# Practical Nursing

## Information Packet

CVTECH

Canadian Valley Technology Center

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**Revised: 9/2025**

# Practical Nursing

This program prepares the student to become a Licensed Practical Nurse (LPN), an essential healthcare team member who works under the supervision or direction of a registered nurse or licensed physician. Students will learn the role of the LPN and how to care for various patients, including but not limited to, geriatric, pediatric, and pre/post-operative patients. Students will learn how to identify patient problems, appropriate interventions, and evaluate the nursing care delivery. Upon completion of this program, the student is expected to be eligible to take the NCLEX-PN and become licensed through the Oklahoma Board of Nursing as an LPN.

## Mission Statement

The mission of the CV Tech Practical Nursing program is to educate students to become safe, knowledgeable, and competent entry-level nurses for the workforce community.

## Program Delivery

This program provides a flexible learning environment for our students. We combine online educational opportunities with face-to-face individualized instruction and lab methods for learning. Students are expected to progress through lessons at a determined pace, which is agreed upon between the student and their assigned tracking instructor. Progression goals are set according to each student's goals but based on the designed 20-month or 24-month progression tracks. We utilize a traditional testing framework to evaluate student acquisition of knowledge using a proctored computerized testing format. ATI testing is also utilized throughout the program to assess learning and readiness for the NCLEX-PN.

# Admission Policies & Procedures

Practical nursing applicants must first schedule to take the Next Gen Accuplacer test in reading and math. Contact the Assessment Center at the Chickasha or Cowan campus to schedule an appointment for testing.

After meeting the score requirements on the Accuplacer (or TEAS), the potential student will be given an application packet. Completed application forms will be marked with the date and time they are returned to the school counselor. This application does require Anatomy, Physiology and Medical Terminology as prerequisite coursework. Admittance into the program, or placement on the waiting list, will be determined on a first-come basis. If there are no available openings, the applicant's name will be placed on a waiting list. Preference is given to in-district applicants on the waitlist. Prospective students will be notified of a date to begin class either by letter or telephone as openings become available.

All accepted applicants will need to meet with the Financial Aid Officer immediately upon notification of acceptance into the program. Information regarding program costs and expenses are included in this packet.

**Enrollment Contact Information**

Contact the Assessment Center to schedule an Accuplacer testing appointment:
Chickasha Campus:405-222-7521
Cowan Campus: 405-422-2382

Contact the Financial Aid Officer for information regarding financial aid:
Chickasha Campus:405-222-7575
Cowan Campus: 405-422-2208

For further information, contact Canadian Valley Technology Center:
Chickasha Campus: 1401 Michigan Avenue, Chickasha, OK 73018, (405) 224-7220
Cowan Campus: 1701 S. Czech Hall Road, Yukon, Ok 73099, (405) 345-3333

# Testing

### Accuplacer

The Next Gen Accuplacer is an untimed, multiple-choice exam that tests basic academic knowledge in Reading and Arithmetic. The first time you take this test, there is no fee. A minimum score of 250 on each subject area test is required for admission. If you do not make the minimum score, you must wait 30 days to retest and there will be a fee for each retake (currently $3 per test). If an applicant needs to take the test a 3rd time, there must be 90 days between test #2 and test #3.

If you pass one subject test and not the other, the scores from different testing dates can be combined. For example, if you pass the Arithmetic on your first attempt, but do not pass the Reading, you will only need to retake the Reading test for the $3 fee. Test Scores are good for 2 years. If you take the Accuplacer at a testing site other than CVTech, you must have your scores sent directly from that institution to the CVTech Counselor handling your intake.

### TEAS

TEAS test scores not more than two years old can be used to obtain an application. These scores can come from other institutions as long as they are official ATI scores. You must print your TEAS scores in the counselor's office. A minimum score of 70 on the TEAS reading and a 44 on the TEAS math is required.

### TOEFL

An individual, who is not a citizen of the United States, or citizen with limited English proficiency, is required to take the TOEFL (Test of English as a Foreign Language) exam. This exam can be taken at a college or university. For paper-based international or institutional scores - 530 or above is required; for computer-based international TOEFL - 197 or above is required. Results of the TOEFL must be submitted with the application.

# Accreditation

The Canadian Valley Technology Center's School of Practical Nursing is accredited by the Oklahoma Department of Career & Technology Education, 1500 W. 7th, Stillwater, OK 74074; and approved by the Oklahoma Board of Nursing, 2501 N. Lincoln Blvd., Suite 207, Oklahoma City, OK 73105

# Application Process

1) Contact the Assessment Center at Chickasha or Cowan for the next appointed time to take the Next Gen Accuplacer in Reading and Arithmetic.
2) If it's your second time to test, be prepared to pay the retesting fee when you arrive to take the test. (This amount is subject to change.)
3) Take the test at the assigned time.
4) After meeting the recommended score on the Next Gen Accuplacer (or TEAS), you will receive an application packet. If you scored below the minimum requirement, you may retest after 30 days.
5) Return the following documents to the counselor:
    - Completed application form
    - G.E.D. or High School diploma
    - Official transcripts for prerequisite coursework in Anatomy, Physiology and Medical Terminology, as well as any other previously completed nursing courses
    - 2 Proofs of Residency
    - Documentation of immunizations: A positive titer may be submitted as documentation. Titers can be obtained through your healthcare provider, clinic or hospital labs.
    - Results of the TOEFL exam (required of individuals not residents of the United States or citizens with limited English proficiency).
    - Letter of U.S. High School equivalency (required of individuals that graduated outside the United States)
6) Mail or hand-deliver your application to the school counselor. Your completed application will be marked with the date and time received and filed, and your name will be placed on a waiting list. If your application packet is incomplete it will be returned to you and your name will be withheld from the waiting list pending its completion.
7) See the Financial Aid Officer at the appropriate campus for information regarding financial aid.
8) When an opening becomes available, you will be contacted by mail and/or phone. If you choose to enter the nursing program you will be required to obtain a national background check – pay for this at the school's bookstore. A student with a history of an arrest(s) may be prohibited from training in health care facilities we contract with for clinical rotations. See the Licensure section of this document if you have an arrest history or contact the school counselor or PN Director for questions regarding this matter.

****Effective January 1, 2013 all nursing graduates applying for licensure are required to complete a national fingerprint background check per Oklahoma law.*

9) High school seniors currently enrolled in a Health Certification program at CV Tech will be allowed placement on the waitlist under the following conditions:
    a) Meets the minimum recommended scores on the Accuplacer or TEAS test
    b) Obtains a letter of recommendation from a CV Tech Health Certification instructor
    c) Obtains signature from CV Tech enrollment counselor for the LPN program
    d) All prerequisites and other areas of the PN application (except high school diploma) are completed. Applicants will not be allowed to enter the nursing program until they have a high school diploma

10) Transfer students or an applicant requesting to transfer into the PN Program will be required to:
    a) Meet standard admission requirements
    b) Submit an official transcript

Advanced standing will be evaluated at the student's request. A syllabus and/or Course Description from previous academic learning may be required to validate content. Transfer students may be granted a maximum of 50% of program hours and must complete a minimum of level IV clinical and theory as a student in the PN program at CV Tech.

When it cannot be determined by evaluation of submitted materials the student has previously completed comparable objectives in both theory and clinical areas, the student will not be granted advanced standing.

Advanced standing in regard to readmission of former students will be considered depending upon the reason for withdrawal, academic grades, and clinical status. After an absence of more than one year, a former student may be required to take and pass challenge exams which are typically the final for the course(s).

The advanced standing student will begin the program at the appropriate point in the curriculum according to their advanced standing credit. A student receiving advanced standing is not allowed 24 months to complete the program. The student is given the maximum amount of time allowed for each course the student must complete.

11) All students will be required to purchase a laptop or tablet and E-Books. Laptops are preferred, but tablets are acceptable. Laptops/tablets must be able to hold a charge during classroom/clinical hours. E-books are available for purchase in the CV Tech Bookstore. Nursing shoes, uniforms, stethoscope, Hepatitis B immunizations (x3, titer, or waiver), and CPR certification are required prior to beginning clinical rotations. Hepatitis B immunizations are strongly recommended to help provide protection against contracting Hepatitis B. All other required immunizations (tetanus, varicella x2 or titer, MMR x2 or titer) and a two-step PPD must be completed prior to being placed on the waiting list. The list of immunizations may change as these are dictated by our clinical facilities.

12) In addition to the following expenses, students must supply their own transportation, room and board, and immunizations.

| **Student's Estimated Expenses**<br>*All costs are subject to change without notice.* | **Amount** |
|---|---|
| Fee - ATI Testing | $684.50 |
| Fee - General Enrollment | $219.45 |
| Tuition - In-District<br>*(See counselor for out-of-district or international tuition rates)* | $3657.50 |

| **Additional Student Expenses**<br>*(Estimated costs - actual cost may vary)* | **Amount** |
|---|---|
| Laptop or tablet | $500.00 |
| Textbooks (if purchased in prepared packages; if purchased separately, the cost will be $1056.00) | $1,000.00 |
| (2) National background checks | $130.00 |
| National fingerprint background check (for licensure) | $60.00 |
| Clinical uniforms (2 tops, 2 pants, optional lab jacket purchased through the CV Tech bookstore) | $140.00 |
| Neutral colored leather shoes | $60.00 |
| Watch with second hand | $10.00 |
| Pen light | $7.00 |
| Bandage scissors | $30.00 |
| Stethoscope | $30.00 |
| CPR certification (if needed) | $40.00 |
| Drug testing | $40.00 |
| Graduation (optional) | $50.00 |
| **Estimated Total Cost (In-District)** | **$6,658.45** |

**CV Tech Refund Policy**: Any CV Tech student that withdraws from CV Tech before the first day of attendance or during the first 10 days of instruction will be refunded 100% of tuition or fees paid. Note: E-Books and other supplies purchased at CV Tech are nonrefundable. Students who are leaving school must complete a withdrawal form in the Student Services office.

***After 10 days of instruction, no refund of tuition or fees will be made.***

# Licensure

## D. OBN Statement - NCLEX Applicants

The Canadian Valley Technology Center Practical Nursing Program 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 (registered or 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 the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, 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 who are qualified aliens 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 authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions 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 an application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The *Petition for Determination of Eligibility for Licensure or Certification* form can be accessed at:

The Oklahoma Board of Nursing
Mailing address: P.O. Box 52926
Oklahoma City, OK 73152
Physical address: 2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, OK 73105
(405) 962-1800

# Frequently Asked Questions and Answers

**1) What is the difference between a traditional program and an individualized program?**

-Traditional Program – all students begin and complete the program at the same time.

-Individualized Program – students work within individualized time frames for each course which are monitored and facilitated by faculty.

Canadian Valley's School of Practical Nursing is a non-traditional individualized program. You must be able to attend a minimum of 24 hours per week (for 5 day class weeks - shorter class weeks are pro-rated). Classroom hours listed below.

**2) During what hours am I able to meet the minimum attendance requirements?**

Classroom hours:
7:45 am – 3:45 pm, Monday – Thursday
7:45 am – 12:00 noon and 1:00 pm – 3:00 pm on Friday
*seat hours cannot be accrued during the mandatory lunch break on Fridays

Classroom hours in June & July:
Monday - Thursday 0745 - 1500 (campus closed on Fridays during these months)

Clinical hours:
6:30 am – 2:30 pm and 2:30 pm – 11:00 pm
*no clinical rotations, mandatory training, or meetings will be scheduled on Friday

**3) What advantages are there to an individualized program?**

- A student may go at an individualized pace of progression while maintaining satisfactory academic progress
- Individualized instruction/instructor facilitated
- Open entry/open exit
- May provide flexibility for part-time work outside of school
- May provide flexibility for more time with family
- Flexible schedule (except clinical rotations)

**4) Is there a school dress code?**

LPN students are required to wear scrubs (any color or style) to class each day. T-shirts, sweatshirts, and jackets may be worn with scrub pants. CV Tech specified scrubs must be worn during clinicals.

**5) What if I can't start the program when my name is at the top of the waiting list?**

If you are unable to begin the program when the counselor notifies you will be moved to the end of the waiting list. When your name again moves to the top of the list you are once again notified that a spot is open. However, if you are still unable to start the program your name will be removed from the waiting list and you will need to start the application process over.

**6) Are there any prerequisites?**
Yes. Anatomy, Physiology and Medical Terminology are required as prerequisites. Advanced standing may also be granted for any other college or practical nursing coursework that meets the objectives of the PN program. Official transcripts must be provided for all previous coursework and all courses must have been completed with an 80% or above.

**7) What is the average length of time in which students complete the program?**
Since the program is open-entry, open-exit, individualized instruction, a student may progress very quickly, particularly when receiving advanced standing or successfully mastering allowed subjects. A generic student (one without advanced standing, etc.) typically completes the program in 20 - 22 months.

**8) What about job placement?**
Our graduates have excellent job placement opportunities. Nurses may work in hospitals, clinics, home health, hospice, long-term care, retirement centers, etc. Starting salaries are usually between $20.00 and $27.00 per hour.

**9) What about the licensure examination to become a Practical Nurse?**
Graduates are eligible to take the national licensure examination (NCLEX- PN). It is a computerized test, offered daily, Monday through Saturday, at designated testing centers in Oklahoma City, Tulsa, and additional locations. See Licensure section for more information.

**10) If I continue my education for a degree as a Registered Nurse, will I receive any credit for my Practical Nursing studies?**
Advanced standing policies vary according to what college or university you wish to attend. Most have challenge policies that provide practical nurses with the opportunity to take challenge tests in order to receive college credit. Colleges and universities utilize standardized exams to determine an individual's entry level into a Registered Nursing program

# Canadian Valley Technology Center Financial Aid Offices

Chickasha Campus: 405-222-7575
Cowan Campus: 405-422-2208

## Federal and State Assistance

**Federal Pell Grant**
This grant provides a "foundation" of aid, to which aid from other sources may be added. Grants do not have to be repaid.

**Federal PELL Grant Eligibility**
A student may qualify for a Federal PELL Grant if he or she:

1. Is a U.S. citizen or eligible non-citizen
2. Does not already have a B.S. or B.A. degree
3. Has financial need as determined by the Department of Education upon Completion of the FAFSA
4. Enrolled as a regular student in an eligible program, working toward a certificate
5. Has a high school diploma, GED or a home school equivalency
6. Has not exceeded 600% of the Lifetime Eligibility Used for PELL
7. Is not in default on any student loan previously received and does not owe a repayment on any student grant previously received

**Oklahoma Tuition Aid Grant**
This grant is administered by the Oklahoma State Regents for Higher Education and will pay towards the tuition cost for eligible students. It is based on Pell eligibility. This grant does not have to be repaid.

**Other Programs:**

- Office of Workforce Development (WIA)
- Tribal Agencies
- Oklahoma Tuition Aid Grant (OTAG)
- Department of Rehabilitation Services (VR)
- Oklahoma National Guard Tuition Waiver
- Canadian Valley Foundation, Inc. Scholarship
- Veteran Vocational Rehabilitation (VAVR)
- Oklahoma Foundation for Career Tech
- VA Benefits

Contact information for each of these aid programs is available through the Financial Aid office. WIA, GI Bill®, Tribal Agencies, VR and VAVR will determine eligibility for their assistance.

**Satisfactory academic progress**
This is a condition of eligibility for students receiving federal financial aid in this institution. He/she must maintain a cumulative grade-point average of 2.0 (C) or above and be within the attendance policy.

**Satisfactory progress**
This means that a student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time (not to exceed 150% of published length of program) and maintaining 90% attendance requirement. A student who fails to make satisfactory progress is placed on financial aid suspension for one (1) pay period and will be denied financial aid until they are removed from that status.

**Important Note**
For complete Student Consumer Information on Title IV Financial aid, contact the Financial Aid office or visit our website. Student Consumer Information contains information regarding all financial aid programs, security report and crime statistics, drug prevention program and pro-rate policy. Students may also contact the local Workforce Investment Act (WIA) representative regarding the Workforce Investment Act.

**Maintaining PELL Eligibility**
- Must be enrolled in an eligible certificate program (active status)
- Must have satisfactory academic performance and be within the financial aid attendance policy

**PELL Grant Disbursement**
The PELL Grant is awarded on the basis of need (based on published cost of attendance minus family resources) and satisfactory academic performance.

The PELL Grant will be awarded per payment period. Students will receive their first PELL payment on the basis of being enrolled. For every payment thereafter, students will be paid if and only if their academic performance has been satisfactory, their required clock hours have been completed, and they are within the financial aid attendance policy.

Disbursements will be made by CV Tech to students in the following manner: The eligible amount less tuition, fees, books and supplies will be disbursed, payable to the student through the bursar office.

**Return of Title IV Funds**
Students receiving PELL Grant funding who withdraw, drop or fail to complete a payment period for which they have been charged, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed. **Leave of absence does not count as completed hours.**

**Students who do not complete more than 60% of the payment period may be required to return a portion of the PELL Grant funding they received to the U.S. Department of Education.** The institution will also be required to return a portion of the PELL Grant funding received for tuition from the U.S. Department of Education. Students will be billed for the portion the school must return. A detailed Return of the Title IV Funds worksheet is available upon request.