To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT's).

Respiratory Therapists (R.T.) are highly trained medical staff who work with patients who need assistance with respiratory or cardiopulmonary problems. An R.T. is proficient in the therapeutic use of medical gases, humidification, mechanical ventilation, artificial airways, chest physiotherapy and CPR. As a health care specialist, the R.T. may also be instrumental in the diagnosis, treatment and preventive care of patients with asthma, pulmonary emphysema, pulmonary edema and respiratory distress. Upon program completion, a student may test for Certified Respiratory Therapist credentials, Oklahoma License and is eligible for the advanced level examination to become a Registered Respiratory Therapist.
ENDLESS POSSIBILITIES
1201 West Willow | Enid, Oklahoma, 73703 | 580.242.2750 | autrytech.edu

COURSE LENGTH
24-month daytime program  M, W & F  1-4pm
First year clinical hours: first semester, Th, 8 hour shift; second semester, Th, 12 hour shift.
Second year clinical hours: Tu, 12 hour shift
First and second year summer clinical hours: vary, some evening assignments required.

ADULT IN-DISTRICT COSTS
Year One: $1680 (Additional cost of books and supplies approx: $1,317)
Year Two: $1680 (Additional cost of books and supplies approx: $730)

WHO CAN ENROLL
Adults

HIGHLIGHTS
- Study theory in class and experience clinicals at area medical facilities, including St. Mary's Regional Medical Center, Integris Bass Baptist Health Center, Tulsa St. John's Hospital and Tulsa Hillcrest Hospital, OU Medical Center, and Stillwater Medical Center.
- Learn about sleep medicine.
- Train for air and ambulance transport, critical care and ventilators.
- Gain experience with specialties such as neonatal and pediatric care.
- Receive training for pulmonary function testing and pulmonary rehabilitation.

AREAS OF INTEREST & HELPFUL SKILLS
- Desire for excitement at work
- Fascination with technology
- Passion for helping others
- Interest and ability in science
- Operate well under pressure and stressful situations
- Desire for professional advancement

EMPLOYMENT OPPORTUNITIES
- Hospitals
- Home health care
- Medical and equipment sales
- Doctor's offices
- Specialized clinics

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 completed an 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. Respiratory 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 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, criminal 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.

This program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, PH: (817) 283-2835, FAX: (817) 510-1063, and the Oklahoma Board of Career and Technology Education, 1500 West 7th Ave., Stillwater, OK 74074, 405-743-5444, www.okcareertech.org

Feb 2 2016  subject to change without notification  Page 2 of 9
0.1 PROGRAM OVERVIEW
Respiratory Therapists (R.T.) are highly trained medical staff who work with patients who need assistance with respiratory or cardiopulmonary problems. An R.T. is proficient in the therapeutic use of medical gases, humidification, mechanical ventilation, artificial airways, chest physiotherapy and CPR. As a healthcare specialist, the R.T. may also be instrumental in the diagnosis, treatment and preventive care of patients with asthma, pulmonary emphysema, pulmonary edema and respiratory distress. Upon program completion, graduates are eligible to apply for the test for Certified Respiratory Therapist credentials, Oklahoma License, and are eligible to apply for the advanced level examination to become a Registered Respiratory Therapist.

0.2 WHO CAN APPLY
Adults only

0.3 PROGRAM TIMES
M, W, F; 1:00 – 4:00pm
First year clinical hours: first semester, Th, 8 hour shift; second semester, Th, 12 hour shift
Second year clinical hours: Tu, 12 hour shift
First and second year summer clinical hours: vary, some evening assignments required

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

0.5 TOTAL PROGRAM HOURS
Respiratory Care I – 752 hrs
Respiratory Care II – 892 hrs

0.6 SPECIFIC ENTRANCE REQUIREMENTS
High school diploma or equivalent
ACT or qualifying college transcript
Completed application
Orientation
Observation
Interview

0.7 TUITION/EXPENSES
In-district adult students pay $1680 – first year tuition and $1680 – second year 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
Twenty-four month program

0.9 LICENSURE / CERTIFICATIONS
Upon completion of the program, graduates are eligible to apply to sit for the National Board for Respiratory Care certification and registry examinations.
Certified Respiratory Therapist (CRT)
Registered Respiratory Therapist (RRT)
Basic Life Support Health Care Provider
Advanced Cardiac Life Support (ACLS)

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 Respiratory Care obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lowest 10%</td>
</tr>
<tr>
<td>Hourly</td>
<td>$18.96</td>
</tr>
<tr>
<td>Annually</td>
<td>$39,440</td>
</tr>
</tbody>
</table>

0.12 **OCCUPATIONAL CHARACTERISTICS**
(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)
Respiratory therapists and respiratory therapy technicians—also known as respiratory care practitioners—evaluate, treat, and care for patients with breathing or other cardiopulmonary disorders. Practicing under the direction of a physician, respiratory therapists assume primary responsibility for all respiratory care therapeutic treatments and diagnostic procedures, including the supervision of respiratory therapy technicians. Respiratory therapy technicians follow specific, well-defined respiratory care procedures under the direction of respiratory therapists and physicians.
In clinical practice, many of the daily duties of therapists and technicians overlap. However, therapists generally have greater responsibility than technicians. For example, respiratory therapists consult with physicians and other health care staff to help develop and modify patient care plans. Respiratory therapists also are more likely to provide complex therapy requiring considerable independent judgment, such as caring for patients on life support in intensive-care units of hospitals. In this Handbook statement, the term respiratory therapist includes both respiratory therapists and respiratory therapy technicians.

Respiratory therapists evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased. Respiratory therapists provide temporary relief to patients with chronic asthma or emphysema, and they give emergency care to patients who are victims of a heart attack, stroke, drowning, or shock.

To evaluate patients, respiratory therapists interview them, perform limited physical examinations, and conduct diagnostic tests. For example, respiratory therapists test a patient’s breathing capacity and determine the concentration of oxygen and other gases in a patient’s blood. They also measure a patient’s pH, which indicates the acidity or alkalinity of the blood. To evaluate a patient’s lung capacity, respiratory therapists have the patient breathe into an instrument that measures the volume and flow of oxygen during inhalation and exhalation. By comparing the reading with the norm for the patient’s age, height, weight, and sex, respiratory therapists can provide information that helps determine whether the patient has any lung deficiencies. To analyze oxygen, carbon dioxide, and blood pH levels, therapists draw an arterial blood sample, place it in a blood gas analyzer, and relay the results to a physician, who then makes treatment decisions.

0.13 **ACCREDITATIONS**
Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, PH: (817) 283-2835, FAX: (817) 510-1063
Oklahoma Board of Career and Technology Education, 1500 West 7th Ave., Stillwater, OK 74074, 405-743-5444, www.okcareertech

0.14 **INSTRUCTOR(S)**
Deryl Gulliford, R.R.T., M.H.A., J.D.H. - Deryl Gulliford received his bachelor of science degree in allied medicine from Ohio State University in 1980, master of healthcare administration degree from the University of Cincinnati in 1985, and juris doctorate in medical law from the University of Honolulu in 2008. He also completed a Fellowship in Public Health Administration in the British National Health Service - London and holds the rank of Fellow and Diplomate in the American Academy of Medical Administrators. Deryl was elected by his peers as 2005 William Newcomer Healthcare Executive of the Year for the United States. He is presently State Director for the Academy in Oklahoma. Dr. Gulliford is currently pursuing credentials as Doctor of Public Health in the Rural Healthcare Concentration at St. John University. He has been in his current position as Program Director since 2006 at Autry Technology Center.
Jim Grantz, B.S., R.R.T., Jim started his career in respiratory care in 1991 as an on-the-job trained technician. In 1995 he became a licensed respiratory care practitioner. He graduated from Northern Oklahoma College / Pioneer Technology Center with an associate’s in applied science respiratory care in 2006 and a bachelor of science in ethics and management from Mid-America Christian University in 2009. He has been in his current position as Director of Clinical Education / Instructor since the summer of 2007 at Autry Technology Center at St. Mary’s. She came to Autry in 2002 as the surgical technology program coordinator/instructor. She completed her associate’s degree at Northern Oklahoma College in 2011.

0.15 **PROGRAM CONTENT**
A breakdown of the career major(s) and their contents is listed below.
COURSES TAUGHT AT AUTRY TECHNOLOGY CENTER:

RESP 1115 Introduction to RT Procedures:
This course will explore the usages and purposes of supportive treatments for the patient with pulmonary problems using the American Association of Respiratory Care (AARC) guidelines and protocols. The fundamentals of respiratory care covered in this course will include but not be limited to: Patient assessment, Safety, History of Respiratory Care, Leadership, Professionalism, Legal and Ethical aspects of Respiratory Care.

RESP 1253 Cardiopulmonary Anatomy and Physiology
This course is designed to provide the student with an understanding of the human cardiovascular and respiratory systems, their normal function, abnormalities, and corrective techniques within the scope of Respiratory Therapy. Proper functioning of these systems is crucial for maintenance of normal oxygen and carbon dioxide gas exchange, and is therefore essential for human life. Some of the anatomical structures which will be covered in this course include the nose, mouth, pharynx, larynx, trachea, lungs, heart, vascular system, chest walls and diaphragm. Mechanisms of control for respiration and circulation, and cardiovascular hemodynamics will also be covered.

RESP 1211 CLINICAL APPLICATIONS I:
Respiratory Therapy procedures are practiced in specialty areas of the hospital with supplemental information received through physician interaction and discussions. This clinical experience is coordinated to cover physical assessment of the chest and chart review, medical gas administration and delivery systems, humidity and aerosol therapy, Incentive spirometry and coughing techniques, chest physiotherapy, and CPR.

RESP 1133 Clinical Pharmacology:
This course covers key terms, principles and practices associated with the study of pharmacology. It presents the indications, mode of action, contraindications, side effects and administration devices for various respiratory drugs. Students will also learn methods for optimizing delivery of aerosol medications to achieve expected outcomes. They will review the indications, mode of action, contraindications, routes of administration, and side effects of various drugs in the following drug classifications: antiarrhythmic, diuretic, hypertensive and hypotensive, cardiac, anti-thrombolytic, neuromuscular, anesthetic, sedative, analgesic, and drugs used in advanced cardiac life support.

RESP 1215 RT Procedures II:
This course teaches a diversity of respiratory procedures, including interpretation of blood gas results, radiographs, and patient assessment skills. Students also learn to maintain a patent airway, suction, and manually resuscitate a patient, and to set-up and operate hyperinflation therapy with positive pressure. They will learn proper placement of EKG leads, and to interpret various arrhythmias and artifact on EKG strips, and will describe the purposes of and identify specific uses for pulmonary function testing. Finally, they are introduced to the RCP’s role in pulmonary rehabilitation programs.

RESP 1223 Clinical Applications II:
Respiratory Care Clinical Practice II will expose the student to clinical application of equipment, procedures, and information preceded by the corresponding Procedures II course. In addition, the skills in Procedures I are strengthened. The course provides the student with skills for application of respiratory procedures and monitoring in the intensive care unit (pediatric and adult patients), blood gas laboratory, cardiac catheterization lab, surgery, and pulmonary function testing lab.

RESP 1244 Pulmonary Pathology:
This course presents differences between acute and chronic diseases of the chest, characteristics of obstructive and restrictive diseases, utilization of laboratory and assessment criteria, etiology and the anatomic lung alterations of different pulmonary diseases, and respiratory therapies used to treat and/or manage each of the pulmonary diseases.

RESP 1232 Clinical Applications III:
This course is a continuation of Clinical Applications II, emphasizing airway management, intubation rotation in surgery, and also pulmonary rounds in and pulmonary clinic with our Medical Director.
RESP 2123 Advanced Clinical Applications:
This course continues the student’s clinical experiences through practical application of theories previously presented, with emphasis on the care and management of the critically ill and mechanically ventilated respiratory patient. Rotations will include the intensive care unit and ER.

RESP 2445 Mechanical Ventilation:
This course will teach the basics and parameters of continuous mechanical ventilation, including special procedures. Students will also learn acid-base physiology as it applies to ventilator changes. Laboratory applications will include proficiency in ventilator classification and functions and well as ventilator set-up and ventilator setting changes in accordance with the American Association of Respiratory Care guidelines and protocols.

RESP 2423 Pulmonary Diagnosis and Rehabilitation:
This course will cover Advanced Physical Diagnosis, including patient history taking and physical examination, utilizing the University of Washington online materials for this art. This course will also include an introduction to alternative settings in the emerging specialty areas for the advanced Respiratory Care Practitioner.

RESP 2513 Introduction to Critical Care:
This course will teach the basics and parameters of Advanced Cardiac Life Support, applied anatomy and physiology, acute and critical care medicine in accordance with the American Association of Respiratory Care guidelines and protocols.

RESP 2555 Advanced Critical Care:
This course will build on the basics and parameters of mechanical ventilation, Advanced Cardiac Life Support, applied anatomy and physiology, acute and critical care in accordance with the American Association of Respiratory Care guidelines and protocols.

RESP 2613 Pediatric/Neonatal RT:
This course will provide the student with the opportunity to learn advanced skills and knowledge about neonatal and pediatric routine and critical respiratory care. The course will approach the subject as a separate portion of modern respiratory care, rather than a modification of adult care. The course will also separate pediatric and neonatal respiratory care modalities. It contains information beginning with developmental and introductory concepts, then progresses through anatomical and physiological differences, equipment and therapeutic modalities, home care and developmental outcomes using the AARC guidelines and protocols.

RESP 2223 Advanced Clinical Applications II:
This course is a continuation of the practical application of theories previously presented with emphasis on the care and management of the critically ill and mechanically ventilated respiratory patient, with an introduction to pediatrics. Rotations will include the intensive care unit and ER, and pediatric ICU.

RESP 2623 NBRC Board Examination Review:
This course is a review of the previous 23 month curriculum. The student will review for the National Board of Respiratory Care (NBRC) Therapist Multiple Choice examination and also for the Clinical Simulation examination. Students will also learn specific testing techniques needed to complete the examination. This course includes an intensive three day on-site Kettering Review Seminar.

RESP 2233 Advanced Clinical Applications III:
This course continues the student’s clinical learning, through experiences in the Neonatal ICU, focusing on Neonatal and Pediatric respiratory management and intensive care.

Courses Taught at Northern Oklahoma College:

BSCI 1114 General Biology:
An introduction to the fundamental concepts and principles of molecular and cellular biology with emphasis on morphological and physiological processes of the plant and animal kingdom. Includes appropriate laboratory work and demonstrations to implement the fundamental principles of concepts learned in theory.
BISI 2214 Human Anatomy and Physiology:
An introduction to the anatomical and physiological principles and concepts as related to the human body. A course designed for 2-year nursing students and students enrolled in cooperative Career Tech programs. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory which includes dissection of nonhuman mammals. Prerequisites: BISI 1114 General Biology, BISI 1124 General Biology for Majors, or BISI 1414 General Zoology.

CHEM 1314 General Chemistry:
Basic concepts of chemistry, including physical and chemical properties, formulas, equations, nomenclature, atomic structure, gases, thermochemistry, periodicity and bonding. Suitable for students in engineering, pre-medicine, physical sciences, and biological sciences. Laboratories are designed to reinforce theory principles. Prerequisite: Completion of or concurrent enrollment in MATH 1513 College Algebra.

ENGL 1113 English Composition I:
This course includes the fundamentals of expository writing with emphasis on structure, development, sentence style and grammatical correctness.

ENGL 1213 English Composition II:
This course includes a review of the fundamentals of expository writing with emphasis on argumentation, research techniques and style, used in literary and personal writing. Prerequisite: ENGL 1113 English Composition I or equivalent.

HIST 1113 History of Ancient World Civilization:
The course focuses on the history of the ancient civilizations of the world. Included is an overview of the historical development of politics, religion and society in civilizations that existed prior to 1500. The course provides a frame of reference with which to comprehend the principal events and eras in World history.

HIST 1223 History of Modern World Civilization:
The course focuses on the history of the modern civilizations of the world. Included is an overview of the historical development of politics, religion and society in the civilizations that have existed since 1500. The course provides a frame of reference with which to comprehend the principal events and eras in World history.

MATH 1513 College Algebra:
This course includes advanced topics in solving and graphing equations and inequalities, quadratics, polynomial and rational functions, theory of equations, systems of equations, matrices and determinants, logarithmic and exponential functions, arithmetic and geometric sequences and summations. Applications of these topics will include, but are not limited to, exponential growth and decay, compound and continuous interest, variation, work and rate problems.

POLI 1113 American National Government:
American National Government is an introduction to the federal system of government found in the United States. The course of study includes the roles of Congress, the Presidency, Judiciary, Bureaucracy, interest groups and political parties.
BREAKDOWN OF RESPIRATORY CARE CAREER MAJOR(S)

CAREER PATHWAY
Therapeutic Services

CAREER MAJOR
Advanced Respiratory Therapist

potential courses
Core Healthcare Provider CPR
Respiratory Therapy Core
Respiratory Pharmacology
Respiratory Therapy Procedures I & Lab
Respiratory Care Sciences
Clinical Experience I
Respiratory Therapy Procedures II & Lab
Cardiopulmonary Anatomy, Physiology and Pathology
Clinical Experience II
Critical Care Respiratory Therapy

Total Class Hours - 1644

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

http://autrytech.edu/student-services/gainful-employment-disclosures/

For further information on Respiratory Care Programs and Program Outcomes, visit the website of the Commission on Accreditation for Respiratory Care:

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.
Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condicion de veterano, orientacion sexual, edad, o informacion genetica.
<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:</strong> Institutional Information</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, Prospective Students</td>
<td>• Information regarding the school's programs/career majors &amp; academic support</td>
<td><em>Course Catalog</em></td>
</tr>
<tr>
<td>Current Employees</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></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>
</tr>
<tr>
<td></td>
<td>• Constitution Day/Voter Registration/Vaccination Policies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Misrepresentation Regulations</td>
<td></td>
</tr>
<tr>
<td><strong>What:</strong> Financial Assistance Information</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; &amp; (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, Prospective Students</td>
<td>• Procedures for the Return of Title IV Aid and Repayments by withdrawn students</td>
<td><em>Policy &amp; Procedure Manual</em></td>
</tr>
<tr>
<td></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><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></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 another eligible institution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Retention rates of certificate seeking first-time full-time students</td>
<td></td>
</tr>
<tr>
<td><strong>What:</strong> Drug &amp; Alcohol Abuse Prevention</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, Current Employees</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><em>Policy &amp; Procedure Manual</em></td>
</tr>
<tr>
<td></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:</strong> Campus Security Report</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, Prospective Students</td>
<td>• Programs to inform students &amp; employees about campus security policies, procedures, practices &amp; encourage the school to comply with FERPA requirements</td>
<td><em>Policy &amp; Procedure Manual</em></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>Posting in Classrooms</strong></td>
</tr>
<tr>
<td></td>
<td>• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act Information, policies, and procedures</td>
<td><strong>Emergency Handout for Each Staff Member</strong></td>
</tr>
<tr>
<td><strong>What:</strong> FERPA</td>
<td>• Right to &amp; procedures for inspecting &amp; reviewing student's education records</td>
<td>autrytech.edu</td>
</tr>
<tr>
<td>When: Annually</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>To: Enrolled Students, Eligible Parents of Secondary Students</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><em>Policy &amp; Procedure Manual</em></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 be disclosed</td>
<td></td>
</tr>
<tr>
<td><strong>What:</strong> Gainful Employment</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><strong>Student Services</strong></td>
</tr>
<tr>
<td>To: Prospective Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.
Dear Prospective Student:

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

To qualify for the Respiratory Care program, you must have a high school diploma or equivalent. In order to be considered for the Respiratory Care program, you must complete the following requirements prior to June 1:

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

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

5. Attend one of the following Respiratory Care orientation sessions. All sessions will be held in Room 26 at 3:00pm.
   - Wednesday, August 5, 2015
   - Wednesday, December 2, 2015
   - Wednesday, January 6, 2016
   - Wednesday, February 3, 2016
   - Wednesday, March 2, 2016
   - Wednesday, April 6, 2016
   - Wednesday, May 18, 2016

An observation day and personal interview are scheduled for qualified applicants.

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 respiratory care staff and school administration are not under any obligation to justify the selection. All interviewed applicants will be notified by mail of the admissions committee’s decision.

Completed applications received after June 1 may be considered if openings are available.

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
1. This 24-month 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.

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

3. It is necessary that the student have a flexible schedule. Students will spend approximately 40 hours per week in a combined academic and clinical setting. Although all academic classes will be held at Autry Technology Center and Northern Oklahoma College, students will travel to affiliated clinical sites on days when classes are not held. Students are not allowed to leave the clinical site for lunch.

4. 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 National Board of Respiratory Care has the right, as a national certifying agency, to deny students the opportunity to take the credential 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 CRT primary certification testing, the applicant must fill out the application for certification 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 CoARC)?", and 3) "Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet CRT certification 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 CoARC will rule on the impact of the violation on eligibility for CRT certification.

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

5. Students will receive tuition costs, supply costs, 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.
AUTRY TECHNOLOGY CENTER
Educational Program in Respiratory Care
Statement of Understanding

I have reviewed the Respiratory Care program information sheet.

I understand that if I am not selected, neither the Respiratory Care 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 credential examination or possibly to have my credential revoked in the future. I am aware that the National Board of Respiratory Care 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 rotation component of Respiratory Care. Without participation in clinicals, it will be impossible for me to fulfill the requirements for graduation.

__________________________________
Signature

__________________________________
Date
# AUTRY TECHNOLOGY CENTER

## Educational Program in Respiratory Care

### APPLICATION FOR ADMISSION

**Please Print or Type**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last)</td>
<td>(First)</td>
<td>(Previous Last)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Street &amp; Number)</td>
<td>(City)</td>
<td>(State)</td>
<td>(Zip Code)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Security Number:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Numbers:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Home)</td>
<td>(Business)</td>
<td>(Cell)</td>
<td></td>
</tr>
</tbody>
</table>

## 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>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</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>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_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 Respiratory Care 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 Respiratory Care Program.

______________________________
Signature of Applicant

______________________________
Date

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condición de veterano, orientacion sexual, edad, o información genética.
AUTRY TECHNOLOGY CENTER
RESPIRATORY CARE 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 Respiratory Care. This form must be on file before admission can be considered, therefore your prompt completion will be appreciated. Recommendations will be kept confidential.

<table>
<thead>
<tr>
<th>Please rate the applicant in the following areas:</th>
<th>Superior Upper 25%</th>
<th>Average Middle 50%</th>
<th>Poor Lower 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation: Depth of commitment; determination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity: Ability to adapt to life situations; adulthood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment: Ability to analyze or reach an intelligent conclusion; common sense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability: Sense of responsibility; promptness; dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness: Capability to manage or meet situations; originality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills: Ability to get along or work with others; cooperation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills: Ability to speak or clearly express oneself; articulateness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perseverance: Ability to continue; endurance; stamina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence: Certainty of strengths and weaknesses; assuredness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Three completed reference forms are necessary before any admission decision can be made. Give this form to a responsible person and ask that person to mail the form directly to the name and address on the front.

TO BE COMPLETED BY APPLICANT:

I understand that this recommendation is for admission purposes only and will not be available for my review or part of any permanent record.

Name (please print) __________________________________________

Signature __________________________________________________________________ Date __________________________________________________________________

Address ______________________________________________________________________________________________________

City ___________________________ State ______ Zip Code ___________________________

Telephone Numbers: ______________________________________________ (Home) ______________________________________ (Business) ______________________________________ (Cell)

Email Address __________________________________________________________________________________________________

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condicion de veterano, orientacion sexual, edad, o informacion genetica.
AUTRY TECHNOLOGY CENTER
RESPIRATORY CARE 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 Respiratory Care. This form must be on file before admission can be considered, therefore your prompt completion will be appreciated. Recommendations will be kept confidential.

<table>
<thead>
<tr>
<th>Please rate the applicant in the following areas:</th>
<th>Superior Upper 25%</th>
<th>Average Middle 50%</th>
<th>Poor Lower 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation: Depth of commitment; determination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity: Ability to adapt to life situations; adulthood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment: Ability to analyze or reach an intelligent conclusion; common sense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability: Sense of responsibility; promptness; dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness: Capability to manage or meet situations; originality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills: Ability to get along or work with others; cooperation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills: Ability to speak or clearly express oneself; articulateness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perseverance: Ability to continue; endurance; stamina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence: Certainty of strengths and weaknesses; assuredness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Three completed reference forms are necessary before any admission decision can be made. Give this form to a responsible person and ask that person to mail the form directly to the name and address on the front.

TO BE COMPLETED BY APPLICANT:

I understand that this recommendation is for admission purposes only and will not be available for my review or part of any permanent record.

Name (please print)__________________________________________

Signature ___________________________________________ Date ________________

Address ________________________________________________

City __________________________ State ______ Zip Code ____________

Telephone Numbers: ____________________________________________

(Home) (Business) (Cell)

Email Address ________________________________________________

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condición de veterano, orientación sexual, edad, o información genética.
AUTRY TECHNOLOGY CENTER
RESPIRATORY CARE 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 Respiratory Care. This form must be on file before admission can be considered, therefore your prompt completion will be appreciated. Recommendations will be kept confidential.

<table>
<thead>
<tr>
<th>Please rate the applicant in the following areas:</th>
<th>Superior Upper 25%</th>
<th>Average Middle 50%</th>
<th>Poor Lower 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation: Depth of commitment; determination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity: Ability to adapt to life situations; adulthood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment: Ability to analyze or reach an intelligent conclusion; common sense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability: Sense of responsibility; promptness; dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness: Capability to manage or meet situations; originality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills: Ability to get along or work with others; cooperation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills: Ability to speak or clearly express oneself; articulateness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perseverance: Ability to continue; endurance; stamina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence: Certainty of strengths and weaknesses; assuredness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check one of the following to indicate your recommendation:

☐ Recommend without reservation
☐ Recommend
☐ Recommend with reservations
☐ 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

Three completed reference forms are necessary before any admission decision can be made. Give this form to a responsible person and ask that person to mail the form directly to the name and address on the front.

TO BE COMPLETED BY APPLICANT:

I understand that this recommendation is for admission purposes only and will not be available for my review or part of any permanent record.

Name (please print)________________________________________________________

Signature ___________________________________________ Date ________________

Address __________________________________________________________________

City __________________________________________ State ______ Zip Code __________

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

Email Address _________________________________________________________

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condición de veterano, orientación sexual, edad, o información genética.
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 | fuller@autrytech.edu | autrytech.edu

Scholarship Opportunities

OTHAM 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 to employment. 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.pmic.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 Financial 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.

Nondiscrimination Policy

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condición de veterans, orientación sexual, edad, o información genética.