

**INFORMATION PACKET**

**Class Dates:** August 2020 through May 2021

**Application and Fee due April 15<sup>th</sup>:**

- Official Educational transcript
  - High School/GED
  - College/university
  - Career Tech
- Current Certification in Long Term Care (CNA) through November 1<sup>st</sup>.
- Medical Terminology verification of completion
- American Heart Association: Healthcare Provider BLS to be current active through LPN Program
- Current ACT score within 5 years, taken 2015.
- Application Fee - \$50.00

To see detailed information regarding the prerequisites for the Practical Nursing Program:

<https://hptc.edu/career-programs/practical-nursing>

**Prerequisite Requirements**

Acceptance into the PN program requires a minimum ACT composite score of 17 or a minimum subset score of 17 in both Reading and Math.

National ACT Test dates <https://www.act.org/content/act/en/products-and-services/the-act.html>. Please go to the ACT website for locations.

**Tuition Details**

High Plains Technology Center is proud to serve these in-district partner schools and their communities: Buffalo, Fargo-Gage, Fort Supply, Mooreland, Sharon-Mutual, Vici and Woodward.

**In District Cost:**

**Tuition:** \$3021.75  
**Program Fees:** \$3000.00  
**TOTAL** \$6021.75

**Out of District Cost:**

**Tuition:** \$6043.50  
**Program Fees:** \$3000.00  
**TOTAL** \$9043.50

To return information or any questions please contact:

**Shannon Carrico**  
**High Plains PN Program**  
**3921 34<sup>TH</sup> St.**  
**Woodward, OK 73801**  
**580-571-6127**

High Plains Technology Center does not discriminate on the basis of race, color, sex/gender, age, national origin, disability or veteran status.  
 High Plains Technology Center no discrimina raza, color, nacionalidad, no considera la documentación, género, edad, o discapacidad, estatus de veterano.

Required vaccinations:

1. Hep B-3 shot series-Must at least be initiated with proof of initiation and/or completion. If you cannot produce a shot record, you must get a titer.
2. Tdap- must show proof per shot record, no expiration
3. MMR-must show proof per shot record, no expiration
4. Flu-have proof of shot by the November 1, 2020. If a student refuses for any reason must wear a mask during the flu season if the student is within 3 feet of a client. Flu shots should be available around October or November.
5. TB-Must have shot record that proves coverage for the school year. Must cover through May 31, 2021. If a student refuses for any reason, the student must get a chest x-ray and have proof of clear x-ray.

**Vaccinations must be finished and/or initiated by September 1, 2020, or above guidelines.**

**I understand that not completing the required vaccinations and above rules by the deadline means that I will not be allowed in the clinical setting. The vaccination regimen complies with the clinical site's policies.**

\_\_\_\_\_ Student signature/ date



PRACTICAL NURSING APPLICATION

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Physical Address \_\_\_\_\_ Mailing Address \_\_\_\_\_
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Email Address \_\_\_\_\_

Check School District in Which You Live:

- Buffalo Fargo-Gage Ft. Supply Mooreland Sharon-Mutual Vici Woodward Other

Educational Level (check highest level achieved):

- Less than a high school diploma High school graduate/GED Some college, no degree
Technical Degree Associate's Degree Bachelor's Degree
Master's Degree Doctorate Degree

FOR FEDERAL STUDENT AID ELIGIBILITY: If you have neither a high school diploma nor a GED, you will need to visit with the school counselor about your options.

Please indicate if any of the following may apply to you:

- High Plains Tech Foundation Disadvantaged Limited English Proficiency
Bureau of Indian Affairs Displaced Homemaker Scholarship
Dept. of Rehabilitative Services Federal Pell Grant Single Parent
Dept. of Veterans Affairs Income Below Poverty Level TANF
Disability Insurance WIA

I authorize the agencies listed below to release information contained in my records to High Plains Technology Center. I authorize High Plains Technology Center to release information in my school records to the agencies listed below. Released information shall be relevant to my educational needs and will be kept confidential. This release may be revoked at any time by the student and shall be valid no longer than is reasonable to accomplish the purpose for which it is given. This release expires twelve (12) months following the date signed by me.

AGENCIES: Department of Human Services, Bureau of Indian Affairs, Financial Aid, Work Force Investment Act, Project Hope, Veterans Administration and Vocational Rehabilitation

Signature

Date

Institutional Refund Policy

When a student withdraws, drops, or for some reason fails to complete a period of enrollment for which they have been charged they are to submit a written request for a refund to HPTC. HPTC will calculate what, if any, refund needs to be made. Refunds for students receiving a Pell Grant will be calculated according to the Department of Education's 'Return of Title IV Funds' regulation. This regulation requires a calculation based on the actual percentage of the enrollment period the student attended, and will, in many cases, require a return of a portion of the monies received by both the institution and the student. High Plains Technology Center will charge the student for any monies that the school must return to Pell if the student is dropped or withdraws.

I fully understand that if I should drop out of school for any reason after the refund policy has been taken into consideration, I will be responsible for any outstanding balance regarding tuition. Should I be attending school funded by a financial aid agency and the agency is unable to pay the balance of my account due to lack of satisfactory progress, absenteeism, incomplete paperwork in financial aid office, default of a previous student loan at any institution, or all legal federal funds have already been disbursed, I will be responsible for paying that balance.

I have read and understand the forgoing statements related to High Plains Technology Center policy.

Applicants Signature

# Enrollment/Emergency/Medical Information

*(Optional Information) All information provided is confidential and used for our enrollment reporting only.*

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

Vehicle Tag # \_\_\_\_\_ Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Will you need accommodations or modifications in order to successfully perform the essential functions of the occupational program in which you enroll? Yes  No  If yes, please describe. \_\_\_\_\_

High School Graduation Year \_\_\_\_\_ or GED/Year Received \_\_\_\_\_

High School Attended \_\_\_\_\_

Check here if you do not have a high school diploma or a GED.

Have you previously attended High Plains Technology Center as an adult student: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you attended **any** school as an adult student? Yes \_\_\_\_\_ No \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship to you (e.g. mom, dad) \_\_\_\_\_

Contact's Home # \_\_\_\_\_ Contact's Work # \_\_\_\_\_ Contact's Cell # \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Doctor's Phone # \_\_\_\_\_ Hospital Preference \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

## NONDISCRIMINATION POLICY

High Plains Technology Center does not discriminate on the basis of sex/gender, race, color, religion, disability, age, national origin, or veteran status.  
High Plains Technology Center no discrimina en bases de sexo, raza, color, religión, incapacidad, edad, origen de nacionalidad y estado de civil.

FOR SCHOOL USE ONLY	Start Date: _____
Program: _____ AM / PM / ALL DAY Career	
Major _____	
Year: _____	Date of Acceptance: _____

How did you hear about High Plains Technology Center?  Newspaper  Radio  Tour  Friend  Other