TO: Practical Nursing Applicants  
FROM: Coordinator, Practical Nursing

Thank you for expressing an interest in our Practical Nursing Program. The next class for which you may apply will begin in July 2013. We have a one-year, full-time program. For approximately the first six weeks of the program, there will be classroom/labs Monday through Friday (8:00 a.m. through 3:30/4:00 p.m.). Once the clinical component begins, the student's hours generally will be from 6:30 a.m. through 2:30 p.m.; however, there will be a variety of other hours such as, 8:00 am – 5:00 pm, as well as 12 hour shifts.

2012-2013 Curriculum Fees and Tuition is $4,871.00. Out-of-District tuition is an additional $2,946.00. School districts within the Red River Technology Center district include: Bray, Central, Comanche, Duncan, Empire, Marlow, Ryan, Temple, Terral, Walters, Waurika, and Velma. These prices are quoted for reference only and are approximates. Applicants must be living in district on May 3, 2013 in order to receive priority during the selection process. As long as we have an adequate number of applicants, students will be chosen from the in district application pool. You must be able to show proof of living in district by the application deadline. Once class begins, if you move out of district, the additional out-of-district tuition will be required.

PRE-REQUISITE: You must have proof of taking a current 45 clock hour or longer Medical Terminology course and earning a B or greater grade. You may submit an UNOFFICIAL transcript/proof of enrollment/or grades to complete your application packet by May 3, 2013, but an official transcript must be submitted to the Nursing Office by June 15, 2013.

It would be to your advantage to take a course in Anatomy & Physiology, EMT, Phlebotomy, and/or Health Careers, prior to beginning the nursing program. These classes are offered throughout the year at most technology centers. Additional admission points can be earned for certifications in C.N.A. and C.N.A./L.T.C.

PROCEDURE FOR APPLYING TO THE PRACTICAL NURSING PROGRAM

I. Applicant must have proof of either graduation from high school or have a G.E.D.

II. APPLICATION PACKET

Application packets and information sheets are available on the day of your test from Misty Wade, Counselor, at 580 255-2903 Ext. 276. Test dates and times are:

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<td>Tuesday, April 09, 2013</td>
<td>B120</td>
<td>Thursday, April 25, 2013</td>
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* Must take the exam on or before March 5, 2013 in order to retest.

You will sign in on the testing dates and be required to show a Picture ID and pay $5.00 for the Engage Test. Contact Misty Wade at 580-255-2903, Ext. 276, for questions or concerns. If any special accommodations are required for testing, please notify Sylvia Loveday, Counselor, at 580 255-2903, Ext. 230. Test dates and times are:
On the date of the test, please bring picture identification (driver's license or other picture I.D.). Arrive in the specified room at Red River Technology Center, 3300 W. Bois D'Arc Avenue NO LATER than 8:00 a.m. for day testing or 5:30 p.m. for evening testing. The doors will be closed and late arrivals will not be allowed to test on that date, which will necessitate making a new appointment.

We request that you come by RRTC and see Sylvia Loveday, the school counselor, to obtain and discuss your test results. This should be done within 2 – 14 days after testing. The TABE and ENGAGE results will be discussed. No results will be given out on the telephone. In order to be successful in the practical nursing program, we recommend that you score a tenth grade (10.0) math level, a twelfth grade (12.0) spelling level and a twelfth grade (12.0) reading level on the TABE test. The total amount of correct answers in the math, spelling and reading parts of the TABE test will be applied to your overall score. It is possible to make a 12.9 on the individual test but not get all answers correct. The recommended ENGAGE assessment scores will be benchmarked for a minimal and those reaching the benchmark will earn points for their readiness in the Career of Nursing. There will be NO points for those individuals that do not achieve the benchmark. Applicants who have previously scored below these scores on the TABE are encouraged to retake the test and achieve the recommended scores. Any questions concerning the tests or scores should be directed to Sylvia Loveday, at Ext. 230. If you are unable to come in to get your results, call Sylvia so an alternate plan can be developed. You may take each test ONLY TWO TIMES at least four weeks apart in any consecutive twelve-month period. Red River Technology Center has an adult education program which has a component designed to help students improve test scores. Potential students have had great success on the retest. Applicants who have previously scored below these scores on the TABE are encouraged to retake the test and achieve the recommended scores. Any questions concerning the tests or scores should be directed to Sylvia Loveday, at Ext. 230. If you are unable to come in to get your results, call Sylvia so an alternate plan can be developed. You may take each test ONLY TWO TIMES at least four weeks apart in any consecutive twelve-month period. Red River Technology Center has an adult education program which has a component designed to help students improve test scores. Potential students have had great success on the retest.

We accept the TABE or Engage tests, depending on which version is used, from other testing sites with submission of the original printout of test results. Testing must not have occurred prior to August 2011. The TABE test, form 9 or 10, must have been used. The testing center at RRTC will assess all scores.

APPLICATIONS MAY BE RETURNED AT ANY TIME BUT MUST BE RETURNED TO THE NURSING DEPARTMENT BY MAY 3 2013 TO BE CONSIDERED FOR THE JULY 2013 CLASS. YOUR FILE MUST BE COMPLETED BY MAY 3, 2013.

An application packet can be obtained from the tester on your test date or from the Practical Nursing Department located Delbert Morrison Health Careers Building in Duncan. Once you are selected to be in the program, you will be required to have a National Background check completed. Final acceptance into the PN program will be contingent on the results of the National Background check.

IV. GRADUATION, EVALUATION, AND PROMOTION

The practical nursing program is composed of two areas each lasting approximately 736 hours. In order to progress to Area II, the student must successfully complete all course segments within Area I. Designated courses must be completed with a grade of at least 75%. Upon successfully completing the practical nursing program and completion of appropriate forms, the student is eligible to write the NCLEX-PN exam.

V. GRADUATION ELIGIBILITY

The student must:

a. Complete all course segments
b. Achieve a 75% or better in designated course segments
c. Take required ATI exams meeting or exceeding the minimum required score
d. Return all updated Competency Check Sheets
e. Sign a "Release of Information Authorization" if desiring a transcript or recommendation
f. Clear with the financial office of Red River Technology Center
g. Return or pay for school owned library books and other materials (i.e., handbook, clinical guide, student preceptorship packet, etc.)
h. Compete and return all requested evaluation forms.
i. Receive a score of 2 or higher on the Final Evaluation of the Practical Nursing program objectives.
APPLICATION PROCESS CHECKLIST

PHASE I

Call Misty Wade at 580-255-2903, Ext. 276, for questions pertaining to the ENGAGE & TABE Tests, or to sign up to test.

The tests are given in the specified rooms at Red River Technology Center, 3300 W. Bois D'Arc Avenue.

The last scheduled test date for the 2013-2014 class is Monday, April 25, 2013.

On the date of the test, bring a picture ID, $5.00 for the ENGAGE TEST and arrive 10 minutes early.

The last date to return the application and complete your file is Friday, May 3, 2013, by 4:00 p.m.

Check to see if your file is complete prior to the deadline. Your file must be complete to advance to Phase II.

PHASE II

The top applicants will advance to this phase which is the interview and written questionnaire. Please allow (1) one hour for the interview and questionnaire. Dress as if you are applying for a job.

Admission to the program is contingent on results of the National Background check.

The Red River Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For special accommodations, contact the counselor. Our facility is a "Drug Free Workplace".
I. In an effort to provide accurate and appropriate information in the bulletins and catalogues of nursing education programs, the Oklahoma Board of Nursing recommends a statement for inclusion in the bulletin/catalogue of each nursing program. All other references to the role/responsibility of the Oklahoma Board of Nursing should be deleted.

II. The following statement is the appropriate designation of the role/responsibility of the Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:

A. “The Red River Technology Center, Practical Nursing Program” is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Application for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applications for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6]

III. The Board requests that this statement be included in your bulletin/catalogue.

Regulatory Authority 59 O.S §567.12

Red River Technology Center is accredited by the following agencies:
NURSE, LICENSED PRACTICAL

OCCUPATION DESCRIPTION Licensed practical nurses (LPNs) care for sick, injured, and disabled people. Licensed practical nurses work under the direction of a doctor or registered nurse. Most LPNs provide basic bedside care to patients.

In states where the law allows them to, LPNs may give prescribed medications. They may also start intravenous (IV) fluids. Some LPNs help deliver, care for and feed infants. Experienced LPNs may supervise nursing assistants and aides.

In addition, in nursing homes, LPNs may help evaluate the needs of residents and develop care plans. In doctor’s offices and clinics, LPNs often make appointments, keep records and perform other clerical duties. They may also teach simple nursing tasks to family members.

INTERESTS Licensed practical nurses are people who tend to:
- Consider relationships important. They like to work in friendly, non-competitive environment. They like to do things for other people. They prefer jobs where they are not pressured to do things that go against their sense of right and wrong.
- Consider achievement important. They like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.
- Have social interests. They like work activities that assist others and promote learning and personal development. They like to communicate with others.
- Have realistic interests. They like work activities that include practical, hands-on problems and solutions.
- Have investigative interests. They like work activities that have to do with ideas and thinking.

TASK LIST The following list of occupational tasks is specific to licensed practical nurses.
- Take patients’ vital signs, such as pulse and blood pressure.
- Give treatments under the direction of doctors or registered nurses.
- Observe patients and report negative reactions to medication.
- Collect blood and other sample for testing.
- Perform routine laboratory tests.
- Feed patients and record food and liquid intake and output.
- Assist patients with personal care, such as bathing, dressing, and personal hygiene.
- May administer prescribed medications or start intravenous (IV) fluids.
- May supervise nursing assistants and aides.
- May help evaluate patients’ residential needs and develop care plans.
- May care for, and feed infants.
- May schedule appointments, keep records, and perform other clerical tasks.
- May prepare meals and teach family members simple nursing tasks.
- Record important information about patients in their charts.

COMMON WORK ACTIVITIES Licensed practical nurses perform the following tasks. These tasks are common to many occupations.
- Assist and care for others.
- Monitor events, materials, and surroundings.
- Handle and move objects.
- Communicate with supervisors, peers, or subordinates.
- Document and record information.
- Update and use job-related knowledge.
- Get information needed to do the job.
- Identify objects, actions, and events.
- Communicate with people from outside the organization.
- Establish and maintain relationships.
- Make decisions and solve problems.
- Judge the value of objects, services, or people.
- Evaluate information against standards.
- Carry out ideas. Programs, systems, or products.

PHYSICAL DEMANDS Licensed Practical nurses frequently:
- Stand when assisting or treating patients.
- Use hands to handle, control or feel objects, tools, or controls.
- Sit when doing paper work.
- Walk around the treatment center and occasionally run to reach patients.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- See details of objects that are less than a few feet away.
- Use fingers or hands to grasp, move or assemble small objects.
- Make fast, simple, repeated movements of fingers, hands and wrists.
- React quickly using hands, fingers, or feet.
- Bend, stretch, twist, or reach out with the body, arms and/or legs.
- Use stomach and lower back muscles to support the body for long periods.
- Use muscles to lift, push, pull or carry heavy objects.
- Speak clearly so listeners can understand.
- Focus on one source of sound and ignore others.

SKILLS AND ABILITIES Licensed practical nurses need to:

Communicate

- Express ideas clearly when speaking or writing.
- Understand spoken information by listening to others and asking questions.
Read and understand work-related materials.

Reason and Problem Solve
- Identify problems.
- Analyze ideas and use logic to determine their strengths and weaknesses.
- Notice when something is wrong or is likely to go wrong.
- Judge the costs and benefits of a possible action.
- Identify what must be changed to reach goals.
- Understand new information or materials.

Use Math and Science
- Use math and science skills to solve problems.

Manage Oneself, People, Time and Things
- Check how well one is learning or doing something.

Work with People
- Look for ways to help people.
- Be aware of others’ reactions and understand the possible causes.
- Change behavior in relation to others’ actions.
Work with Things
- Operate and control equipment
- Determine the tools and equipment needed to do a job.
- Watch gauges and dials to make sure a machine is working properly.

HELPFUL HIGH SCHOOL COURSES
You should take courses in high school that prepare you to enter college. This includes four years of English, three years of math, three years of social studies, and two years of science.

Below is a list of high school courses that will help you for this specific occupation. You should consider them in course planning. Some of these courses are also available at colleges and technical schools.

**Computer and Information Sciences**
- Algebra
- Pre Algebra
- Advanced Biology courses

**Life and Physical Sciences**
- Physical Science
- Anatomy and Physiology
- Biology

**Mathematics**
- Mathematics
- Advanced Biology courses
- Chemistry
- Nutrition

**Other Courses**
- Life and Physical Sciences
- General Math
- Pre-Algebra
- Algebra

**LICENSING AND CERTIFICATION** In Oklahoma, applicants who wish to become licensed practical nurses must complete the following educational requirements:
- Completion of a state-approved practical nursing program
- Supervised clinical experience.
- Areas of study include nursing courses, body structure and function, basic nutrition, and person/vocational relationship.

Additional Requirements Include:
- High School diploma, GED equivalent, or meet criteria for an adult high school diploma.

Examination Requirements include:
- National Council Licensing Examination for Practical Nurses
- Examination areas include nursing, body structure and function, medications, and basic nutrition.

For information about licensing contact:
Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK  73106
Phone: 405-962-1800
Fax: 405-962-1821

**WAGES** In Oklahoma, the median wage for licensed practical nurses is $2,516 per month ($14.98 per hour). Half of all licensed practical nurses in Oklahoma earn between $2,311 and $3,001 per month ($13.34 and $17.31 per hour). The wages for licensed practical nurses in selected cities are given below:

- Enid $2,234 $13.30
- Lawton $2,044 $12.17
- Oklahoma City $2,570 $15.30
- Tulsa $2,516 $14.98

Nationally, the median wage for licensed practical nurses is $2,845 per month ($16.94 per hour). Wages vary based on the LPN’s experience. Wages also vary by area of the country and employer.

Benefits also vary by employer. These include paid vacation, sick leave, and health insurance.

**EMPLOYMENT** About 13,560 licensed practical nurses work in the state. Nationally, about 725,700 licensed practical nurses work in this medium-sized occupation. Major employers:
- Nursing and personal care agencies.
- Hospitals
- Doctors’ offices and clinics
- Home health care agencies
- Temporary worker agencies.

**OUTLOOK** In Oklahoma, the number of jobs for licensed practical nurses is expected to grow. About 550 job openings are expected each year.

Nationally, the number of jobs for licensed practical nurses is expected to grow about as fast as average through the year 2010.

Growth will be in response to the long-term care needs of the rapidly growing population older people. In addition, the demand for health care in general is growing as the population increases. Nursing homes will offer the most new jobs for LPNs as the number of aged and disabled people in need of long-term care rises. Nursing homes will also be called on to care for the increasing number of patients released from the hospital who have not recovered enough to return home.

Much faster than average growth is expected in home health care services. This is in response to two factors. One, the number of older people with disabilities is growing. Two, people prefer to be cared for in their own homes. In addition, technological advances will make it possible to bring more complex treatments into the home. This is true for doctors’ offices and clinics as well, where more complicated procedures can now be performed. As a result, employment of LPNs is expected to grow much faster than average in doctors’ offices, clinics and emergency medical centers.

LPNs seeking jobs in hospitals may face competition as the number of hospital jobs declines. As in many large occupations, replacing LPNs who leave the field will be a major source of job openings.

**ADVANCEMENT OPPORTUNITIES**
Advancement for licensed practical nurses often takes the form of a salary increase. However, some experienced LPNs become supervisors of nursing assistants and aides. Advancement opportunities are best for those who acquire additional training. They may become registered nurses (RNs) or one of many other types of health care worker.

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