Letter from the Superintendent ............................................. Page 2
Application Process .......................................................... Page 3
Explanation of Admission Points ........................................ Page 4
Conditional Admission ....................................................... Page 5
Criminal Background Checks ............................................. Page 6
Student Support Services .................................................... Page 6
Welcome to Great Plains Technology Center!

I am proud to welcome you to Great Plains Technology Center – a school that holds a special place in my life. In 1976, I stood where you are now. I, too, came to Great Plains as a high school student. To this day I use skills that I learned in my occupational program. I also gained leadership skills in my career and technical student organization, competed in skills contests and served as a class officer. Great Plains set my feet on a path of opportunity that led me to where I am today.

I challenge each Great Plains student to proudly pursue your specialized occupational training. We have the best subject matter experts to teach and coach you and have surrounded you with a supportive, caring staff that wants you to succeed.

Give Great Plains your time and attention. Set goals for yourself. We are here to help you succeed now and in the future. Take advantage of our open-door policy to talk to us about your experiences here. May your school year build skills for your future and pride in your accomplishments.

Clarence Fortney

STATEMENT OF PHILOSOPHY
The Board of Education recognizes that society is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in an effort to operate schools effectively despite the social unrest throughout the world today.

The Great Plains Technology Center is responsible for maintaining a quality education program for its students. The Great Plains Technology Center Board of Education therefore adheres to the following statements.

VISION
Great Plains Technology Center will consistently provide valuable career education for people, businesses, and organizations.

MISSION
Our mission is to prepare individuals for success in work and life, serving as a driving force for economic development in Southwest Oklahoma.

CORE VALUES
We are committed to the communities we serve.
We are ethical and accountable for our decisions and actions.
We are dedicated to promoting economic development in Southwest Oklahoma.

CORE BELIEFS
GPTC believes in the unity of the school and the communities it serves.
GPTC believes lifelong learning promotes economic development for its students, clients and communities.
GPTC believes its stakeholders are integral to improving programs and services.
GPTC believes employability skills, technical competence, and academic rigor are essential for student success.
GPTC believes its students deserve to be among the most highly skilled workers in the world.
TO BEGIN THE APPLICATION PROCESS you must first contact a Career Counselor at Great Plains Technology Center.

- LAWTON CAMPUS - Please call 580.250.5535 to schedule your appointment, located in Building 100 Room 107.
- FREDERICK CAMPUS – Please call 580.335.5525 to schedule your appointment.

**WHAT TO BRING TO YOUR APPOINTMENT**

- **OFFICIAL HIGH SCHOOL & OFFICIAL COLLEGE TRANSCRIPT:**
  - Only an Official High School Transcript and College Transcript are accepted. An official transcript is defined by: Transcript(s) must be in the institution's sealed envelope that you received it from. Notated "Official Transcript" on the envelope.
  - No unofficial transcripts, copies, faxes or internet printed unofficial transcripts are accepted.

- **KEYTRAIN ASSESSMENT SCORES:**
  - If you have KEYTRAIN assessment scores you wish to submit, please bring them to your appointment.
  - If you do not have KEYTRAIN assessment scores, the Career Counselor will schedule a KEYTRAIN assessment for you. There is a $10.00 fee for each KEYTRAIN assessment administered.

- **CERTIFICATIONS:**
  - You must provide a copy of your current health related certifications (see page 4).

To meet all application requirements carefully review the information contained in this booklet.

**SUBMITTING DOCUMENTATION**

All application documents must be completed and turned in by the specified deadline date listed on profile pages 8-9. This includes, assessment, health related courses, transcripts, and certifications. Documents received after 4:00 pm, on specified deadline date(s) will not be processed.

- LAWTON CAMPUS - All documents must be submitted to building 700 Room 710 by 4:00 pm.
- FREDERICK CAMPUS – All documents must be submitted to Penny Newman by 4:00 p.m.

**HOW AM I SLOTTED FOR THE PN PROGRAM?**

Applicants are scored using the point system, explained on page 4 Explanation of Admission Points. Those who have scored the highest points will be offered a slot first.

- Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission prior to qualified applicants who do not reside within the Great Plains Technology Center district.
- In the event of a tie on points, the earliest date received on the application will be the determining factor.

**HOW AM I NOTIFIED?**

All applications will be processed after the specified deadline date listed on profile pages 8-9. You will be notified within 30 days of the processing deadline by one of the following methods, phone call, phone text, voice mail, email or US Postal Service.

- All contact information, (address, phone) including an email address is required to receive notification and should be accurate and current. In the event of a change of address, phone number or email address, it is your responsibility to update your records at GPTC by stopping by the:
  - Lawton Campus - Health Careers Office in building 700 Room 710 or calling 580.250.5670, 580.250.5570
  - Frederick Campus – Penny Newman or by calling 580.335.5525

**UPON ACCEPTANCE**

Once you have received your letter of acceptance, your enrollment will be contingent upon all the criteria explained on page 5 of this booklet.

You will be required to pay for a drug screen and background check upon acceptance. The approximate cost for both is $200.00.
**PN EXPLANATION OF ADMISSION POINTS**

Areas listed below will be evaluated, based on documentation received by the specified deadline date to determine admission points.

**POINTS** - Applicants scoring the highest points will be offered admission first. In the event of a tie, the earliest application date received will be considered.

**APPLICANTS RESPONSIBILITY** - It is applicant's responsibility to ensure that the school has received *all documentation by the processing deadline date*. What is in your application packet, on the processing deadline date, will be evaluated. Documents received after processing deadline date will not be considered for points.

**IN DISTRICT** - Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission to the Program for which they applied, prior to qualified applicants who do not reside within the Great Plains Technology Centers district. GPTC maintains reciprocity agreements with surrounding Technology Centers. If you live in one of those districts, you will not be charged out of district fee of $1000. Please call Joelle Jolly at 250-5640 for details on the reciprocity agreement.

### FACTORS:

<table>
<thead>
<tr>
<th>FACTORS:</th>
<th>POINTS AVAILABLE</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED High School Transcript or GED</td>
<td>NO POINTS ASSESSED</td>
<td>0</td>
</tr>
<tr>
<td>College Credit C or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must be on an official college transcript</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 + hrs................................... 3 pts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-14 hrs................................... 2 pts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-6 hrs.................................... 1 pt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTCA - Explanation Must have a <strong>current</strong> LTCA Certification</td>
<td>LTCA......................... 1 pts.</td>
<td></td>
</tr>
<tr>
<td>ANATOMY and PHYSIOLOGY - Must have been completed within the last two years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Transcribed by High School both semesters, or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tech Center, or if college is less than 4 College credit hours</td>
<td>A &amp; P..................... 1 pt.</td>
<td></td>
</tr>
<tr>
<td>COLLEGE ANATOMY and PHYSIOLOGY –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Transcribed College Level must be 4 credit hours or more, and then the 2 (two) year limit does not apply.</td>
<td>A &amp; P COLLEGE LEVEL..... 2 pts.</td>
<td></td>
</tr>
<tr>
<td>• Both Anatomy and Physiology must be completed to receive points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDICAL TERMINOLOGY - Must be on an official transcript.</td>
<td>Medical Terminology ......... 1 pt.</td>
<td></td>
</tr>
<tr>
<td>PHLEBOTOMY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Successfully completed Phlebotomy Course within the last 2 years or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Employed as a phlebotomist for 6 months of the last 2 years or</td>
<td>Phlebotomy.................... 1 pt.</td>
<td></td>
</tr>
<tr>
<td>• Must hold a current Phlebotomist Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses must be from an accredited institution. Recommended courses w/grade of C or higher, and must be on an official transcript.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CURRENT HEALTH RELATED CERTIFICATIONS

- CPR BLS (Health Care Provider only)
- FA
- HHA
- CMA
- MAT
- EMT

1 pt each max of ........... 3 pts.

### KEYTRAIN SCORES

### OR

### WORKKEYS CERTIFICATE

- Platinum
- Gold
- Silver
- Bronze

### LOCATING INFORMATION

### TOTAL POINTS
ADMISSION PROCESS

Applicants notified of initial acceptance into the PN Program will have a conditional admission pending successful completion of requirements listed below:

1. EDUCATION REQUIREMENT and AGE REQUIREMENT
   You must be a high school graduate or have obtained a GED. You must be 18 years of age to attend clinicals.

2. CPR CERTIFICATION
   GPTC will accept only Healthcare Provider BLS CPR from the American Heart Association. No other CPR will be accepted.

3. CLINICAL SITE PRIVILEGES
   If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the program and unable to take the licensing exam.

4. PREVIOUS HEALTH CARE EMPLOYMENT
   If you previously worked at a health care facility you must have a favorable record with the facility to be eligible for clinical rotations.

5. NEGATIVE DRUG SCREEN
   Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance (You will be notified when and where to have this done. The cost is approximately $30.00).

6. CLEAR BACKGROUND CHECK
   Information from an applicant’s background check will be submitted to clinical facilities for approval to attend clinical practice.
   - Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. (You will be notified when and where to have this done. The cost is approximately $160.00).

7. MANDATORY MEETING
   Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.

8. SUITABLE PHYSICAL EXAM
   Applicants must submit physical exam on the physical form provided by the school, complete with laboratory results, immunizations records, and physical clearance by a physician.
   - All costs of physical, labs, and immunizations are the responsibility of the student
   - Any health related problems must be corrected and evidence of correction must be submitted. Students must be in good health and be free of any physical restrictions, as evidenced by a physical exam, to participate in clinical activities.
   - Required Clinical Immunizations are listed below, and must be documented on a shot record, or proved immunity by providing a positive Titer.
     - Hepatitis B series (Series of 3 injections)
     - MMR (measles, mumps, rubella) .......................................................... Series of 2 injections
     - Varicella (chicken pox) .......................................................... Must have positive Titer
     - Tetanus (TDaP) .......................................................... Must have received immunization within the last 10 years
     - 1 negative TB skin test or TB screening
     - Seasonal Flu shot

9. COMPLETED FINANCIAL ARRANGEMENTS
   Applicants must pay tuition and fees by timeline given at mandatory meeting. Funding award letters/purchase orders will be accepted in lieu of payment.
CRIMINAL BACKGROUND CHECKS

Criminal history and sex offender background checks are required on prospective students, age 18 and older, to complete clinical requirements of the program. (Uniform Clinical Contract – Clinical Rotation Agreement, developed January 2004 by the Statewide Taskforce, sponsored by the Oklahoma Hospital Association). Background checks are acceptable only when conducted by an agency authorized by Great Plains Technology Center (GPTC). Fees may apply. GPTC reserves the right to do repeat background checks, if warranted.

Criminal history records and self-disclosed information may be provided to clinical sites after program acceptance and during enrollment. Clinical sites review records as they relate to the safety of patients and the public. While a criminal history does not necessarily disqualify an individual for admission into a program, clinical sites reserve the right to refuse clinical placement of any student. If not accepted by a clinical site, the school will make reasonable attempts to meet program objectives by providing alternative clinical sites. If alternative clinical sites cannot be arranged, program objectives cannot be completed and dismissal may result.

GPTC and clinical sites reserve the right to review any other information that would have a bearing on student ability to function safely in the clinical area. An unfavorable employment record may result in a clinical site refusing clinical placement.

GREAT PLAINS STUDENT SUPPORT SERVICES

4500 SW Lee Blvd. • Lawton, OK 73505 • 580.355.6371 • 2001 E. Gladstone • Frederick, OK 73542 • 580.335.5525

<table>
<thead>
<tr>
<th>CAREER ADVISEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAWTON CAMPUS</strong></td>
</tr>
<tr>
<td>Building 100, Room 107</td>
</tr>
<tr>
<td><strong>FREDERICK CAMPUS</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

We offer counseling services, which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision-making, goal setting, crisis counseling and referrals to other counseling services. To schedule an appointment please call the secretary listed above.

| **LAWTON CAMPUS** |
| Bldg. 100, Room 107 | Kristy Barnett - Disability Services Coordinator | kbarnett@greatplains.edu |
| **FREDERICK CAMPUS** |
| | Nancy Hasley – Career Counselor | nhasley@greatplains.edu |

Great Plains Technology Center is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. Great Plains Technology Center will assist students with disabilities by facilitating academic services while working with classroom instructors, students, home school, referral agency, and/or parents.

<table>
<thead>
<tr>
<th>ACADEMIC CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAWTON CAMPUS</strong></td>
</tr>
<tr>
<td>Building 100, Room 148</td>
</tr>
</tbody>
</table>

The Academic Center Coordinator can help you with the following:
- Learning/Working Style Assessment
- Improve study, test taking, and time management skills
- Develop a basic skills improvement plan for Math & Reading
- Provide a quiet setting for homework or studying

What is available in the Academic Center:
- Computer Lab – 12 computers with internet and laser printer access
- Keytrain-Online learning system for basic workplace skills specific to Career Clusters based on WorkKeys Employment System
- Kurzweil Educational System

<table>
<thead>
<tr>
<th>FINANCIAL AID COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawton &amp; Frederick Campus</td>
</tr>
<tr>
<td>Bldg. 100, Room 107 Lawton Campus</td>
</tr>
</tbody>
</table>

The Financial Aid/VA Coordinator is committed to assisting the students of Great Plains Technology Center with their needs for Federal Financial Aid and Veterans Benefits. It is our goal to make applying for FA and VA benefits as stress free as possible to allow you to focus on your work in school. Please contact our office with any questions or concerns you may have.
PRACTICAL NURSING

PROGRAM

INFORMATION

- Lawton Campus - Traditional PN Profile....................... Page 8
- Lawton Campus- Day Flex PN Profile .......................... Page 9
- Frederick Campus Day Flex PN Profile ........................ Page 10
- Practical Nursing Program Information ..................... Pages 11-17
TRADITIONAL PRACTICAL NURSE

The traditional, lecture-based option has been offered on our campus since 1971. It is designed for the full-time day student that learns best through teacher led classroom instruction. Thirty students are admitted each June with completion in 12 months.

Students will be given advanced standing credit for the following courses:
Courses must be from an accredited institution, with a grade of ‘C’ or better and validated by an official transcript.

- Medical Terminology
- Anatomy & Physiology
  - Transcripted by H.S. (both semesters), Tech Center, and less than 4 College credit hours, completed within the last two years.
  - Transcripted College Level must be 4 credit hours, and then the two year limit does not apply.
    - Both Anatomy and Physiology must be completed.
- CURRICULUM CHANGE EFFECTIVE: 10-2-17. Anatomy and Physiology is a vital part of the Practical Nursing program, therefore all students accepted into the program will take A&P as a part of the nursing curriculum. The advanced standing credit has been removed.
- Long Term Care Aide -- Must have a current certification.
- Phlebotomy
  - Successfully completed Phlebotomy Course within the last 2 years or
  - Employed as a phlebotomist for 6 months of the last 2 years or
  - Must hold a current Phlebotomist Certification

*Applicants who have completed Medical Terminology, Anatomy & Physiology, and Long Term Care Aide will be eligible to start in August. Those who do not have these courses completed will start in June.

Veterans Educational Benefits – are only approved for the Traditional program.

Financial Aid – You are encouraged to apply for FAFSA (Pell Grant) as soon as possible.

JUNE 2019 - START DATE

PROCESSING DEADLINE ................................................................. April 10, 2019

- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 3 for complete application processing
- All applicants will be notified within 30 days of processing deadline

CLASSROOM INFORMATION

START DATES .................................................................................. Begins June of each year

- Length of program................................................................. 12 months
- Classroom Instruction ........................................................... 8:00 am to 3:15 pm
- Class/Clinical held ................................................................. Monday thru Friday
- Clinical Experience 12 hour shift (Wednesday and Thursday).............. 6:30 am to 6:30 pm
- Clinical Experience 8 hour shift (Wednesday and Thursday & Friday)...... 6:30 am to 3:30 pm

EXPENSES

TOTAL COST ...................................................................................... $5,417.00

- Tuition.......................................................................................... $2,194.50
- Student Needs Fees ................................................................. $2,229.50
- Books (approximate cost) ......................................................... $836.00
- Uniforms (approximate cost) ................................................... $157.00

TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM

Financial information is located on page 19
The FLEX option is designed for the independent learner, familiar with computer use. There are no classroom lectures. Students’ progress through curriculum by completing learning contracts. Instructors facilitate the self-directed learning and are available for questions, round table discussions, and laboratory demonstrations. Study resources are available in the classroom, library or online. Full-time and part-time options are available for completion in 12-24 months. Classes fill twice yearly.

This option begins with several weeks of classroom learning, available Monday through Friday from 8:00 am to 3:15 pm. With the addition of clinical practice, available Wednesday – Thursday from 6:30 am to 6:30 pm, classroom learning is then available Monday and Tuesday from 8:00 am to 3:15 pm. This option fills to 30 students each August and February, with approximately 15 students entering each cycle.

**Students will be given advanced standing credit for the following courses:**
Courses must be from an accredited institution, with a grade of ‘C’ or better, and validated by an official transcript.

- *Medical Terminology
- *Anatomy & Physiology
  - Transcribed by H. S. (both semesters), Tech Center, and less than 4 College credit hours, completed within the last two years.
  - Transcribed College Level must be 4 credit hours, and then the two-year limit does not apply.
    - Both Anatomy and Physiology must be completed.
- **CURRICULUM CHANGE EFFECTIVE: 10-2-17:** Anatomy and Physiology is a vital part of the Practical Nursing program, therefore all students accepted into the program will take A&P as a part of the nursing curriculum. The advanced standing credit has been removed.
- *Long Term Care Aide – Must have a current certification.
- *Phlebotomy
  - Successfully completed Phlebotomy Course within the last 2 years or
  - Employed as a phlebotomist for 6 months of the last 2 years or
  - Must hold a current Phlebotomist Certification

**Veterans Educational Benefits** – are only approved for the Traditional program.

**Financial Aid** – You are encouraged to apply for FAFSA (Pell Grant) as soon as possible.

**Pell clock hour requirements for the flex option are:** 1st Pell Disbursement – Is issued in advance for the first 450 clock hours and the student will receive the disbursement approximately 6 weeks after the start date of the program.

2nd Pell Disbursement – Is issued after the student has successfully progressed to the 2nd semester and has documentation of attending 450 clock hours. When the 2nd disbursement is issued the student has been paid in advance for a total 1050 clock hours. You may have to re-apply for PELL (FAFSA) when you reach your second semester “if” you are in a different school year.

Documentation of clock hours attended **must meet a minimum of 900 hours at the time of graduation** in order not to owe a refund to Federal Financial Aid.

---

**FEBRUARY 2019 – START DATE**

**PROCESSING DEADLINE** ............................................................... NOVEMBER 7, 2018

- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 3 for complete application processing
- All applicants will be notified within 30 days of the processing deadline

**AUGUST 2019 - START DATE**

**PROCESSING DEADLINE** ............................................................... MAY 15, 2019

- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 3 for complete application processing
- All applicants will be notified within 30 days by the processing deadline

**CLASSROOM INFORMATION**

**START DATES** .............................................................................. Begins August and February of each year

- Length of program ................................................................. 12 to 24 months
- Classroom open ........................................................................ 8:00 am to 3:15 pm
- Class/Clinical held ................................................................. Monday thru Friday
- Clinical Experience 12 hour shift (Wednesday and Thursday) ............................................ 6:30 am to 6:30 pm
- Clinical Experience 8 hour shift (Wednesday and Thursday & Friday) .................... 6:30 am to 3:30 pm

**EXPENSES**

**TOTAL COST** ............................................................................. $5,417.00

- Tuition ..................................................................................... $2,194.50
- Student Needs Fees ................................................................ $2,229.50
- Books (approximate cost) ....................................................... $836.00
- Uniforms (approximate cost) .................................................. $157.00

Tuition and fees will not change while a student is enrolled in the program

Financial information is located on page 19
FLEX OPTION FOR PRACTICAL NURSE

The FLEX option is designed for the independent learner, familiar with computer use. There are no classroom lectures. Students’ progress through curriculum is completed by completing learning contracts. Instructors facilitate the self-directed learning and are available for questions, round table discussions, and laboratory demonstrations. Study resources are available in the classroom, library or online. Full-time and part-time options are available for completion in 12-24 months. Classes fill twice yearly.

This option begins with several weeks of classroom learning, available Monday through Thursday from 8:00 am to 5:15 pm. With the addition of clinical practice, available Wednesday & Thursday from 6:30 am to 6:30 pm, classroom learning is then available Monday and Tuesday from 8:15 am to 4:00 pm. This option fills to 10 students each August and February, with approximately 5 students entering each cycle.

Students will be given advanced standing credit for the following courses:
Courses must be from an accredited institution, with a grade of ‘C’ or better, and validated by an official transcript.

- *Medical Terminology
- *Anatomy & Physiology
  - Transcribed by H. S. (both semesters), Tech Center, and less than 4 College credit hours, completed within the last two years.
  - Transcribed College Level must be 4 credit hours, and then the two-year limit does not apply.
  - Both Anatomy and Physiology must be completed.
- CURRICULUM CHANGE EFFECTIVE: 10-2-17. Anatomy and Physiology is a vital part of the Practical Nursing program, therefore all students accepted into the program will take A&P as a part of the nursing curriculum. The advanced standing credit has been removed.
- Long Term Care Aide – Must have a current certification.
- Phlebotomy
  - Successfully completed Phlebotomy Course within the last 2 years or
  - Employed as a phlebotomist for 6 months of the last 2 years or
  - Must hold a current Phlebotomist Certification

Financial Aid – You are encouraged to apply for FAFSA (Pell Grant) as soon as possible.

Pell clock hour requirements for the flex option are:

1st Pell Disbursement – Is issued in advance for the first 450 clock hours and the student will receive the disbursement approximately 6 weeks after the start date of the program.

2nd Pell Disbursement – Is issued after the student has successfully progressed to the 2nd semester and has documentation of attending 450 clock hours. When the 2nd disbursement is issued the student has been paid in advance for a total 1050 clock hours. You may have to re-apply for PELL (FAFSA) when you reach your second semester “IF” you are in a different school year.

Documentation of clock hours attended must meet a minimum of 900 hours at the time of graduation in order not to owe a refund to Federal Financial Aid.

FEBRUARY 2019 – START DATE

PROCESSING DEADLINE: JANUARY 4, 2019

- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 3 for complete application processing
- All applicants will be notified within 30 days of the processing deadline

AUGUST 2019 - START DATE

PROCESSING DEADLINE: JUNE 28, 2019

- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 3 for complete application processing
- All applicants will be notified within 30 days of the processing deadline

CLASSROOM INFORMATION

START DATES: Begins August and February of each year

- Length of program: 12 to 24 months
- Classroom open: 8:15 am to 4:00 pm
- Class/Clinical held: Monday thru Thursday
- Clinical Experience 12 hour shift (Wednesday and Thursday) 6:30 am to 6:30 pm
- Clinical Experience 8 hour shift (Wednesday and Thursday & Friday) 6:30 am to 3:30 pm

EXPENSES

TOTAL COST: $5,349.00

- Tuition: $2,194.50
- Student Needs Fees: $2,050.00
- Books (approximate cost): $745.00
- Uniforms & Misc. Supplies (approximate cost): $359.50

TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM ♦ Financial information is located on page 19
PRACTICAL NURSING PROGRAM INFORMATION

A. DEFINITION

"Practical Nurse" means the practice of nursing under the supervision or direction of a Registered Nurse, licensed physician, or dentist. This directed scope of nursing practice includes, but is not limited to:

1. Contributing to the assessment of the health status of individuals and groups.
2. Participating in the development and modification of the plan of care.
3. Implementing the appropriate aspects of the plan of care.
4. Delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nurse Practice Act.
5. Providing safe and effective nursing care rendered directly or indirectly.
6. Participating in the evaluation of responses to interventions.
7. Teaching basic nursing skills and related principles.
8. Performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation and,
9. Delegating those nursing tasks as defined in the rules for the Board that may be performed by an advanced unlicensed assistive person.

B. MISSION

The mission of the PN Department is to prepare individuals for success in work and in life, by providing exemplary PN education.

C. VISION

Our vision is to meet the needs of the 21st century healthcare system by providing exemplary PN education and training opportunities to the workforce of the future.

D. PHILOSOPHY

The faculty of the nursing program supports the philosophy of the Great Plains Technology Center. We recognize that society today is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in the effort to operate schools effectively despite the social unrest thought out the world today. We are responsible for maintaining a quality education program for our students.

E. STUDENT LEARNING OUTCOMES/ROLE-SPECIFIC COMPETENCIES

Our student learning outcomes are aligned with the OBN-PN Nursing Competencies, QSEN Competencies, the NCLEX-PN Test Plan, and National Health Foundation Standards.

1. Provide patient-centered care with sensitivity, empathy and respect for the diversity of human experience.
2. Work in interdisciplinary teams with other health care members to improve patient outcomes.
4. Apply quality improvement to patient outcomes to meet their changing needs.
5. Apply principles of safety that reduce risk of harm to self and others.
6. Utilize informatics to provide care, reduce medical errors and support health care interventions.
F. CURRICULUM PLAN

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY/LAB</th>
<th>CLINICAL</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>45</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td>Anatomy and Physiology for Practical Nursing</td>
<td>120</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>Long Term Care Assistant</td>
<td>75</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>Introduction to Nursing</td>
<td>40</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>160</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td>Clinical Nursing I</td>
<td>0</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Clinical Nursing II</td>
<td>0</td>
<td>224</td>
<td>224</td>
</tr>
</tbody>
</table>

| SEMESTER I TOTALS                     | 440        | 304      | 744    |

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY/LAB</th>
<th>CLINICAL</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacology and Intravenous Therapy Skills</td>
<td>66</td>
<td>0</td>
<td>66</td>
</tr>
<tr>
<td>Medical Surgical Nursing I</td>
<td>78</td>
<td>0</td>
<td>78</td>
</tr>
<tr>
<td>Medical Surgical Nursing II</td>
<td>78</td>
<td>0</td>
<td>78</td>
</tr>
<tr>
<td>Clinical Nursing III</td>
<td>0</td>
<td>232</td>
<td>232</td>
</tr>
<tr>
<td>Maternal/Newborn Nursing</td>
<td>45</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td>Pediatric Nursing</td>
<td>45</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>40</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Nursing IV</td>
<td>0</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Transition to Practice</td>
<td>15</td>
<td>0</td>
<td>15</td>
</tr>
</tbody>
</table>

| SEMESTER II TOTALS                    | 367        | 352      | 719    |

| GRAND TOTAL HOURS                     | 807        | 656      | 1463   |

G. TRANSFER OF CREDIT POLICY

Great Plains Technology Center will accept transfer hours from other schools based on an evaluation of the student’s comprehension of the course material.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Great Plains Technology Center; the number of transferable hours depend on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered for both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Transfer students must meet the following criteria:
A. If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be awarded as verified by the transcript.
B. Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be awarded as verified by the transcript.
C. Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.

H. ACADEMIC POLICY

The minimum satisfactory academic standing for retention in the School of Practical Nurse is a grade average of "C" or 77% at the completion of each semester. This grade must be maintained in each individual course.

Grading Scale:  
A = 93-100  
B = 85-92  
C = 77-84  
F = 76 and below
I. COMPLETION REQUIREMENTS

1. All curriculum complete with a minimum of 77% proficiency.
2. All clinical rotations complete with a minimum of 80% proficiency.
3. Graduation Clearance form complete.

J. LICENSURE – PLEASE NOTE

1. The Great Plains’ PN 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 practical nurses.

2. The applicant for licensure must be a minimum of eighteen (18) years of age.

3. Applicants of Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing.

4. 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, and evidence of citizenship or qualified alien status.

5. 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:
   A. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States
   B. A pending or approved application for asylum in the United States;
   C. Admission into the United States in refugee status;
   D. A pending or approved application for temporary protection status in the United States;
   E. Approved deferred action status; or
   F. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

6. 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 application for licensure is made, with the exception of felony convictions.

7. 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

8. State Law (59 O.S. § 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check completed not more that ninety (90) days old at the time of submission of application for license. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of investigation (FBI) Criminal History Record Information databases and name 3 index searches of computerized databases containing criminal history records.

9. In addition to the background check, applicants for licensure who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action
taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification in any state, territory or country, or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing in writing.

10. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order (s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.

11. The graduate candidate will be a Licensed Practical Nurse when he/she has made a passing score on the NCLEX exam.

12. NOTE: All states have slightly different licensing criteria. To work as a licensed nurse in another state, you must meet that state’s criteria for “License by Endorsement”, after becoming licensed in Oklahoma. A candidate with a history or arrests, convictions, or prior disciplinary action, may not be eligible for licensure in surrounding states due to the individual state’s restrictions.


Licensed practical nurses provide basic nursing care. They may reinforce teaching done by RNs regarding how family members should care for a relative; help to deliver, care for, and feed infants; collect samples for testing and do routine laboratory tests; or feed patients who need help eating. They can give medication, start IVs, and oversee unlicensed medical staff.

LPNs care for ill, injured, or convalescing patients or persons with disabilities in nursing homes and extended care facilities, hospitals, physicians’ offices, clinics, and private homes.

Nurses must be on their feet for much of the day and may have to lift patients who have trouble moving in bed, standing, or walking. These duties can be stressful, as can dealing with ill and injured people. Most LPNs work full time and many work shifts during nights, weekends, or holidays, because patients need medical care at all hours. They may be required to work shifts of longer than 8 hours.

LPNs must complete an approved educational program. These programs award a certificate or diploma and typically take about 1 year to complete, but may take longer. They are commonly found in technical schools and community colleges. Practical Nursing programs combine classroom learning in subjects such as nursing, biology, and pharmacology. All programs also include supervised clinical experience. After completing a state-approved educational program, prospective LPNs can take the National Council Licensure Examination (NCLEX-PN). In all states, they must pass the exam to get a license and work as an LPN.

LPNs should be friendly and enjoy helping people. Other important qualities include:

- Compassion – LPNs must be empathetic and caring toward the people they serve.
- Detail oriented – LPNs need to be responsible and detail oriented, because they must make sure that patients get the correct care at the right time.
- Interpersonal skills – Interacting with patients and other healthcare providers is a big part of their jobs.
- Patience – Dealing with sick and injured people may be stressful. They should be patient, so they can cope with any stress that stems from providing care to these patients.
- Physical stamina – LPNs should be comfortable performing physical tasks, such as bending over patients for a long time.
- Speaking skills – It is important that LPNs be able to communicate effectively. For example, they may need to relay information about a patient’s current condition to a RN.
Employment of LPNs is projected to grow 16% from 2014 to 2024, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs will be needed in residential care facilities and in home health environments to care for older patients. A number of chronic conditions, such as diabetes and obesity, have become more prevalent in recent years. LPNs will be needed to assist and care for patients with chronic conditions in skilled nursing and other extended care facilities. In addition, many procedures that once could be done only in hospitals are now being done outside of hospitals, creating demand in other settings, such as outpatient care centers. The number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. LPNs will be needed, particularly in ambulatory care settings, to care for the newly insured who seek primary and preventative services. High emotional and physical demands may cause workers to leave the occupation, creating potential job openings. Job prospects should be favorable for LPNs who are willing to work in rural and medically underserved areas.

- The median annual wage for LPNs in the USA was $44,090 - ($21.20/hr) in May 2016.
- The annual mean wage of LPNs in Oklahoma was $22,730 - $40,090 ($10.92 - $19.27/hr) in May 2016.
- The annual mean wage of LPNs in Southwest Oklahoma was $36,610 - $17.60/hr in May 2016.

L. STUDENT ACHIEVEMENT DATA

<table>
<thead>
<tr>
<th>Licensure Exam Pass Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>2017</td>
</tr>
<tr>
<td>2016</td>
</tr>
<tr>
<td>2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Completion Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>2017</td>
</tr>
<tr>
<td>2016</td>
</tr>
<tr>
<td>2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Placement for 2015-16 Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduates</td>
</tr>
<tr>
<td>Graduates Employed</td>
</tr>
<tr>
<td>Graduates in Further Education</td>
</tr>
<tr>
<td>Positive Placement</td>
</tr>
<tr>
<td>Average Wage – LPN</td>
</tr>
</tbody>
</table>

M. STUDENT BEHAVIOR

The Great Plains Technology Center Board of Education is deeply interested in creating a learning atmosphere at Great Plains Technology Center. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school learning atmosphere include maintenance of order, which permits cooperative students to pursue their education free from disruptions or distractions. The maintenance of order necessitates regulations relating to school discipline.

The following are specific examples of unacceptable behavior, which are subject to disciplinary action including suspension or expulsion from school:
1. Open or persistent defiance of authority.
2. Physical or verbal assault upon student or school personnel.
3. Creating, or attempting to create, a disturbance.
4. Unauthorized or excessive absences/tardies from classes.
5. Willful disobedience, profanity, or vulgarity. (Includes clothing, books or any other possession containing any form of vulgarity, profanity, or obscenity)
6. Showing disrespect for school property or causing damage to school property.
7. Cheating, stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property.
8. Hazing by any group at Great Plains Technology Center.
9. Dress – the Great Plains Technology Center Board of Education encourages students to dress conservatively during school hours. Practical Nursing students are required to wear uniforms and appropriate footwear.
10. Any violation of federal, state, or local law or ordinance.
11. Participation in any meeting, assembly, or demonstration not authorized or conducted in accordance with provisions of paragraph 9.1 and 9.3 of the Student Code.
12. Participation in the publication or distribution of any printed material in violation of paragraph of 10.0 of the Student Code.
13. Failure to comply with State of Oklahoma Immunization Law, Title 70.
14. Use or possession of tobacco on school premises.
15. Fighting.
16. Verbal or implied threats or threatening gestures by an individual or group.
17. Possession of any portable audio/video device is permissible but use is limited to break and commons areas unless instructor permits otherwise. Misuse of these devices may result in their confiscation. A student may, however, possess a portable communication device for emergency circumstances upon the prior consent the Campus Director/Principal or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student. All devices must be turned off during class time unless permitted by instructor and are subject to confiscation if they cause a disturbance during class time. No electronic messages are to be returned except during the student’s break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require advance written administrative approval. Any device confiscated will be turned over to the Practical Nursing Coordinator for disposition.
18. Sexual harassment as outlined in section 2.4 of the student handbook.
19. Student harassment, intimidation, and bullying at school. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or mission or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to a gesture or written, verbal, or physical act.
20. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.

N. GRIEVANCE PROCEDURE
In the course of occupational and technical education at Great Plains Technology Center, the student shall have the opportunity for contesting any action, grading, or evaluation made by administration, faculty, or staff of Great Plains Technology Center in a grievance hearing, if so desired. It is also the student’s right to terminate an informal process at any time and begin the formal process. A student may contact Council on Occupational Education, 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, Phone: 800-917-2081 or via the website at www.council.org.

O. DEFINITION OF GRIEVANCES
A grievance is a claim or charge of injustice or discrimination based upon an event or condition, which affects the welfare of condition of an individual student or group of students. A grievance statement shall meet the following conditions:
P. PROCEDURES FOR RESOLVING GRIEVANCES

1. **Informal**: Should a student or parent believe there is a cause for grievance, he/she should make a request of and discuss the grievance with the person involved for the express purpose of resolving the grievance mutually and informally.

2. **Mediation**: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer. The Compliance Officer or designee will meet the complainant and respondent in order to mediate and resolve the complaint to the satisfaction of both parties. The mediation resolution will be documented and agreed to in writing. The Director of Student Support Services and Director of Instruction are acting Compliance Officers.

3. If no resolution is accepted by the parties, the Compliance Officer or designee shall render a written decision within five (5) working days of the mediation. This hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the Compliance Officer be challenged.

4. **Formal**: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer. The Compliance Officer will appoint a Committee made up of an administrator, counselor, and instructor to hear the grievance within five (5) working days. The hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the committee be challenged. The Committee will notify the grievant of its decision in writing within five (5) working days.

5. **Board of Education**: Should the grievant be dissatisfied with the decision of the Committee after the final interview, he/she may request, in writing, a hearing at the next regularly scheduled meeting of the Great Plains Technology Center Board of Education. The written request must be received within ten (10) days of the decision of the Committee who will put the request on the board agenda for the next regularly scheduled meeting. The decision of the Board of Education is final.
This page intentionally left blank
FINANCIAL AID INFORMATION

- Types of Aid Available.................................................. Pages 20
- Requirements for Continued Enrollment .................. Page 21
- Refunds ................................................................................. Page 21
- Required Disclosures......................................................... Page 22
- Student Consumer Information................................. Page 23
- Accreditation Statement..................................................... Page 24
- Policies & Guidelines for Enrollment ....................... Pages 25-26
- Gainful Employment Disclosure............................... Page 27
- Application ........................................................................ Page 28
- Voluntary Disclosure of Demographic Data .......... Page 31
Federal Pell Grant
Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs. Unlike a loan, a Federal Pell Grant does not have to be repaid. To determine if you are eligible financially, the US Dept. of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible. How much you receive will depend not only on your EFC but also on your cost of attendance, whether you are a full-time or half-time student and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. To apply fill out a Free Application for Federal Student Aid available in the financial aid office or apply online at www.fafsa.ed.gov

Federal Supplemental Educational Opportunity Grant
A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest Expected Family Contributions (EFC) -- and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back. Students at the school are awarded an FSEOG based on the availability of the funds at the school. You can receive either $100 or $200 per year depended on your start date. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

Oklahoma Tuition Aid Grant Program
The Oklahoma Tuition Aid Grant Program (OTAG) is a need based grant program for Oklahoma residents who attend approved colleges, universities, and technology centers in Oklahoma. Awards are approved for full-time or half-time students in undergraduate or graduate study. To apply complete a FAFSA as soon as possible after January 1. Applications are awarded in descending order of highest need until all funds are committed. OTAG will review your family financial information to determine your eligibility. OTAG will notify you if you are approved. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

Veterans Educational Benefits
Great Plains Technology Center has several full time adult programs and short term ACD programs approved for Veterans Educational Benefits. For more information regarding VA Educational Benefits for full time adult programs or for short term ACD programs please contact Rhonda Mahaffey, Career Counselor, at the Lawton Campus at 580.250.5503, Bldg. 100, Room 107.

SCHOLARSHIPS

Great Plains Technology Center Foundation Scholarship
The Great Plains Foundation was established in 1980 to assist students with tuition costs. Eligibility based on financial need.

The Oklahoma Career Tech Foundation Otha Grimes Scholarship
Otha Grimes Scholarship applications are distributed to current full time adult students the beginning of the Fall and Spring semesters. Scholarship limited to 9 students per semester. Scholarships must be used for expenses directly related to a student's program, such as: tuition, fees and books.

Dr. George Bridges Next Step Scholarship
The scholarship is a one-time tuition scholarship. The maximum award is $1,575 toward tuition ($787.50 per semester). No monies are issued directly to the scholarship recipient. An activation fee of $50.00 is required for the scholarship recipient. This non-refundable processing fee is due before the start date of any program or Adult Career Development (ACD) short-term class(es). The scholarship is good for 2 years from the date of activation. Once the scholarship has been approved, it is for tuition only and can be applied towards a full-time program or any of ACD short-term class(es) that have approved education plans. You must have an approved sequence education plan before enrolling in any short-term class. Contact Student Services at 580-250-5535 to set up an appointment regarding the education plans. Your education plan must be completed within (2) two years from the date of the activation.

Superintendent’s Scholarship
The Great Plains Technology Center Superintendent’s Scholarship is a tuition waiver only. The scholarship is awarded exclusively to high school students planning to complete his/her current program after high school. One scholarship per instructor is awarded.

For more information about the scholarships, please call the Financial Aid Coordinator, Dustin Davidson, at 580.250.5534
REQUIREMENTS FOR CONTINUING ENROLLMENT

A student is expected to make progress toward satisfactory completion of his/her program to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another program with the permission of the Dean of Students/Principal and the instructor in the course into which he/she is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

REFUNDS

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center are made as follows:

A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.

A Student’s Return to Title IV aid, for those who have received Title IV funds during the 2018-19 school year, is calculated in accordance with the Return of Title IV Funds law.

All adult students who withdraw from a program must complete a drop form in Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

RETURN OF TITLE IV FUNDS

As a general rule, when a student completely withdraws from Great Plains Technology Center, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period.

If a student completely withdraws from school during a term, the school must calculate--according to a specific formula--the portion of the total scheduled financial assistance a student has earned and is therefore entitled to receive up to the time of withdrawal. If a student received more assistance than was earned, the unearned excess funds must be returned to the Department of Education.

- To officially withdraw from Great Plains Technology Center, please contact the Student Office located in Building 100, room 111 to complete an official Termination of Attendance form.
- An unofficial withdrawal will be completed on any student who is absent five (5) consecutive school days without contacting the school and the effective date shall be the last date of attendance.

How The Percentage Is Calculated:
The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period. For example, if a student completes 30% of the payment period the student earns 30% of the assistance he/she was originally scheduled to receive. This means that 70% of the scheduled awards remain unearned and must be returned to the Department of Education.

Students are notified by letter within 30 days if a balance is due based on the Return to Title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45-day period, if the student fails to pay the amount due, he/she will be reported to the U. S. Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

At 60%--A Student Has Earned All of the Assistance
Once a student has completed more than 60% of the payment period, the student is said to have earned all of the assistance. If the student withdraws before completing 60% of the payment period, he/she may have to repay any unearned federal monies that were already disbursed. The withdrawal date is determined by the school’s student accounting system and shall be the last date of attendance.

Conditions Where a Student May Be Eligible for a Title IV Disbursement after Withdrawal
Occasionally students are eligible for a post-withdrawal disbursement. (See Financial Aid office for detailed calculation.) This occurs when a student attends class and withdraws before a Title IV disbursement has been issued to the student or to the student’s account.

If charges exist on the student account, Great Plains Technology Center will credit the account with all or a portion of the post-withdrawal disbursement. If no charges exist, then Great Plains Technology Center will offer the student the portion earned within 30 days of the withdrawal date.

If a Return to Title IV Funds exists due to invalid information given on an application by the student or an error of the institution, that amount will be due the Title IV Program. The over payment will be determined by the Financial Aid Coordinator. The student will make payment to Great Plains Technology Center’s Business Office which in turn will refund the Department of Education.

VA Beneficiaries: GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an educational assistance programs administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

Revised 6-14-17
## Required Disclosures of Student and Employee Consumer Information

### Campus Director

**GREAT PLAINS Technology Center**

Contact Student Office for a paper copy of the Student Handbook. Contact Student Services for a copy of the General Information about Great Plains Technology Center booklet, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director - Principal for questions concerning FERPA.

"Great Plains Technology Center prohibits misrepresentation of program content, outcomes, certifications/licensures, and admissions. Great Plains Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award."

### Required Disclosures of Student and Employee Consumer Information

<table>
<thead>
<tr>
<th>What to Disclose, When, and to Whom</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What: Institutional Information (668.43)</strong> Upon Request To: Enrolled Students Prospective Students</td>
<td>• Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy • Requirements for officially withdrawing from school • Requirements for return of Title IV, HEA grant or loan aid • Information regarding the programs, institutional facilities and faculty • Entities that accredit, license, or approve the school and its programs and procedures for reviewing school’s accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Tities and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</td>
<td>• Student Handbook • Tech – Tab Booklet • U.S. Dept. of Ed’s College Opportunities website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Click on IPEDS COOL Search for Great Plains Technology Center • Application Information Booklets</td>
</tr>
<tr>
<td><strong>What: Financial Assistance Information (668.42)</strong> Upon Request To: Enrolled Students Prospective Students</td>
<td>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements</td>
<td>• Student Handbook • Tech – Tab Booklet • Application Information Booklets • Studentaid.ed.gov • <a href="http://www.greatplains.edu">http://www.greatplains.edu</a></td>
</tr>
<tr>
<td><strong>What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99</strong> Upon Request To: Enrolled Student Parents of Enrolled Students under the age of 18</td>
<td>• Right to and procedures for inspecting and reviewing student’s education records • Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights • Right to consent to disclosure of personally identifiable information contained in student’s education records • Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under 34 CFR, Part 99 without prior consent</td>
<td>Student Handbook <a href="http://www.greatplains.edu">http://www.greatplains.edu</a> /student-resources/ • Great Plains Technology Center Policy and Procedures Manual</td>
</tr>
<tr>
<td><strong>What: Completion/Graduation Rate and Transfer-Out Rate (668.45)</strong> When: Annually by July 1 Upon Request To: Enrolled Students Prospective Students</td>
<td>• The institution’s completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours. • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</td>
<td>• U.S. Dept of Ed’s College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> • Great Plains Technology Center website at <a href="http://www.greatplains.edu">www.greatplains.edu</a></td>
</tr>
<tr>
<td><strong>What: Campus Security Report (668.46)</strong> When: Annually by Oct. 1 Upon Request To: Enrolled Students Current Employees Prospective Students Prospective Employees</td>
<td>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim’s actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; (2) or persons referred for campus disciplinary action for such violations • Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses.</td>
<td>• Student Handbook <a href="http://www.greatplains.edu">http://www.greatplains.edu</a> /student-resources/ • U.S. Dept of Ed’s College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Click on IPEDS COOL Search for Great Plains Technology Center. • Great Plains Technology Center website at <a href="http://www.greatplains.edu/">www.greatplains.edu/</a> • Great Plains Technology Center Intranet</td>
</tr>
</tbody>
</table>
### Additional Student and Employee Consumer Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Where to Find</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Navigator Website</td>
<td>U.S. Dept of Ed’s College Navigator website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Great Plains Technology Center</td>
</tr>
<tr>
<td>Student Body Diversity</td>
<td>U.S. Dept of Ed’s College Navigator website:  <a href="http://nces.ed.gov/collegenavigator/?q=great-plains+technology+center&amp;s=all&amp;id=364548#enrolmlnt">http://nces.ed.gov/collegenavigator/?q=great-plains+technology+center&amp;s=all&amp;id=364548#enrolmlnt</a>. Search for Great Plains Technology Center</td>
</tr>
<tr>
<td>Net Price Calculator</td>
<td><a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></td>
</tr>
<tr>
<td>Text Book Information/information for College Bookstores</td>
<td>Non-Medical and Medical Application Information Booklets <a href="http://www.greatplains.edu">www.greatplains.edu</a></td>
</tr>
<tr>
<td></td>
<td>Great Plains Technology Center Courses of Study.  <a href="http://www.greatplains.edu/adults/lawton-career-majors/">http://www.greatplains.edu/adults/lawton-career-majors/</a></td>
</tr>
<tr>
<td>Transfer of Credit/Articulation Agreements</td>
<td>TechTab <a href="http://www.greatplains.edu">www.greatplains.edu</a></td>
</tr>
<tr>
<td>Vaccination Policy</td>
<td>Medical Application Information Booklets</td>
</tr>
<tr>
<td>National Student Loan Data System (NSLDS)</td>
<td><a href="http://www.nslds.ed.gov/nslds_SA/">http://www.nslds.ed.gov/nslds_SA/</a></td>
</tr>
<tr>
<td>Voter Registration</td>
<td>Applications are located in Building 100 or online at  <a href="http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/">http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/</a> Applications are given to students at Orientation</td>
</tr>
<tr>
<td>Drug and Alcohol Prevention Information</td>
<td>Great Plains Technology Center Policy and Procedures Manual</td>
</tr>
<tr>
<td></td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Copyright Infringement</td>
<td>Great Plains Technology Center Policy and Procedures Manual</td>
</tr>
<tr>
<td></td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Penalties for Drug Law Violations</td>
<td>Great Plains Technology Center Policy and Procedures Manual</td>
</tr>
<tr>
<td></td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Internet Use Policy</td>
<td>Great Plains Technology Center Policy and Procedures Manual</td>
</tr>
<tr>
<td></td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Absence Policy</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Gainful Employment Disclosures</td>
<td>Great Plains Technology Center’s website at  <a href="http://www.greatplains.edu/adult/career-majors-approved-for-federal-financial-aid/">http://www.greatplains.edu/adult/career-majors-approved-for-federal-financial-aid/</a></td>
</tr>
<tr>
<td>GED Prep Course</td>
<td>Contact Great Plains Technology Center 580-355-6371</td>
</tr>
</tbody>
</table>

### NOTICE OF NONDISCRIMINATION

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEC.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers

Lawton campus—Joelle Jolly or Kevin Henson at 580.355.6371

Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificada por el EO 11375 y EO 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas al Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK o Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers

Lawton campus—Joelle Jolly or Kevin Henson at 580.355.6371

Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

Revised by the Financial Aid Coordinator 8-30-18
**ACCREDITATION STATEMENT**

Both State and National Agencies currently certify full time programs at Great Plains Technology Center.

**All Full Time Programs are Certified By:**

**Oklahoma State Board of Career and Technology Education**

1500 West 7th Avenue  ◆  Stillwater, Oklahoma 74074-4364  ◆  Phone: 405.377.2000  ◆  www.okcareertech.org

**Great Plains Technology Center is Accredited By:**

**Council on Occupational Education (COE)**

7840 Roswell Road, Building 300 Suite 325  ◆  Atlanta, Georgia 30350  ◆  Phone: 800-917-2081  ◆  www.council.org

**Individual Programs are Accredited Through the Following Agencies**

<table>
<thead>
<tr>
<th>FULL TIME PROGRAM</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (OSBCB)</td>
<td>Oklahoma State Board of Cosmetology and Barbering</td>
<td>2401 NW 23rd Street #84, Oklahoma City, OK 73107</td>
<td>405.521.2441, <a href="http://www.ok.gov/cosmo/">www.ok.gov/cosmo/</a></td>
</tr>
<tr>
<td>Practical Nurse (ACEN)</td>
<td>Accreditation Commission for Education in Nursing, Inc.</td>
<td>3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326</td>
<td>404.975.5000, <a href="http://www.acenursing.org">www.acenursing.org</a></td>
</tr>
<tr>
<td>Practical Nurse (OBN)</td>
<td>Oklahoma Board of Nursing</td>
<td>2915 N. Classen, Suite 524, Oklahoma City, OK 73106</td>
<td>405.962.1800, <a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a></td>
</tr>
<tr>
<td>Surgical Technologist (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street, Clearwater, Florida 33756</td>
<td>727.210.2350, <a href="http://www.caahep.org">www.caahep.org</a></td>
</tr>
<tr>
<td>Surgical Technologist (ARC-STSA)</td>
<td>Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting</td>
<td>7108 – C South Alton Way, Centennial, CO 80112-2106</td>
<td>303.694.9262, <a href="http://www.arcstsa.org">www.arcstsa.org</a></td>
</tr>
</tbody>
</table>

- Automotive Service Technician
- Combination Collision Repair Technician (NATEF)
- Medium Heavy Duty Truck & Light Repair Technician (NATEF)
- Veterans Education and Training

<table>
<thead>
<tr>
<th>SHORT TERM COURSES</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services</td>
<td>Oklahoma State Department of Health</td>
<td>1000 Northeast Tenth Street, Oklahoma City, OK 73152</td>
<td>405.271.4027, <a href="http://www.health.state.ok.us">www.health.state.ok.us</a></td>
</tr>
<tr>
<td>Long Term Care Nurse Assistant/ Home Health Aide</td>
<td>Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol</td>
<td>P. O. Box 11415, Oklahoma City, OK 73136</td>
<td>405.425.7705</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAMERON UNIVERSITY PROGRAMS TAUGHT AT GREAT PLAINS TECHNOLOGY CENTER</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiologic Technology (JRCERT)</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182</td>
<td>312.704.5300, Electronic Accreditation System can be found at <a href="http://www.jrcert.org">www.jrcert.org</a></td>
</tr>
<tr>
<td>Advanced Respiratory Therapist (CoARC)</td>
<td>Committee on Accreditation for Respiratory Care</td>
<td>1248 Harwood Road, Bedford, Texas 76021-4244</td>
<td>817.283.2835, <a href="http://www.coarc.com">www.coarc.com</a></td>
</tr>
</tbody>
</table>

All Programs Policies and Procedures are available to the public for viewing.

Revised 5-17-18
FEES & TUITION
- Each adult applicant enrolling at Great Plains Technology Center will be charged $10.00 for the assessment administered.

- Enrollment is not official and complete until student has been notified of acceptance to programs and all processing guidelines are complete and conditions have been fulfilled.

- If student applies for financial aid or is sponsored by an agency the student is responsible for the tuition until Great Plains Technology Center receives an appropriate agency contract or certification. Should funds be canceled for any reason, the student will pay the full amount of any remaining training charge.

- Any tuition paid for program placement will follow the refund guidelines stated in enrollment packets.

AFTER PLACEMENT IN A PROGRAMS AT GREAT PLAINS TECHNOLOGY CENTER
- If you have disabilities, which require reasonable accommodations to perform the essential skill of the Program, it is your responsibility to provide documentation and notify your instructor and/or a Career Counselor.

CAMPUS CRIME REPORT
- In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu.

- The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

STUDENTS FROM FOREIGN COUNTRIES
- Students, who are submitting documents or credentials from foreign countries, must have said documents and credentials evaluated and converted to United States equivalency with regard to classes, grades, credit for work, diplomas, and degrees.

- One agency that provides this service is World Education Service, 1-800-937-3895. Applications for this service may be accessed at www.wes.org/who.html. Transcripts must be translated prior to sending to World Education Service. If you need to find a translator in the U.S., you may wish to contact University Language Services, Inc. 1.800.419.4601. This information is provided for your convenience only. All arrangements must be made directly with the translation service and WES.

NONIMMIGRANT
- “This school is authorized under Federal law to enroll nonimmigrant alien students.”

STATISTICAL INFORMATION
- Some information provided on this application may be used for institutional statistical information only. This information will not be published nor used in the student selection process.

ASBESTOS REQUIREMENTS
- Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

FERPA COMPLIANCE
Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information: student’s name, address, telephone number, field of study, class, recognized activities, certifications and awards received, most recipient previous educational agency or institution attended by the student. Great Plains Technology Center may disclose any of the above listed items with the student’s prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student’s written permission. GPTC may provide access to a students’ education records to a third party on as provided in FERPA and GPTC policy.
• Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

• The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

• Title IX Coordinator/Compliance Officers
  Lawton campus— Joelle Jolly or Kevin Henson at 580.355.6371
  Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

• Notice of Non-Discrimination

• No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo.

• La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporciona a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

• Title IX Coordinator/Compliance Officers
  Lawton campus— Joelle Jolly or Kevin Henson at 580.355.6371
  Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525
Great Plains Technology Center School District
Number 9
Undergraduate certificate in Practical Nursing
Program Length: 12 months

Students graduating on time
88% of Title IV students complete the program within 12 months

Program Costs*
$2,262 for tuition and fees
$3,273 for books and supplies
$8,500 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
0% of students who attend this program borrow money to pay for it

The typical graduate leaves with
$0 in debt

The typical monthly loan payment
$0 per month in student loans with 0% interest rate.

The typical graduate earns
Not provided per year after leaving this program

Graduates who got jobs
N/A* of program graduates got jobs according to the agency job placement rate
*Program does not have enough completers to calculate a placement rate as required.

Program graduates are employed in the following fields:
Licensed Practical and Licensed Vocational Nurses

Licensure Requirements
This program meets licensure requirements in
Oklahoma

Additional Information
Date Created 2/2/2017
These disclosures are required by the U.S. Department of Education
This page intentionally left blank
APPLICATION FOR ADMISSION
www.greatplains.edu

LAWTON CAMPUS
4500 W. Lee Blvd
Lawton, OK 73505
580.355-6371

FREDERICK CAMPUS
2001 E. Gladstone
Frederick OK 73542
580.335-5525

PERSONAL INFORMATION (PLEASE PRINT)

Name ___________________________________________ SSN ______________________

Last First MI Optional

Former Name(s) or AKA (Also Known As):

Mailing Address

House number and Street name (If you have a PO Box you must also provide a physical address) City State Zip

Physical Address

House number and Street name City State Zip

Phone: ☐ Cell or ☐ Home _________________________________ Work Phone: _________________________________

Required email address for notification:

Are you 18 years or older? ☐ YES ☐ NO Are you a Registered Sex Offender? ☐ YES ☐ NO

HAVE YOU PREVIOUSLY ATTENDED GPTC? (Transcript is required – Check all that apply)

☐ NO ☐ YES If yes, please check below and list class / program attended:

☐ High School _________________________________ ☐ Full Time Adult _________________________________

☐ Short Term Evening / Weekend _________________________________ ☐ Part Time Adult _________________________________

HAVE YOU EVER WITHDRAWN OR BEEN DISMISSED FROM ANY FULL TIME PROGRAM AT GPTC?

Any student applying for re-admission to GPTC after withdrawing or having been dismissed must have permission from the Superintendent or his designee prior to re-admission. Readmission form must be received before application process can proceed.

☐ NO ☐ YES - If Yes, Explain __________________________________________

EDUCATION LEVELS - OFFICIAL TRANSCRIPTS REQUIRED, High School or GED Scores and College (Check all that apply)

☐ Yr. _______ GED

☐ Yr. _______ Technical Diploma

☐ Yr. _______ Associate Degree

☐ Yr. _______ Bachelor Degree

☐ Yr. _______ Master’s Degree

☐ Yr. _______ Doctorate Degree

IN WHICH PUBLIC SCHOOL DISTRICT DO YOU RESIDE?

☐ Lawton Public Schools

☐ Fletcher Public Schools

☐ Randlett Public Schools

☐ Cache Public Schools

☐ Frederick Public Schools

☐ Sterling Public Schools

☐ Chattanooga Public Schools

☐ Geronimo Public Schools

☐ Snyder Public Schools

☐ Davidson Public Schools

☐ Grandfield Public Schools

☐ Tipton Public Schools

☐ Elgin Public Schools

☐  Indiannahoma Public Schools

☐ OTHER School District Not Listed

FINANCIAL PLANNING - Do you plan to apply for the following? - (Check all that apply)

*Federal Financial Aid (Pell Grant) ☐ YES ☐ NO

☐ Great Plains Foundation ☐ YES ☐ NO

VA Education Benefits ☐ YES ☐ NO

☐ Next Step Scholarship ☐ YES ☐ NO

OTHER FUNDING

Signature ___________________________________________ Date _________________________________

Any falsification of information on the application or provided for the application packet will nullify the application or may result in dismissal from GPTC.

I have received the Gainful Employment information for the program in which I have applied.

Signature ___________________________________________ Date _________________________________
<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE INTERVIEWED: __________________________</td>
</tr>
<tr>
<td>INTERVIEWED BY: ____________________________</td>
</tr>
<tr>
<td>DATE APP PROCESS COMPLETE: __________________</td>
</tr>
<tr>
<td>I AM T-SHIRT SIZE: __________________________</td>
</tr>
<tr>
<td>ASSESSMENT SCORES:</td>
</tr>
<tr>
<td>M ___________________________</td>
</tr>
<tr>
<td>R ___________________________</td>
</tr>
<tr>
<td>LI __________________________</td>
</tr>
<tr>
<td>TEST: __________________________</td>
</tr>
<tr>
<td>Results: __________________________</td>
</tr>
<tr>
<td>NON MEDICAL</td>
</tr>
<tr>
<td>WAITING LIST DATE: __________________________</td>
</tr>
<tr>
<td>DATE SLOTTED: ____________________________</td>
</tr>
<tr>
<td>START DATE: ____________________________</td>
</tr>
<tr>
<td>MEDICAL</td>
</tr>
<tr>
<td>DATE SENT TO B700 __________________________</td>
</tr>
<tr>
<td>DATE RECEIVED: ____________________________</td>
</tr>
<tr>
<td>TIME RECEIVED: ____________________________</td>
</tr>
<tr>
<td>RECEIVED BY: ____________________________</td>
</tr>
</tbody>
</table>
Prospective Student

VOLUNTARY DISCLOSURE OF DEMOGRAPHIC DATA

- Great Plains Technology Center collects student applicant demographic data for informational purposes.
- This information is confidential and is not used in screening, accepting, or enrolling students.
- Please return this with your application to Great Plains Technology Center.
- If you prefer not to disclose this information, please initial the statement below declining to participate.

*Your status as an applicant at Great Plains Technology Center will not be affected by completing or not completing this information.*

COMPLIANCE STATEMENT

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

REQUEST FOR APPLICANT DATA

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Application</td>
<td></td>
</tr>
<tr>
<td>Program Applied For</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY/RACE</th>
<th>GENDER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ White</td>
<td>❑ Male</td>
<td></td>
</tr>
<tr>
<td>❑ Black</td>
<td>❑ Female</td>
<td></td>
</tr>
<tr>
<td>❑ American Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Asian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Latino</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Native Hawaiian/ Pacific Islander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Two or More Races</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My signature immediately below signifies that I have provided this information for demographic purposes and Great Plains Technology Center will not use this information for any other purpose.

Applicant Signature ____________________________________________________________

_______________  By initialing this line, I certify that I decline to provide this information.

May 2014