

ICTC | Indian Capital TECHNOLOGY CENTER

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Practical Nursing Radiology Technology Surgical Technology

✓ APPLICATION CHECK LIST

- OBTAIN and COMPLETE APPLICATION
- READ THE APPLICATION AND ALL INSERTS VERY CAREFULLY
- REGISTER FOR THE NET/HOBET EXAM
- TAKE THE NET/HOBET EXAM
- BRING THE FOLLOWING WITH YOU ON THE DAY OF THE NET/HOBET EXAM:
 - Valid picture ID*
 - Completed Application*
 - Copy of High School or GED Transcript*
 - 2-#2 Pencils with erasers*
 - 1-Self-addressed envelope (standard business 4 ½ x 5 ½ inches)*
 - All documentation for which the applicant wishes to receive points toward admission. (“See Priority Point System” for additional details)*
 - *Current Training Certificates, Licenses related to Health Care (C.N.A., E.M.T., C.N.A, CPR, etc)*
 - *College Transcripts/Career Tech Transcripts*
 - *Letter verifying work experience in health care*
 - *If currently enrolled in course work in “Health Career Certification”, Medical Terminology, and/or College Level/Post Secondary Anatomy/Physiology, bring an unofficial transcript, and letter from instructor stating current grade and progress.*
 - *If a pending High School graduate, bring a copy of your 7 semester transcript.*
 - *If high school education/graduation occurred outside the United States or applicant was home schooled or graduated from a non-accredited high school additional verification of high school equivalency may be required. Contact a program official for more information. The applicant is solely responsible for obtaining additional documentation and any associated expenses.*
 - **Radiology Technology Applicants ONLY** should submit documentation of 15 hours college credit (See “Priority Point System” for details)

ICTC will notify applicants of their NET/HOBET scores within 2-3 weeks of the exam. Applicants admitted to programs will be notified by the end of May, 2010.

NON DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

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2010

Practical Nursing-Radiologic Technology-Surgical Technology

Admission Process

Indian Capital Technology Center

<p>General Information</p>	<p>General Information: Admission to Indian Capital Technology Center's Full-Time Adult Health Career Majors is competitive and limited. Applicants must be a high school graduate or possess a GED as evidenced by high school or GED transcript. The application process consists of several steps which are outlined below. Included in the process is a NET/HOBET exam which assesses math & reading skills. <u>Minimum scores of 59 in Essential Math Skills and 51 in Science Reading Comprehension are preferred on the NET/HOBET</u> as well as a 4.5 overall average interview score. Applicants scoring in this range will receive preference. Application and testing must be complete and related material received by ICTC by the application deadline. Applications not received by the deadline and/or applications that are incomplete, will not be considered.</p> <p><i>Upon acceptance, admission is contingent upon a satisfactory background check/sex offender registry check & subsequent clinical placement prior to a stated deadline. Students are subject to initial admission, random, and upon suspicion drug and alcohol screens as outlined in ICTC policy. Failure to comply with ICTC policies related to background/sex offender checks and/or drug and alcohol screens may result in the individual's inability to enroll/progress/complete the career major.</i></p> <p>The last scheduled NET at ICTC is <u>April 15, 2010</u>. All applications and required documents must be on file on or before <u>April 15, 2010</u>.</p> <p>In order to receive points toward admission. Applicants are required to submit all high school transcript &/or GED transcripts, letter verifying work experience, training certificates/licenses, official transcripts, certificates, as outlined on the "admission ranking scale" form at the time they take the initial NET/HOBET exam. Failure to do so will result in the deduction of points for that area.</p> <p>If an individual wishes to apply to more than one program (PN, Rad Tech, Surg Tech) an application must be completed for each program and copies of required documents submitted with each application. ICTC will not make copies of documents or applications. This is the responsibility of the applicant.</p> <p>TO BEGIN THE APPLICATION PROCESS, PLEASE READ THE FOLLOWING INFORMATION AND FOLLOW EACH STEP CAREFULLY:</p>
<p>Step #1</p>	<p>Instructions and Forms: Obtain application from any ICTC campus or at ICTC's website: www.ictctech.com Review the application process very carefully and complete the application. Pay close attention to the "priority point system", especially the items and documentation required to be submitted at the time of initial NET/HOBET exam. Failure to submit the items at the time of the NET exam may result in failure to receive maximum points.</p>
<p>Suggested</p>	<p>Self-Evaluate Math and Reading Levels: Individuals considering applying to the practical nursing program are encouraged to evaluate their skills in math and reading in order to prepare for the NET Assessment. It is not mandatory, however if individuals feel as though they need assistance or remediation, a review book for the NET is available at any ICTC campus or online at www.eriworld.com. A practice test is also available online. See additional information that is enclosed in this packet.</p>
<p>Step #2</p>	<p>Register for the NET Exam Registration may be completed by dropping by the nearest ICTC campus and registering for the exam. Individuals may take the exam on ANY ICTC campus regardless of the campus and/or career major they wish to attend. No phone or on-line registration is available.</p> <p>Payment should be made upon registration and should be in the form of exact cash or money order. No change will be available. The cost of the exam is \$30.00. Individuals applying to ICTC may take the exam a maximum of two (2) times in a 6 month period to be considered for admission. Follow the steps listed below to register:</p>

1. At least **3 business days** prior to the scheduled NET/HOBET exam go to the ICTC campus where you would like to test.
2. Ask for NET/HOBET Registration
3. Pay \$30.00 cash or money order to ICTC. (bring exact change, checks will not be accepted)

ICTC is not responsible for refunds of any testing fees

Please note that during the 2010 application period, ICTC is limited to the number of NET/HOBET exam booklets/answer sheets available with which to administer exams. Therefore ICTC cannot guarantee availability of tests/testing slots near the end of the application period. Therefore applicants are encouraged to test relatively early in the application period.

Campus	Muskogee	Sallisaw	Stilwell	Tahlequah
NET DATES	January 7- 8:30a.m. Bldg A - Academic Ctr. January 21-8:30 a.m. Bldg A - Academic Ctr. February 9 – 8:30 a.m. Bldg A - Academic Ctr. February 23 – 8:30 a.m. Bldg - Academic Ctr. March 9 - 8:30 a.m. Bldg C- Room 500 March 23 – 8:30 a.m. Bldg C - Room 500 April 14 – 5:00 p.m. Bldg C - Room 500 April 15 – 8:30 a.m. Bldg C - Room 500	January 12 –8:30 a.m. Bldg A - Seminar Center January 25-8:30 a.m. Bldg A - Seminar Center February 9 –8:30 a.m. Bldg A - Seminar Center February 25 –8:30 a.m. Bldg A - Seminar Center March 11 –6:00 p.m. Bldg A - Seminar Center March 22 –8:30 a.m. Bldg A - Seminar Center April 3 –8:30 a.m. (Saturday) Bldg A - Seminar Center April 15 –8:30 a.m. Bldg A -Seminar Center	January 12 – 12 noon T & I Bldg – Room 103 January 22 – 8:00 a.m. T & I Bldg – Room 103 February 8, 2010–8:00 a.m. T & I Bldg – Room 103 February 25 – 12 noon T & I Bldg – Room 103 March 10 – 8:00 a.m. T & I Bldg – Room 103 March 30 – 12 noon T & I Bldg – Room 103 April 7 – 8:00 a.m. T & I Bldg – Room 103 April 15 – 12 noon T & I Bldg – Room 103	January 7 -- 8:30 a.m. Academic Center January 9 -- 8:30 a.m. (Saturday) Academic Center Feb. 11 -- 8:30 a.m. Academic Center Feb. 25 -- 8:30 a.m. Academic Center Mar. 11 -- 8:30 a.m. Academic Center Mar. 25 -- 5:30 p.m. (Thursday evening) Academic Center April 8 -- 8:30 a.m. Academic Center

Step #3

Take the NET/HOBET

Report to the designated ICTC campus 15 minutes prior to the scheduled exam time on your scheduled test date. You must **bring the following** or you may not be permitted to test:

1. Valid picture identification (ie: driver's license, etc.)
2. Completed Application
3. Copy of High School Transcript **OR** GED Transcript
4. 2-#2 pencils with erasers
5. 1 Self addressed stamped envelope (standard business size 4 ½" x 9 1/2")
7. All documentation for which the applicant wishes to receive points toward admission. See "**Priority Point System**" enclosed in this packet for details. Items may include:
 - *Current Training Certificates, Licenses related to Health Care (C.N.A., E.M.T., C.N.A, CPR, etc)*
 - *College Transcripts/Career Tech Transcripts*
 - *Letter verifying work experience in health care*
 - *If currently enrolled in course work in "Health Career Certification", Medical Terminology, and/or College Level/Post Secondary Anatomy/Physiology, bring an unofficial transcript, and letter from instructor stating current grade and progress.*
 - *If a pending High School graduate, bring a copy of your 7 semester transcript.*
 - *If high school education/graduation occurred outside the United States or applicant was home schooled or graduated from a non-accredited high school additional verification of high school equivalency may be required. Contact a program official for more information. The applicant is solely responsible for obtaining additional documentation and any associated expenses.*
 - **Radiology Technology Applicants ONLY** should submit documentation of 15 hours college credit (See "Priority Point System" for details)

	<p>Failure to submit these items during the initial NET/HOBET exam will result in no points being awarded.</p> <p>Report to the exam site at least 15 minutes prior to the scheduled exam time. The exam will take approximately 2 ½ -3 hours. NET/HOBET may be taken a maximum of two times in a six month period.</p>
NET Results	<p>NET Exam Results: Applicants should receive a copy of their NET scores within approximately 2-3 weeks. If results are not received after 3 weeks, you may contact the school.</p>
ADMISSION STATUS	<p>Admission Status Incomplete applications may not be considered.</p> <p>Admission to an Adult Health Careers Program is determined by :</p> <ol style="list-style-type: none"> 1. Completed Application 2. Minimum High School Graduate or GED 3. A "Priority Point System" based on: <ul style="list-style-type: none"> • NET/HOBET exam results • Certification or Licensure in a health Career • Health related education • Education • Interview (all applicants may not receive an interview) <p>Applicants Scoring 59 or above in the math portion of the NET/HOBET and 51 in the reading portion of the NET/HOBET will be given preference for admission.</p> <p>ICTC does not obligate itself to admit students scoring below 59 in Math and/or 51 in Reading on the NET/HOBET or scoring a 4.5 or lower overall interview average. If student slots still remain open after all applicants scoring above these levels on the NET/HOBET have been accommodated, ICTC reserves the right to re-open the application period and/or admit students scoring below the preferred levels in math and reading. If such applicants are admitted, ICTC reserves the right to admit contingently and/or on a probationary status and/or set stipulations for admission.</p> <p>Individuals will be notified if they have been admitted to the career major toward the end of May, 2010. Conditions for admission may apply.</p> <p>An alternate list will remain in effect until the first day of school.</p> <p>Those alternates and/or applicants not admitted to the program may submit an application and reapply for the next admission period.</p> <p>Preference will be given to applicants who have the highest points as outlined in the "priority point system"</p> <p>ICTC reserves the right to extend the application period without advance notification.</p> <p>Any ties in applicant scores will be broken by evaluating the following items in the order they are listed below:</p> <ul style="list-style-type: none"> • Applicant resides in the ICTC School District • Number of Times NET Taken (1 or 2) • Overall Composite NET • NET Reading • Points received for Current Certification in a Health Career section of application • Points received for Health Related Education of application • Points received for Education section of application • Date Initial NET/HOBET and application submitted • Random Drawing <p>Health Career Certification students admitted and enrolled in the "Pre-Nursing/Advanced Acute Nurse Aide" career major and who are progressing and in good academic standing will receive priority admission above all other applicants into the practical nursing career major.</p>

<p>ADMISSION STATUS (cont)</p>	<p>Any notification of admission will be contingent upon an acceptable background check and sex offender registry check as well as subsequent clinical practice placement to meet program learning objectives and a clear drug screen. Students are subject to initial, random and upon-suspicion drug screens after admission.</p> <p>Individuals contingently admitted to the program will be asked to submit \$105.00 deposit cash or money order along with appropriate release forms to the school by a designated date. The deposit will hold a slot in the program and cover the expense of the criminal background, sex offender registry check, and other initial expenses.</p>
<p>COST</p>	<p>The cost of the program is <u>estimated</u> and subject to change without notification:</p> <ul style="list-style-type: none"> ▪ Practical Nursing \$ 3900.00 ▪ Radiologic Technology \$4,000.00 ▪ Surgical Technology \$3660.00 <ul style="list-style-type: none"> ■ All students are expected to follow a specific payment schedule. ■ Supplies, books, etc. may not be issued for any particular portion of the program until payment has been received. ■ Grades will not be posted and transcripts will not be released until all payments are made in full. ■ Payments may be waived for students who are sponsored by an approved funding agency <u>only</u> if an official "letter of authorization" is received prior to the payment date. The "letter of authorization" must state the amount for which the funding agency is taking responsibility. Otherwise students are responsible for payments on the date they are due. ■ Students receiving PELL may be responsible for actual payment of some Books, Fees, Supplies approximately (\$400.00) up front <u>by the first day of school</u> and should contact ICTC immediately following notification of admission. ■ Expenses are estimated as closely as possible but are subject to change.

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Priority Point System

**Indian Capital Technology Center
Full-Time Adult Health Careers Education
Practical Nursing-Radiologic Technology-Surgical Technology**

In order to ensure receiving the maximum number of admission points, applicants are encouraged to review this document carefully prior to testing and making application to the career major/program of their choice. The complete application, transcripts, certificates, and all other required documents should be turned in AT THE TIME OF THE NET/HOBET in order to receive points. For this reason applicants should have ALL documents and documentation compiled prior to scheduling and taking their NET/HOBET. Failure to do so may result in a lower applicant score.

Phase I: PRE-REQUISITES

- Application Complete
 - NET/HOBET Exam Complete
 - High School Transcript or GED Transcript Enclosed
- OR**
- Pending High School Graduate 7 semester (transcript)**

-
- 15 hours college credit (this applies to Radiologic Technology applicants only). Hours must include 3 hours of Freshmen Composition and 3 hours College Algebra with reminder being general education requirements.

Radiologic Technology Applicants who are currently enrolled in college hours that will complete their pre-requisite 15 hours, but will not have the 15 hours completed prior to the application deadline, should submit an unofficial transcript and letters from course instructor confirming enrollment and current grade in course to date. Any admission will be contingent upon receipt of an "official transcript" verifying hour completion and course grade.

**Phase II:
NET /HOBET Scores**

Applicants may take NET/HOBET up to twice in a six month period. Individuals who take the NET/HOBET twice to increase points will receive less priority in the event of a point tie when determining admission.

Applicants should score 59 or higher in Math and 51 or higher in Reading on the NET/HOBET

Applicants who score below the levels on the NET/HOBET shall not be given preference for admission into the career major/program.

(Maximum 16 points in this area)

NET Composite

#1 Score _____ Date _____

#2 Score _____ Date _____

<p>Math</p> <p>#1 Score _____ Date _____</p> <p>#2 Score _____ Date _____</p>	<p>100-76</p> <p>75-59</p> <p>58 or below</p>	<p>6 points</p> <p>3 points</p> <p>0 points</p>	<p>(Max 6 points)</p>
<p>Science Reading</p> <p>#1 Score _____ Date _____</p> <p>#2 Score _____ Date _____</p>	<p>100-67</p> <p>66-51</p> <p>50 or below</p>	<p>10 points</p> <p>5 points</p> <p>0 points</p>	<p>(Max 10 points)</p>

CERTIFICATION OR LICENSURE IN A HEALTH CAREER			
<p>(Maximum of 6 points in this area) Points will only be awarded for documentation received at the time of HOBET/NET Exam</p> <p><u>CURRENT CERTIFICATION IN HEALTH CARE</u> Provide a current copy of license /certification issued by the official licensing/certifying agency. A copy of the certificate must be submitted with the application at the time of the NET / HOBET exam.</p> <p><i>*ICTC reserves the right to evaluate additional certifications not listed here and award 0-2 points based on the certification's relationship to direct patient care &/or career major for which the student is applying.</i></p> <p><u>Employer Documentation</u> Provide documentation from an employer (current or previous) <u>verifying your experience in health care</u> demonstrated by employment in health care <u>equal to or greater than one year.</u></p> <p>Provide evidence of current certification in CPR (<u>only "Health Care Provider" level accepted</u>) by supplying a copy of the current certification card.</p>	<p>C.N.A E.M.T Paramedic L.P.N. Surg. Tech Rad Tech Military Medic C.M.A. Other* _____</p> <p>_____</p> <p>Work experience in health care of one year or more</p> <p>_____</p> <p>Certified in "Health Care Provider" CPR</p>	<p>2 points 2 points 4 points 4 points 4 points 4 points 3 point 1 point 0-2 Points</p> <p>1 point</p> <p>1 point</p>	<p>(Max 6 points)</p>

HEALTH RELATED EDUCATION			
<p>(Maximum 3 points in this area) Points will only be awarded for documentation received at time of initial HOBET/NET Exam</p> <p>Provide documentation of support courses directly related to health care education. An "official" transcript must be submitted validating course work that is completed prior to the date of NET/HOBET. Points will be awarded to applicants who are enrolled or have completed Health Careers Certification at ICTC (HCC), <i>OR</i> who have completed Medical Terminology and College Level/Post Secondary Anatomy/Physiology.</p> <p>Applicants who are currently enrolled in any of these courses and thus cannot obtain an official completed transcript at the time of application, should submit an unofficial transcript verifying current enrollment along with a letter from the course instructor(s) verifying enrollment, course progression, and current course grade.</p> <p>Health Careers Certification (HCC) must be completed within the last three academic years in order to receive points.</p> <p>Medical Terminology and Anatomy and Physiology must be completed within the last three academic years in order to receive points.</p>	<p>HCC("A" average) OR HCC("B" average) Completed within the last 3 years.</p> <p><i>AND/OR</i></p> <p>Medical Term ("C" average or higher) Completed within last 3 years.</p> <p><i>AND/OR</i></p> <p>College Level/Post Secondary Anatomy and Physiology ("B" average or higher) Completed within the last 3 years.</p>	<p>2 points 1 point 1 point 2 points</p>	<p>(Max 3 points)</p>

EDUCATION											
<p>Maximum of 3 points awarded in this area for the <u>highest level</u> of education completed and/or enrolled</p> <p>Points will only be awarded for documentation received at time of initial HOBET/NET Exam</p> <p>Provide documentation of post-secondary education and college hours completed by submitting an official transcript.</p> <p>An "official" transcript must be submitted with the application at the time of the NET/HOBET exam.</p>	Associate Degree or higher	3 points	(Max 3 points)								
	30-60 college hrs	2 points									
	15-30 college hrs	1 point									
	0-14 college hrs	0 points									
	High School OR GED	0 points									
<p>Maximum of 2 points awarded in this area</p> <p>Points will only be awarded for documentation received at time of initial HOBET/NET Exam</p> <p>Transcript from most recently enrolled education level (High School/College) indicates a GPA of 2.0-4.0.</p> <p>OR</p> <p><u>GED Score</u></p> <table border="0"> <tr> <td><u>Met After 2002</u></td> <td><u>Met Prior to 2002</u></td> </tr> <tr> <td>668-800</td> <td>360-400</td> </tr> <tr> <td>667-536</td> <td>319-360</td> </tr> <tr> <td>535 & below</td> <td>318 & below</td> </tr> </table>	<u>Met After 2002</u>	<u>Met Prior to 2002</u>	668-800	360-400	667-536	319-360	535 & below	318 & below	GPA 3.0-4.0	2 points	(Max 2 points)
	<u>Met After 2002</u>	<u>Met Prior to 2002</u>									
	668-800	360-400									
	667-536	319-360									
	535 & below	318 & below									
GPA 2.9-2.0	1 point										
GPA 1.9-0	0 points										
OR											
	2 points 1 point 0 points										
<p>TOTAL POINTS</p> <p>PHASE II: (Maximum 30 Points Possible)</p>			Points								

PHASE III: INTERVIEWS	
<p>Applicants scoring in the higher ranges on the priority point system will be granted an interview. Applicants scoring in the lower ranges may not be interviewed unless student positions have not been filled. ICTC will determine the number of interviews that will be conducted.</p> <p>Interviews will be worth a total of 15 points.</p> <p>The interview will take approximately 5-15 minutes. Individuals should consider the interview a professional meeting during which time the applicant should demonstrate their professionalism and preparation to satisfactorily enter and complete the program. The applicant may be prepared to discuss among other things:</p> <ul style="list-style-type: none"> Reason for choosing the profession Dedication and ability to enter and satisfactorily complete the training program Interaction with others and experience/ability to manage stressful situations Reasons they should be admitted to the training program 	(Max 15 Points)

TOTAL APPLICANT POINTS PHASE II & III		
Pre-Requisites Met	YES	NO
TOTAL POINTS	45 POSSIBLE POINTS	

Applicants should score 59 or higher in Math and 51 or higher in Reading on the NET/HOBET. Applicants who score below these levels on the NET/HOBET and/or **score a 4.5 or lower overall point average on the interview** portion of the admission process shall not be given preference for admission into the career major/program. ICTC does not obligate itself to admit students scoring below these levels.

If student slots still remain open after all applicants scoring above these levels on the NET/HOBET and/or interview have been accommodated, ICTC reserves the right to re-open the application period and/or admit students scoring below the levels. If such applicants are admitted, ICTC reserves the right to admit contingently and/or on a probationary status and/or set stipulations for admission.

Any ties in applicant scores will be broken by evaluating the following items in the order they are listed below:

- Applicant resides within the ICTC school district
- Number of Times NET Taken (1 or 2)
- Overall Composite NET
- NET Reading
- Points received for Current Certification in a Health Career section of application
- Points received for Health Related Education section of application
- Points received for Education section of application
- Interview overall point average section of application
- Date initial NET/HOBET and application submitted
- Random Drawing

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Preparing for NET / HOBET

The NET/HOBET assesses basic education skills such as math and reading. Some individuals may wish to prepare for this assessment exam. The following resources are suggested:

- General information about NET/HOBET is available at www.eriworld.com.
- A study guide is available for purchase at any Indian Capital Technology Center or on-line at www.eriworld.com. The cost of the study guide is \$30.00 if purchased online, and \$25.00* if purchased at ICTC.

If guide is purchased at ICTC please provide cash or money order only, correct change only...NO CHECKS.

- A practice NET/HOBET exam is available online at www.eriworld.com at a cost of \$20.00. This price includes on-line access to the exam for 30 days from the date of purchase.

**Availability of study resources and / or cost of each cannot be guaranteed by ICTC. Information is based on availability as of the printing of this document.*

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Revised 10/7/09

Revise 10.28.09

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GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN HEALTH CAREERS EDUCATION

A student in health careers education will be learning through direct participation in patient care and/or as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal & written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs, gurneys (stretchers), bending and stooping. Fine motor skills are needed to write, to manipulate small equipment such as syringes, needles, surgical instruments, tubing, etc., and to maintain sterile fields. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the work place if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math ability: prefer High School grade equivalency level as evidence on approved program assessment exam(s). Skills should include; penmanship legible; word usage (written & verbal) appropriate and correct within sentence structure, words spelled correctly; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

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**INDIAN CAPITAL TECHNOLOGY CENTER
FULL-TIME ADULT HEALTH CAREER PROGRAMS
*Practical Nursing*Radiology Technology*Surgical Technology***

PRACTICAL NURSING

Indian Capital Technology Center offers the practical nursing career major on each of its four campuses. Individuals enrolled in this career major will have the opportunity to obtain skills required to practice as a practical nurse. Students will work with physicians, nurses and other members of the health care team in a clinical environment. The curriculum is rigorous and consists of classroom, lab, and relevant clinical instruction in a variety of clinical areas. The career major is designed to prepare students to utilize communication and critical thinking skills as they provide quality patient care. Upon successful completion graduates may be eligible to take the National Council Licensure Exam (NLCEX-PN) and apply for licensure as a practical nurse.

PRACTICAL NURSING--MUSKOGEE / SALLISAW –Traditional Lock-Step

This traditional format is offered on Muskogee and Sallisaw Campuses. Classroom hours are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and clinical hours may vary and the potential exists for some limited learning opportunities that can only be offered on the evening or during the weekend. In such cases, students are given as much advanced notice as possible. The program is approximately 11 months in length. Classes begin in July and complete the end of June of each academic year.

The instructional format of the Lock-Step programs is classroom lecture with hands-on / interactive activities, laboratory and clinical activities. Clinical experiences may be offered up to three or more days per week. Students may be assigned to clinical training sites located in several counties throughout Northeast Oklahoma and Northwest Arkansas.

PRACTICAL NURSING--TAHLEQUAH / STILWELL—Flexible Option

The flexible option format is offered on the Tahlequah and Stilwell Campuses. The classroom is open Monday through Friday 8 a.m. - 3:00 p.m. at the Tahlequah Campus and 9:00 a.m. - 4:00 p.m. on the Stilwell Campus. The Stilwell Campus students must attend clinical during both daytime and evening hours. Tahlequah Campus students must schedule clinical hours primarily during daytime hours.

The instructional format of the Flexible Option program allows students to complete some components of the course independently resulting in some limited flexibility in scheduling. Students must attend school a **minimum** of 22 hours per week but may attend more hours as needed. Students must complete certain components of the curriculum each month in order to show progression.

During approximately the first 6 months of enrollment, the student will be required to be on campus a minimum of each Wednesday, Thursday and Friday. Depending on the class lecture scheduled, following approximately the 7th month of enrollment, students will find they must be on campus at least Monday or Tuesday as well as scheduled clinical days which will fall on Wednesday, Thursday, and Friday. Most students find the pace and demands of the program increase as they progress through the curriculum. Additional course work and

curriculum progression will be required on the student's own time. Students may be assigned to clinical training sites located in several counties throughout Northeast Oklahoma and Northwest Arkansas.

RADIOLOGY TECHNOLOGY

This career major is offered on ICTC's Muskogee Campus. Individuals enrolled in this career major will experience challenging coursework with relevant clinical instruction in a variety of clinical areas. Students will be taught to utilize advanced radiographic imaging and diagnostic techniques. The curriculum guides the student to utilize critical thinking skills to promote quality patient care while performing radiographic procedures effectively and safely. Upon successful completion of the career major, the graduate may apply to take the American Registry of Radiographic Technologists certification exam which allows them to be employed as a Certified Radiologic Technologist.

Classroom hours are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and clinical hours may vary and the potential exists for some limited learning opportunities that can only be offered during evenings or weekends. In such cases, students are given as much advanced notice as possible. The training program is approximately 2 years in length. Classes begin in July.

The instructional format of the career major is lecture with hands-on / interactive activities, laboratory and clinical activities. Students may be assigned to and required to travel to clinical sites located in several counties in Northeast Oklahoma and Northwest Arkansas throughout the two year training experience.

SURGICAL TECHNOLOGY

This career major is offered on ICTC's Stilwell Campuses. Individuals will experience challenging coursework with relevant clinical instruction in a variety of surgical settings. The curriculum guides the student to utilize effective communication and critical thinking skills to provide quality patient care before, during, and after surgery. Students will work with surgeons, anesthesiologists, nurses, and other members of the surgical team. Upon successful completion of the career major, graduates may be eligible to take the National Surgical Technology Certification exam which allows them to be employed as a Certified Surgical Technologist.

Classroom hours are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and clinical hours may vary and the potential exists for some limited learning opportunities that can only be offered on the evening or during the weekend. In such cases, students are given as much advanced notice as possible. The training program is approximately 11 months in length. Classes begin in August.

The instructional format of the career major is lecture with hands-on / interactive activities, laboratory and clinical activities. Students may be assigned to and required to travel to clinical sites located in several counties in Northeast Oklahoma and Northwest Arkansas throughout the 11 month training experience.

Scheduling and instructional format for each campus/career major are subject to change without notification.

Students are subject to background check and sex offender registry check, as well as drug/alcohol screen according to ICTC policy. Failure to comply with ICTC policy and/or submit acceptable results may result in the inability to enroll &/or continue enrollment.

NON DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.