**Practical Nursing Application/Enrollment Process**

**Entrance Requirements:**
Carefully read all information in the Application Packet. Students are admitted to the program two (2) times a year. Deadlines for applications will be December 1 and June 1, of each year.

Applicants must attend an applicant orientation session before submitting an application.

Applicants must meet minimum Academic Assessment requirement.

Applicants must show proof of completion of the following courses with a grade of C or higher:

- The courses listed below must be completed and transcripts/certificates (showing grade of “C” or higher) must be submitted with application:
  - Medical Math (College Algebra is **not** a substitute for this course)

- The following must be completed and transcripts/certificates (showing grade of “C” or higher) submitted prior to start of program:
  - Anatomy & Physiology
  - Long Term Care Aide
  - Medical Terminology
  - Completed within the past 3 years
  - Challenge exams are available. Please contact the program coordinator for information.
  - Completed within the past 3 years or current certification

**Step 1: Sign up to attend a mandatory Application Orientation, complete a Written Communication Skills Assessment/Interview and request an Application Packet**

The application orientation session is designed to provide information so the applicant will have a better understanding of the program and what it takes to successfully complete the Practical Nursing program. Attendees will also complete a written communications skills assessment/interview at this time. To register you may return the enclosed form to Meridian Technology Center’s Program Administration or call (405)377-3333 ext. 273 to register by phone.

**Step 2: Academic Assessment**
All applicants must submit ACT scores, COMPASS scores, WorkKeys scores, or official college transcripts showing credit for at least twelve hours of general education credits. See the boxes below.

<table>
<thead>
<tr>
<th>ACT Minimum Scores</th>
<th>College Credit Exception</th>
<th>COMPASS Minimum Scores</th>
<th>WORKKEYS Minimum Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math – 19</td>
<td>Applicants who have completed at least twelve credit hours of previous college general education courses (as required by the Oklahoma State Regents for Higher Education) with a C or higher are exempt from meeting the minimum assessment score requirements. The courses considered are English Composition I and II, US History, US Government, or other general education course, and must include at least one 1000 level or higher science or math course. <strong>0 level courses do not count.</strong></td>
<td>Math (Pre-Algebra) - 57 or Algebra – 36 Reading – 83 Writing – 80</td>
<td>Applied Math – 3 Workplace Documents – 3 Graphic Literacy – 3</td>
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<tr>
<td>Reading – 19</td>
<td>OR</td>
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<tr>
<td>English – 19</td>
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You must register for the ACT online at [www.act.org](http://www.act.org). We do not give the ACT at Meridian Technology Center. It is given at the following locations: Guthrie High School, Perkins Tryon High School, Pawnee High School, Perry High School, Stillwater High School and Oklahoma State University. You must pay online when you register. The deadlines for registering for the ACT are usually 5 weeks before the test. You can register later but you will have to pay additional fees.

If you have never taken the ACT or COMPASS or do not meet or exceed the minimum test scores and you do not have the required college credit, you may complete the WorkKeys exams to obtain the required levels. For more information see WorkKeys Academic Assessment Information Sheet.

**English Not Your Native Language**
Applicants whose native language is not English must submit TOEFL scores greater than 500 on the paper pencil test OR greater than 61 on the internet-based TOEFL. The test measures both written and oral English language skills. The test is given in
Stillwater, Tulsa and Oklahoma City at licensed testing centers. You can register for the TOEFL at [http://www.ets.org/toefl/](http://www.ets.org/toefl/).

In some cases, we may waive this requirement if you have been educated in a country where English is a primary language and English has been the language of instruction at your school. Please check with Anne Belanus at 405-377-3333 extension 395 to see if you qualify for this waiver.

**Step 3: Application**

Please complete the form (print or type) **legibly, completely**, and please remember to sign it.

**Step 4: Return Application, Forms, and Documentation**

Once you have met the Academic Assessment requirements, you need to submit your signed application, either with **official GED** or **official high school transcript, official college transcripts if applicable**, and documentation of health related certifications or training (if applicable). High school transcripts must show date of graduation and grade point average. If necessary, it is your responsibility to translate all documentation into English. Forms and documentation received after the application deadline will not be considered.

**Step 5: Application Review**

After the application deadline, applications will be reviewed by the selection committee and points will be assigned based on the Practical Nursing Application Point Sheet. Those applicants who meet the required points will be contacted by phone to schedule a personal interview.

**Step 6: Interview Session**

The interview process will take about one-half hour. You will have a personal interview with the selection committee and you will also have an opportunity to ask questions at this time.

**Step 7: Notification of Selection Status**

Applicants will be notified in writing of acceptance, alternate status or non-acceptance once interviews have been completed.

**Step 8: Enrollment**

Once you have been notified that you have been accepted, you must complete the enrollment process:

(a) pay tuition deposit of $500 by the announced date. This deposit will be deducted from the tuition cost and is NOT refundable. The remaining tuition fee will be paid in installments due on specific dates.

(b) complete a career training enrollment form;

(c) submit a completed Meridian Technology Center physical examination form including immunization record.

**NOTE:** Applicants living in the Meridian Technology Center school district will be given first priority for admission. In order to be eligible for in-district tuition, an applicant may be asked to provide proof of residency in the school district.

**CHECKLIST FOR APPLICATION TO PRACTICAL NURSING PROGRAM**

- Attend Application Orientation and complete a written communication skills assessment/interview and request an Application Packet
- Complete necessary assessment(s)
- Complete Meridian Technology Center Adult Health Occupations Application
- Return application and supporting documentation to the Program Administration Secretary by the deadline
  - Application
  - Official High School Transcript or GED score report (translated into English, if necessary)
  - ACT, COMPASS, WORKKEYS scores, or College Transcript showing college credit exception
  - TOEFL scores (if applicable)
  - Official College transcripts (if applicable)
  - Proof of prerequisite (Medical Math)
- Application Review
- Attend interview session (if invited)
- Receive notification of acceptance, alternate status or non-acceptance
- Completion of other courses and certifications prior to start of program (Anatomy & Physiology, Medical Terminology, Long Term Care Aid/Current CNA Certification) and submit documentation of completion to the Program Administration Secretary.
- Complete enrollment process