We appreciate your interest in the practical nursing program at Red River Technology Center. There are three parts to the application process. Please read the following information carefully!

**PRE-REQUISITE:** Medical Terminology
1. A current Medical Terminology 45 clock hours or more course must be completed with a grade of B or higher, and have an official transcript submitted to the nursing office by June 15, 2015. You may submit an UNOFFICIAL transcript/proof of enrollment/copy of grades by May 1, 2015 to complete the application process.

**PHASE I: TESTING & APPLICATION**

2. Complete all sections of the application and return the application to the Nursing Office on or before May 1, 2015. Incomplete applications or applications received after May 1, 2015 will not be accepted.
3. The following documents to be received at the Nursing Department on or before: May 1, 2015: An “official” copy of your **final high school transcript** or GED transcript is required; and an “official” college transcript (if applicable) should also be submitted. If available, submit proof of certification in any/all of the following: Certified by the Nurse Aide Registry and in good standing as a Certified Nurse Aide; EMT; Physical Therapy Tech; Certified Med Aid; Phlebotomy; Anatomy and Physiology in high school or college (requires transcript); College Nutrition (requires transcript - grades must be C or higher); and CPR card valid through June 2016; these may give you additional points. Sign and date three reference forms. Give a reference form, along with a stamped envelope addressed to the Nursing Department, to three of the reference persons listed on your application and request that the references be mailed. One reference form must be completed by your current employer/supervisor, High School Counselor or Principal. The remaining two should also be from your co-workers or persons that you have worked for or with in the Health Care field first then the third choice will be from acquaintances. Family and friend references are not valid. All references must be received by mail at the Nursing Department on or before May 1, 2015. **Completed reference forms are confidential and should not be returned by the applicant.**
4. By May 1, 2015, call the Nursing Department secretary to verify that your file is complete. However, if there is an issue with your file, waiting until the day of the deadline does not allow time for issues to be corrected, therefore it is recommended that you verify your file is complete as early as possible. (580-255-2903, ext. 243 or toll free 888-607-2446)

**PHASE 2: INTERVIEW & QUESTIONNAIRE**

1. After the TABE and ENGAGE tests are complete, the top students will be notified and will advance to the next phase, which is the interview and questionnaire phase.
2. Between May 4, 2015 and May 8, 2015, the Nursing Department will notify you and schedule an interview. The interview will be approximately 60 minutes, thirty minutes to complete a questionnaire, and thirty minutes for the interview. The questionnaire will be reviewed for content, spelling, and sentence structure.
3. After all interviews are complete, the selection committee will evaluate and rank all applicants. The evaluation and ranking will be based on test scores, references, job temperament profile, health certification, interview information, and questionnaire response.
4. Those applicants living in district on or before May 1, 2015, will have priority on being accepted into the program.
5. On or before June 1st, the top 27 candidates will be notified by mail or e-mail and offered the opportunity to complete Part 3 (Criminal Background Check) of the application process. **Notification will not** be given by phone. Please respond if you received the letter by mail; please call our office to verify receipt of your letter.
PHASE 3: CRIMINAL BACKGROUND CHECK (top 27 candidates and alternates if needed)

Oklahoma law requires criminal background checks for employees, contract persons, and volunteers that care for individuals in long term care facilities. The Duncan clinical sites require a criminal records search be conducted on students performing clinical learning experiences in their facilities. In addition, licensing agencies for health care providers have specific requirements regarding criminal arrests and charges.

Criminal record searches are acceptable only when conducted by the Oklahoma Bureau of Investigation and conducted by the authorized agency in the previous state of residence if the individual has resided in Oklahoma less than one year. A search of the Oklahoma Department of Corrections Sex Offenders Registry, the Criminal History and any appropriate database will also be done. All criminal background information may be released to the clinical facilities.

1. The cost for the National criminal background check is approx $64.50. On or before June 12, 2015, each candidate must bring a cashier's check, money order or cash to the Main Office at RRTC and receive a receipt for your payment. The sooner the money is submitted, the earlier you will know if you are in the program. Bring the receipt to the Delbert Morrison Health Careers Building and the Practical Nursing Secretary will assist you in completing a Criminal Records Release Form and proceed to complete the background check on the Internet.

2. If the results of the National criminal background search prohibit you from meeting the requirements of Oklahoma Law, the requirements of clinical sites, and the requirements of the licensing agency, you will be notified by registered mail that you will not be offered admittance into the Practical Nursing program.

3. If you are accepted into the program, you will be notified by mail or e-mail and will have a limited time frame, stated in the letter, to return a “Verification Form.” The receipt of this form in the time allotted will guarantee your acceptance into the Practical Nursing program.

4. A physical examination is required prior to the beginning of class. Physical forms will be included with the letter of acceptance.

INFORMATION ITEMS

Criminal Arrest Check List

In accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1, employment or contract at this employer shall not be considered if the below signed individual has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, as stated by Oklahoma Statute, Section 1-1950.1(F)(1a-p) of Title 63:

a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person, b. rape, incest or sodomy, c. child abuse, d. murder or attempted murder, e. manslaughter, f. kidnapping, g. aggravated assault and battery, h. assault and battery with a dangerous weapon, or i. arson in the first degree.

In accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1, employment or contract at this employer shall not be considered for the below signed individual if less than seven (7) years have elapsed since the completion of sentence 1, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, as stated by Oklahoma Statute, Section 1-1950.1(F)(2) of Title 63:

a. assault, b. battery, c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender, d. pandering, e. burglary in the first or second degree, f. robbery in the first or second degree, g. robbery or attempted robbery with a dangerous weapon, or imitation firearm, h. arson in the second degree, i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act, j. grand larceny, or k. petit larceny or shoplifting.
The Oklahoma Board of Nursing has the right, as a licensing agency, to deny your taking the licensing exam. The following statement is recommended by the Oklahoma Board of Nursing Policy:

“The Red River Technology Center 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].

Red River Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, veteran status or qualified disability. RRTC is a drug free workplace.