Red River
TECHNOLOGY CENTER

P.O. Box 1807 * Duncan, OK 73534
(580) 255-2903, Ext. 243 or Toll Free (In-District) 1-888-607-2446 * FAX 580-255-2053

PRACTICAL NURSING **Amanda Churchman, MSN, RN, DIRECTOR**

Thank you for expressing an interest in our Practical Nursing program. The next class for which you may apply will begin in July 2025. It is a one-year, full-time program. For approximately the first four weeks of the program, there will be classroom/labs Monday through Friday (8:00am through 3:00pm). Once the clinical component begins, there will be a variety of other, as well as occasional 12-hour shifts scheduled on clinical days.

The 2024-2025 program cost is $7,351.10. This includes curriculum, tuition, fees and supplies. Out-of-District tuition is an additional $3,682.50. School districts within the Red River Technology Center district include: Bray, Central, Comanche, Duncan, Empire, Marlow, Ryan, Temple, Terral, Velma, Walters and Waurika. Because the cost for the 2025-2026 program will not be determined until a later date, the above prices are provided for reference only and are approximates. Qualified applicants who show proof of living in-district by 4:00pm May 1, 2025, will receive priority according to RRTC admission policies and administrative regulations during the selection process. Once class begins, if you move out of district, the additional out-of-district tuition will be required.

There are three parts to the application process. Please read the following information carefully!

PRE-REQUISITE: Medical Terminology
A Medical Terminology course (45 clock hours or more) must be completed with a grade of B or higher. You have until 4:00pm on May 1, 2025 to complete Medical Terminology and submit an official transcript to the nursing office. **HOWEVER, if you are currently enrolled in a college or high school Medical Terminology course, you must submit an UNOFFICIAL transcript/proof of enrollment/copy of grades by May 1, 2024 in order for your application to be considered complete.**

PROCEDURE FOR APPLYING TO THE PRACTICAL NURSING PROGRAM

PHASE I: TESTING & APPLICATION

1. To sign up for a test date, scan the QR code to register or visit www.registerblast.com/rrtc . When prompted to 'choose a group' select 'LPN Entrance Exams'. On option 2, be sure to select whether you are a first-time test taker or if you are retaking a test. Then select test date and time. You will then be asked to type in your information. Once you have completed the form, agree to the guidelines and select 'Add to Cart'. You will be redirected to a payment screen where you will enter your payment and confirm your registration. Testing consists of the TABE (Test of Adult Basic Education), which is comprised of reading comprehension and math questions. Initial tests and retests are $20.00 each. A partial retest is $15.00. You may retest one time during the application period.
   Payments will not be accepted on site and registration is required 24 hours prior to test date/time

   On the date of the test, please arrive early. Testing will take approximately 3 hours. Applicants will be provided a calculator to use during the applied math portion of the test. Ms. Loveday can address any questions or concerns you have about the test. If any special accommodations are required for testing, please notify **Kim Loveday, Testing Coordinator, at 580-255-2903, ext. 276**.
   Some applicants find it difficult to complete their file by the deadline if they wait until the last testing date.

On the date of the test, please bring identification (driver's license or other picture I.D.). Arrive in the specified room at Red River Technology Center, 3300 W. Bois D'Arc Ave. NO LATER than 8:15am for day testing or 4:45pm 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.

8:30 AM Dates	Room	5:00 PM Dates	Room
Thursday, September 5, 2024	121	Tuesday, October 1, 2024	121
Thursday, November 7, 2024	121	Tuesday, December 3, 2024	121
Tuesday, January 9, 2025	121	Thursday, January 21, 2025	121
Tuesday, February 6, 2025	121	Thursday, February 18, 2025	121
Tuesday, March 6, 2025	121	Tuesday, March 25, 2025	121
Tuesday, April 3, 2025	121	Tuesday, April 15, 2025	121

*Entrance exams can be taken any time between September 5th & April 15th

2. After your test is complete, you will bring your test results to the Practical Nursing department in the Health Careers building, where you will meet with PN staff to determine your next step in the application process. Hours are generally 8AM-4:00PM Monday - Thursday, and 8AM-3PM on Friday. **No results will be given over the phone**. You may take the test **ONLY** TWO TIMES in any consecutive twelve-month period. Remediation may be recommended based on scores. This process will be discussed when you meet with PN staff. Red River Technology Center has an adult education program which has a component designed to help students improve test scores. Applicants have had great success on the retest after attending the adult education classes. **{Higher scores increase one's chances of being accepted into the program.}** Arrangements may be made with Madalyn Estes at 255-2903, ext. 222 (mestes@rrtc.edu) if you would like to attend the Adult Basic Education (ABE) classes. Flexible hours are allowed in the ABE class.
3. Depending on which version is used, we accept the TABE from other testing sites, with the following contingencies:
   a. The test version must be the same (version 11 or 12) as is used by Red River Technology Center.
   b. Testing must not have occurred prior to May, 2023.
   c. Test results must be submitted by 4:00pm on May 1, 2025, **to** the testing coordinator at RRTC, **by** the testing center that administered the test. ***We will not accept test results submitted directly by the applicant.*** The testing center at RRTC will assess all scores.
4. When you visit with PN staff regarding your test results and course of action for the application, you will receive the application packet at that time. Complete all sections of the application and return it to the Nursing Office by 4:00pm on May 1, 2025. Incomplete applications or applications received after 4:00pm on May 1, 2025 will not be accepted.
5. The following documents are also to be received at the Nursing Department on or before 4:00pm on May 1, 2025: An ***official*** copy of your **final high school transcript** or **GED transcript** *is required*. (Current high school students should provide an unofficial transcript by May 1, 2025, and an official transcript as soon as it is issued by their high school.) An **official** college transcript (if applicable) should also be submitted. If available, submit proof of certification in any/all of the following: Certified Nurse Aide; EMT; Pharmacy Tech; Certified Med Aid; Phlebotomy; Anatomy and Physiology in high school (requires grade of B or higher) or college (requires transcript; grade of C or higher); College Nutrition (requires transcript – grade of C or higher); these may give you additional application points. Sign and date three reference forms. Give a reference form, along with a stamped envelope addressed to the Nursing Department, (you should provide the stamp and place it on the envelope before giving it to your reference) and request that the references be mailed to our Nursing Department. One reference form should be completed by your current employer/supervisor, High School Counselor or Principal. The remaining two should be from your co-workers or persons that you have worked for or with in the healthcare field, or persons who know you through school, such as teachers, counselors, or principals. If you have no work experience in the healthcare field, use references from other work situations you have had. ***Family and friend references are not valid***. All references must be received **by mail** at the Nursing Department on or before 4:00pm on May 1, 2025. *Completed reference forms are confidential and should not be returned by the applicant.*
6. **Before May 1, 2025, call the Nursing Department secretary to verify that your file is complete.** 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)

APPLICATIONS AND OTHER REQUIRED DOCUMENTATION MAY BE RETURNED AT ANY TIME, BUT MUST BE RETURNED TO THE NURSING DEPARTMENT BY 4:00pm on MAY 1, 2025, TO BE CONSIDERED FOR THE JULY 2025 CLASS. *YOUR FILE MUST BE COMPLETED BY 4:00pm on MAY 1, 2025.*

PHASE 2: INTERVIEW & QUESTIONAIRE

1. Applicants with complete files will advance to the next phase, which is the interview and questionnaire phase.
2. Interviews begin in late April. You are encouraged to complete your file as early in the application period as you can, as interviews are scheduled based on order of completion. In April, 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 in-district status, test scores, references, training and work experience, health certification, interview information, and questionnaire response.
4. For a student to be considered in-district for the application process, the student must provide on or before May 1, 2025, documentation to show proof of residence within one of Red River Technology Center's sending school districts. You may submit a copy of your driver's license, or a utility bill addressed to you at your current address, as proof that you live in-district.

On or before June 1, 2025, the top 27 qualified candidates will be notified by certified mail and offered the opportunity to complete Part 3 (Criminal Background Check and drug screen) of the application process. Notification **will not** be given by phone. Please call our office to verify receipt of your letter.

PHASE 3: CRIMINAL BACKGROUND CHECK (top 27 candidates and alternates if needed), DRUG SCREEN, & ADMISSION PAPERWORK

Once you are selected to be in the program, you will be required to have a National Background check & drug screen completed.

Oklahoma law requires criminal background checks for employees, contract persons, and volunteers that care for individuals in long term care facilities. Our clinical sites require a criminal records search and drug screen 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 approximately $19.00. On or before 4:00pm on June 5, 2025, each candidate must come to the Main Office at RRTC to pay for the background check. You may pay with a debit/credit card, money order, or cash. You may also pay with a debit/credit card over the phone. Once you've paid, you'll receive a receipt for your payment. Bring the receipt to the Health Careers Building and the Practical Nursing Secretary will assist you in submitting the background check online. At this time, you will also complete a Criminal Records Release Form. The sooner the money is submitted, the earlier you will be able to complete your background check. We encourage you to submit your background check as soon as possible. It can take a few days to several weeks to get the results, and **final acceptance into the PN program is contingent on the results of the background check and drug screen.**
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 certified mail that you will not be offered admittance into the Practical Nursing program.
3. Enclosed with your acceptance letter, you will also receive a Verification Form and a Physical Examination Form. The Verification Form gives you the opportunity to accept or decline the invitation to join the 25-26 program, and is also due by 4:00pm on June 5, 2024. Your acceptance letter will detail instructions for the Physical Examination Form, and when this form will be due. The completed Verification Form and satisfactory Physical Examination, along with a clear background check, will guarantee your acceptance into the Practical Nursing program.

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 (Oklahoma Statute, Section 1-1950.1(C) (1a-i) 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.

***Or*,**

If less than seven (7) years have elapsed since the completion of the sentence, and the below signed individual 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 (Oklahoma Statute, Section 1-1950.1(C) (2a-k) 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. Applicants 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 a licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [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 must present to the Board office, 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, recognition or certificate; issue a license, recognition or certificate with condition and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational 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 convictions. 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 is accredited by the following agencies:

Oklahoma Department of Education
2500 N. Lincoln Blvd.
Oklahoma City, OK 73150
405 521-3321

Oklahoma Department of Career and Technology Education
1500 W. Seventh Street
Stillwater, OK 74074-4364
1-800 522-5810, 405 377-2000

Oklahoma Board of Nursing
2501 N. Lincoln Blvd., Suite 207
Oklahoma City, OK 73105
405 962-1821
www.ok.gov/nursing

APPLICATION PROCESS CHECKLIST

PHASE I

- ☐ Sign up and pay for the test using the QR code below at least 24 hours prior to the test date (see instructions on page 1)
- ☐ On your scheduled test date, **bring a picture ID and arrive 15 minutes early**. Testing will be in Room 121 in the Main Building.
- ☐ After testing, you will bring your results to the Practical Nursing department in the Health Careers building, where you will meet with PN staff to determine your next step in the application process. Hours are generally 8AM-4PM M-TH, and 8AM-3PM F.
- ☐ Complete and return application and all other required documentation to the Nursing Department before 4:00pm on Thursday, May 1, 2025. (This includes a transcript showing completion, or proof of enrollment in Medical Terminology.)
- ☐ Verify your file is complete prior to the deadline, by calling 580-255-2903, ext. 243. Your file must be complete to advance to the next phase.

PHASE II

- ☐ Interview and written questionnaire. In April or May, the Nursing Department will contact you to schedule an interview. Please allow one (1) hour for the interview and questionnaire. Dress as if you are interviewing for a job.

PHASE III

- ☐ National Background Check. **If** you are one of our top 27 qualified applicants, you will receive an acceptance letter, and be requested to complete a National Background Check and drug screen. You will be given instructions for completing this and other required items in your acceptance letter.

Admission to the program is contingent on results of the National Background Check & Drug Screen.

Red River Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information in admission to its programs, services or activities, in access to, in the treatment of individuals, or in any aspect of its operation. It is further understood that the training site does not discriminate against any individuals in the above-mentioned areas.

Drug Free Workplace. For any questions, please contact the counselor at 580-255-2903.

Title IX/504 Coordinators: Brook Holding bholding@rrtc.edu 580-255-2903, ext. 226
Lisa Williams lgwilliams@rrtc.edu 580-255-2903, ext. 225
3300 W. Bois D'Arc Duncan, OK 73533