OTAG is to file a FAFSA by March 1st.

Oklahoma Tuition Fee Waivers
Tuition fee waivers are available for active members of the Oklahoma Army and Air National Guard. The scholarship is funded by Autry Technology Center. Eligibility is determined upon continued active status in the guard, along with good standing in their unit and satisfactory performance in all required training. Applications are available in the Financial Aid office.

Tuition fee waivers are also available for children of peace officers, fire fighters, military personnel, and Oklahoma EMT’s who died in the line of duty, and children of members of the Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. Waivers apply to resident and nonresident tuition for all classes offered at Autry Technology Center and shall be limited to a period of five years of which must be completed within 10 years of high school graduation.

Oklahoma’s Promise
This scholarship is administered by the Oklahoma State Regents of Higher Education (OSRHE). Students apply at their high school while enrolled in the 8th, 9th, or 10th grade. Student eligibility is determined by the OSRHE and is dependent upon enrollment in an approved Autry program. Contact the Financial Aid Office to ensure that proper procedures are taken to receive this scholarship.

For more information
Lisa Fuller, Financial Aid Officer
580.242.2750 ext. 136 | lfuller@autrytech.edu | autrytech.edu

Scholarship Opportunities

OTHAR GRIMES SCHOLARSHIP
This scholarship is administered by the Oklahoma Department of Career and Technology Education Foundation and offered to students who might not qualify for other financial aid. Scholarships are to be used for expenses that directly relate to a student attending a technology center class. Allowable expenses include: tuition, gasoline, books, uniforms, conference registration fees, school supplies, and childcare, if not paid by another source. Applications are accepted after the start of classes in the Fall and Spring.

CITY OF ENID VANCE SCHOLARSHIP
This scholarship is available to spouses and dependent adult children of active duty military who reside in Garfield County. Applications available at Autry’s Financial Aid office and Vance’s Education Service office. Completed applications must be verified and signed by Vance’s Education Service Officer (ESO).

FOLDS OF HONOR SCHOLARSHIP
Folds of Honor provides educational scholarships to the children and spouses of those killed or disabled while in service to our nation. For more information on applying for a Folds of Honor scholarship, please refer to eligibility requirements and application process at www.foldsofhonor.org/scholarships.

Other Assistance

DEPARTMENT OF REHABILITATIVE SERVICES (DRS VOC-REHAB)
Vocational Rehabilitation assists individuals who have barriers toployment. Services include testing, psychological evaluation, medical examination, and counseling services. In some cases DRS pays tuition, fees, books, and supply costs. Eligibility, application, and funding are determined by the Oklahoma Department of Human Services. Contact a local Vocational Rehabilitation Counselor at (580) 233-0244 for more information.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
WIOA is a federal program which provides financial aid, employment information, job search support, training, and educational programs to applicants that meet economic, employment, and geographical guidelines as determined by a WIOA counselor. Contact the Financial Aid office for more information.

BUREAU OF INDIAN AFFAIRS (BIA)
BIA provides assistance to qualifying individuals on tribal rolls. Each tribe handles assistance through their tribal area offices. Grants may be available for tuition, supplies, and living expenses. Contact the Tribal Agency Educational Office for application information.

PRACTICAL NURSING ASSISTANCE
Physician’s Manpower is a nursing student scholarship/loan assistance program that is forgiven/repaid by a work obligation. Applications must be made by June 30th at www.cmtc.ok.gov/nsap.htm.
Criteria to Qualify for a Pell Grant

- You must be enrolled as a regular student in an eligible career program of 600 clock hours or more for the purpose of obtaining a certificate. Contact the Financial Aid Office for a list of eligible career majors.
- You must be a U.S. citizen or an eligible non-citizen with a valid social security number.
- You must demonstrate financial need as determined by the U.S. Department of Education upon FAFSA completion.
- You must have a high school diploma, GED, or home school equivalency, but not a bachelor’s degree.
- You must be registered with the Selective Service (males only, 18 - 25 years of age).
- You must not have a disqualifying drug conviction (contact the Financial Aid Office for more information).
- You must sign the certification statement on the FAFSA stating that
  - You are not in default on a federal student loan and do not owe money on a federal student grant.
  - You will use federal student aid only for educational purposes.
  - You will not receive a Federal Pell Grant from more than one educational institution for the same period of time.

Steps to Apply for a Pell Grant - www.fafsa.gov

All adult and graduating high school students are encouraged to complete the "Free Application for Federal Student Aid" (FAFSA) online at www.fafsa.gov.

1. Click on the FSA ID icon at the top of the FAFSA webpage to create an FSA ID to serve as your legal, electronic signature.
2. Write down your user name and password — you will use them for all FAFSA's you complete while in school.
3. PARENTAL INFORMATION: You will be asked questions to determine if you will need to provide parental information.
4. Wait approximately 24 hours after getting your FSA ID, then log onto www.fafsa.gov to complete your application.
5. If this is your first FAFSA for this school year choose the box that says “Start a New FAFSA”. If you are making corrections or additions choose “Login”.
6. Answer all questions on the application. Please note that HELP BOXES are available on the right side of the application.
7. Identify Autry as your school choice. Autry's Federal Code is 013530.
8. TAX INFORMATION: When you come to the tax information section of the FAFSA, please use the "LINK TO IRS" IRS Data Retrieval Tool to automatically fill in your tax information.
   This will save time and the effort of providing extra tax documentation to the Federal Aid Office by automatically verifying your tax information. Be sure your address is EXACTLY as it appears on your taxes!
9. After completing your FAFSA, sign it with your FSA ID (and your parent's, if applicable) and then "Submit" it.
10. You will receive your Student Aid Report (SAR) in a few days by e-mail from the U.S. Department of Education. Autry should receive it in 3-7 days.

Verification Documents Required

Your FAFSA may be selected for review by the U.S. Department of Education for verification of the information you reported. You may be asked to provide additional documentation for verification purposes. Failure to comply with verification requirements will result in forfeiture of aid. These documents may include, but are not limited to:

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax return transcripts or W2's and a non-filer document)
  UNLESS you use the IRS Data Retrieval Tool — using the IRS DRT makes verification easy!
- Completed and signed verification worksheets
- Proof of child support paid and/or proof of food stamps (SNAP) received

Disbursement of Pell Grants

Federal Pell Grants will typically be disbursed four times a year dependent upon enrollment date. Pell Grant funds will be applied directly to your tuition. Remaining financial aid funds less any student authorized charges will be disbursed by check through the Business Office.

*Lifetime Eligibility Used (LEU): Amount of Federal Pell Grant funds a student may receive is limited to the equivalent of six years (600%) of Pell Grant funding.

Please keep in mind that in order to be eligible for your Pell Grant disbursements, you must maintain Satisfactory Academic Progress - SAP (maintain a cumulative grade point average of 2.0 "C" or greater, maintain 90% attendance for each pay period, and keep a 150% pace of progression) and successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period. Please see the Financial Aid Officer for more information.

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