

NORTHEASTERN OKLAHOMA A&M COLLEGE
FAST TRACK ASSOCIATE DEGREE PROGRAM IN NURSING
2015 APPLICATION FOR ADMISSION

In order to be considered for admission to the Summer 2015 Fast Track Nursing Class, the following MUST be in the Nursing Office by March 1, 2015. NEO Registrar's office will not provide items submitted to their office:

- Completed Nursing Application (See Attached) plus \$40.00 fee payable to NEO A&M College by check or money order.
- Official, sealed high school transcript or GED certificate from that institution **and** official, sealed transcripts from **all** colleges previously attended (other than NEO, which may be printed from student website).
- Official, sealed transcripts from LPN program or Paramedic program.
- ACT scores (National ACT or NEO Residual ACT scores accepted).
- TEAS-V test result.
- Current, LPN license or National Registry Paramedic license in good standing. (If prospective student has a current LPN license in good standing from another state, but did not complete LPN program, they must first obtain an Oklahoma LPN license and be in good standing).
- Evidence of academic deficiencies cleared, if applicable (i.e. COMPASS, CPT, Nelson-Denny reading score).
- "In-progress" or midterm letter grades for Spring 2015 pre-requisite courses (**If enrolled at college other than NEO**, request instructor(s) to email grade from college email address to kmercer@neo.edu. NEO students may submit print out from web product.)
- TOEFL-iBT (Test of English as a Foreign Language internet based) a **total score of 83** is required for individuals whose native language is not English (see page 2 for further information).

In order to be eligible to apply, you MUST:

1. Have all academic deficiencies removed (exceptions: Math 0123—Intermediate Algebra in progress Spring 2015 with a passing grade and 2nd history required for GED recipient prior to graduation from program).
 - A. Math ACT 19 or above (16 or above if taken before October 1989) OR
 - Math CPT score of 73 or higher OR 21 on COMPASS OR
 - Satisfactory completion of Intermediate Algebra (MATH 0123) OR
 - Completion of higher level college math (above Intermediate Algebra).
 - B. Reading ACT 19 or above (16 or above if taken before October 1989) OR
 - Reading CPT score of **88** or higher OR 84 on COMPASS OR
 - Satisfactory completion of Improved Reading Skills CIED 0133 **and** a score of 13 or above on the Nelson-Denney, which is to be supplied by the student.
2. Have a grade "C" or higher and an overall GPA of 2.5 in all required program pre-requisite courses and a 2.0 cumulative GPA in all coursework. A grade of "D" or "F" must be repeated and is not calculated for application points. Repeated science attempts will result in a 1 point deduction.
3. Read Attachment A, "Role/Responsibility of the Oklahoma Board of Nursing" and Attachment B, "Criminal History Background Checks" prior to signing the completed application. Each student accepted into the program is required to have drug testing, criminal background checks and sexual offender checks for Oklahoma, Missouri, Kansas, Arkansas, and all states of residence since the age of eighteen under previous names used in each state. Federal background checks are also required which includes fingerprinting. The student is responsible for the cost of these fees.

Address all correspondence to: Northeastern Oklahoma A&M College
Fast Track Nursing Program
P.O. Box 451059
Grove, OK 74345 – 1059
Attn: Kim Mercer, RN, MS

Test of Essential Academic Skills (TEAS-V) Policy

All applicants are required to take the Test of Essential Academic Skills (TEAS-V) as part of the admission process. This test is taken at the applicant's expense and one retake is acceptable. See attached detailed explanation for online registration process and test dates. A review guide is available on reserve in the NEO Library (or can be purchased from the ATI website). Applicants are encouraged to review this guide prior to taking the test.

TOEFL (Test of English as a Foreign Language) Policy

All English as Second Language (ESL) students seeking admission into the NEO Nursing Program are required to complete the TOEFL-iBT (Test of English as a Foreign Language internet-based test) with a total score of 83. **This score reflects what the Oklahoma Board of Nursing requires as a passing score for the TOEFL-iBT**, demonstrating verification of English language competence. Results of the TOEFL-iBT are due as part of the completed nursing application packet prior to the March 1st deadline. The student is responsible for all costs related to the completion of the TOEFL-iBT and to provide scores as part of the application.

The purpose of the TOEFL-iBT is to evaluate the English proficiency of individuals whose native language is not English. Effective communication skills (both oral and written) are critical for success in the Nursing Program and in successfully passing the NCLEX-RN licensure examination upon graduation from the Program.

This test is currently not administered on the NEO campus, but at approved area testing sites. Interested students can receive more information on the process to complete the TOEFL-iBT through the Center for Academic Success and Advisement (CASA) at 918-540-6242. All ESL students seeking admission to the Nursing Program scoring below 83 on the TOEFL-iBT are encouraged to meet with the Program Director for advisement and assistance in finding resources to enhance this necessary skill.

For additional information as an international student at NEO, students may access the International NEO web page at www.neo.edu/international/ or contact International Programs at (918) 540-6393.

**NORTHEASTERN OKLAHOMA A&M COLLEGE
FAST TRACK ASSOCIATE DEGREE PROGRAM IN NURSING
TEAS-V Entrance Exam for Nursing Applicants**

Overview of TEAS-V:

The Test of Essential Academic Skills, Version Five (TEAS-V) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and Language Usage. The objectives assessed on TEAS-V are those which nurse educators deemed most appropriate and relevant to measure entry level academic readiness of nursing program applicants.

Guidelines for TEAS-V Testing:

The TEAS-V is a 170-item, four-option, multiple-choice assessment: 150 scored items (and 20 unscored pretest items). The examination is administered in a computer-based format, with scores available for printout immediately following the examination. Total time available to test: 209 minutes.

Content Area	Number of Test Items	Amount of Time Allotted
Reading	48 items	58 minutes
Mathematics	34 items	51 minutes
Science	54 items	66 minutes
English and Language Usage	34 items	34 minutes
Total	150 items	209 minutes

Preparation for TEAS-V Testing:

To prepare in an organized and efficient manner, you should know what to expect from the assessment. A TEAS-V study guide, *the study manual for the Test of Essential Academic Skills, Version Five* is available for purchase for \$48.00 at www.atitesting.com. Copies of the TEAS-V study guide are also available on reserve in the NEO Library (LRC). These can be used for two (2) hour periods in the LRC, they may not be checked out. Online practice assessments are also available for purchase at www.atitesting.com.

Scoring on the TEAS-V is utilized in the nursing entry process as points based on the percentage score equivalent. There is no minimum score required on the TEAS-V, but a higher score produces a higher point total for nursing entry.

The cost of the TEAS-V (Test of Essential Academic Skills) is \$56.00. This fee must be paid online in advance by debit or credit card at www.atitesting.com.

A minimum of 30 days is required between TEAS-V exam attempts. It is recommended that students remediate in the areas identified by the TEAS-V Individual Profile Sub-Scales scores before retaking this exam. **No student may test more than twice in a 12 month period.**

TEAS-V Exam Schedule:

Test Session Date	Test Session Time	Location
January 15, 2015 (Thursday)	12:00 p.m.	Grove Campus
January 26, 2015 (Monday)	12:00 p.m.	LRC*
February 11, 2015 (Wednesday)	8:30 a.m.	LRC*
February 20, 2015 (Friday)	12:00 p.m.	LRC*
February 27, 2015 (Friday)	8:30 a.m.	LRC*

*LRC = Library-Administration Building (LA), Library Resource Center Computer Lab (2nd floor), NEO A&M Campus, 200 I Street NE, Miami, Oklahoma 74354

Note: You must register a minimum of **24 hours** before your selected test date. **A current TEAS-V score is mandatory for an application to be processed.**

Registering for the TEAS-V:

- Log on to www.atitesting.com.
- Click on “Register for TEAS-V” at the bottom right corner of your screen.
- After completing the registration process, testers will be required to create a user account if they do not already have one **PRIOR** to purchasing the test session.

Taking the TEAS-V:

- Arrive 30 minutes early to the test site.
- Present two (2) forms of ID (One must be a government-issued photo ID, driver’s license or passport & the second must be your NEO or other campus photo ID) **and** the printed ATI Customer Receipt of your TEAS-V registration.
- Provide ATI username and password (www.atitesting.com: assigned when registering/paying for the exam).
- No calculators are allowed; scratch paper will be provided by the assessment proctor and must be returned to the proctor at the end of the testing session.
- Schedule four hours to complete the exam ***NO breaks are allowed.**
- **Late arrivals will not be allowed to test and will therefore forfeit the testing exam fee.**

Please Note:

- ATI assesses a \$27.00 fee to transfer a TEAS-V score to a location other than your original test site.
- Missed exams are non-refundable.
- TEAS-V is valid for 3 years.
- TEAS-V may be repeated only once during any semester admission time frame. The student must wait at least 30 days before retesting.
- **No student may test more than twice in a 12 month period.**
- **Proof of TEAS-V score must be attached to your nursing application.**

List **all** states you lived in the past 7 years (with all the name(s) used in those states):

1)

2)

3)

4)

Have you ever been a certified nurse’s aide? (CNA or CMA)? Yes No

If so, has a complaint ever been filed against you with the statewide nurse aide registry? Yes No

As an LPN, has a complaint ever been filed against you with the State Board of Nursing? Yes No

As a Paramedic, has a complaint ever been filed against you with the Registry Board? Yes No

If you have a criminal history including diversions, misdemeanors, felonies, as well as arrests for which action is still pending, contact the Director of the Nursing Program, Debbie Morgan, at 918-540-6312, as soon as possible. Failure to complete this step may result in denial of your application.

Have you had any Traffic Violations? Yes No

Have you ever been arrested, charged, or convicted of the following:

A. Felony Yes No

B. Misdemeanor Yes No

If so, list the type of offense (s) the state(s) and year(s).

Failure to complete all questions or provide all requested items could result in the nullification of your application.

List the person to be notified in case of emergency:

Name: Relationship:

Home Telephone #: Cell Phone #:

Address:

Street City State Zip

For further information, contact the Director, Nursing Program at (918) 540-6312.

I have read and will retain Attachment A, “The Role/Responsibility of the Oklahoma Board of Nursing” and Attachment B “Criminal History Background Checks”. The information given, to the best of my knowledge, is true and correct.

Your Signature: Date:

Northeastern Oklahoma A&M College and the NEO A&M College Nursing Program offer equal educational opportunities. No regard will be given to race, color, creed, religion, sex, national origin, disability, or status as a veteran. Any questions regarding the nondiscrimination policy should be directed to the ADA Counselor at (918) 540-6236.

Accreditation Commission for Education on Nursing
 3343 Peachtree Road NE, Suite 850
 Atlanta, GA 30326
 Phone: (404) 975-5000
 Website: www.acenursing.org

Oklahoma Board of Nursing
 2915 North Classen Blvd., Suite 524
 Oklahoma City, OK 73106-5437
 Phone: (405) 962-1800
 Website: www.ok.gov/nursing

Please answer the following questions in your own words:

- 1) Describe a time when you had multiple tasks to complete in a limited amount of time (be specific). How did you manage and prioritize through this situation?

- 2) Tell about a time when you had a difficult client or customer (be specific). Explain the outcome of this encounter and list the steps performed to reach this outcome.

- 3) Tell about a time when a friend or relative had a need that required you to change your plans. Be specific.

- 4) Tell about a time when you had a group project that required you to communicate to a diverse group. What role did you play and how did you address this audience? Be specific.

STUDENT COPY

Attachment A: “The Role/Responsibility of the Oklahoma Board of Nursing”

The NEO A&M Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination requirements include submission of an application for licensure, a criminal history records search and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. S567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. S 567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. 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. S567.5 & 567.6].

Board Approved: 7/92

OBN Policy/Guideline: #E-05

Board Reviewed w/o Revision:

Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10

H: /SELLis/Executive/Policies/Education/SchlBulletins

Revised by O.B.N. 1/05; 5/09; 5/25/10

Attachment B: “Criminal History, Background Checks”

The NEO Department of Nursing has an obligation to protect the patients, staff and the institutions where student clinical rotations are performed, as well as the faculty, staff and administration of the College and the general public.

As part of the application process, individuals are required to disclose any history of a felony or misdemeanor. It is highly recommended that the individual disclose details for any conviction other than minor traffic violations at the time of application or occurrence after admission to the program, to the Director.

Students granted admission to the program will be subject to criminal background checks and sexual offender checks for the states of Oklahoma, Missouri, Kansas, Arkansas and any state of residence since the last 7 years prior to beginning their first semester in the nursing program. In the event a statewide registry does not exist, a background and sexual offender check from the last county of residence will be explored. International students are subject to the same review as herein stated. It may be necessary for the student to contact his/her embassy in order to comply with this requirement, at their own expense.

All costs for the criminal background checks and sexual offender checks will be paid by the student. Students may also be required to obtain court records and arrest reports or periodic re-checks of criminal background at the discretion of the program. If the student leaves the program and is later readmitted, the background and sexual offender checks must be repeated. Payment for re-checks or additional information will be the responsibility of the student.

The Department of Nursing reserves the right to refuse any application, admission, or progression in the program if an individual is found to have an unacceptable criminal background check or sexual offender record as defined, but not limited to those listed below.

Students may also be denied admission or dismissed from the program when it has been determined that the individual, at any time, failed to disclose a criminal history for offenses other than minor traffic offenses and arrests for which charges are no longer pending. The department may suspend any student who is charged with a crime, pending disposition of the charges to the satisfaction of the department within such a period of time as the department determines. If such charges are not disposed of to the satisfaction of the department within said period of time, the student may be dismissed from the program.

Any clinical institution/site reserves the right to refuse admittance or participation to any student for any reason. Should a question arise with regards to the student's eligibility to meet program clinical requirements, the Director will review the case with the clinical facilities representatives to determine whether the student will be able to complete the required clinical rotation, and if placement of the student in the clinical rotation could jeopardize the safety of others.

The department defines an unacceptable background check as one containing any conviction, guilty plea, or no contest plea, any suspended imposition of sentence, any suspended execution of sentence, any period of probation or parole. Examples of unacceptable background checks include any felony conviction or misdemeanor relating to the safety of a child, and may include but are not limited to any of the following:

1. Class A or B felony violations
 - a. first and second degree murder;
 - b. voluntary manslaughter;
 - c. first degree assault;
 - d. first and second degree assault of law enforcement officer;
 - e. first and second degree elder abuse;
 - f. kidnapping;
 - g. forcible or attempted forcible rape;
 - h. first degree statutory rape;
 - i. sodomy, forcible sodomy, or sexually related misconduct;
 - j. first degree child molestation, or first degree child molestation with aggravating circumstances;
 - k. sexual abuse with aggravating circumstances;
 - l. first and second degree robbery;
 - m. first degree arson and second degree arson with aggravating circumstances;
 - n. first and second degree pharmacy robbery;
 - o. causing catastrophe;
 - p. first degree burglary;
 - q. felony drug conviction; and,
 - r. any conviction involving identity theft.
2. The abuse or neglect of a patient, resident or client in a hospital or mental health facility operated, funded or licensed by the Department of Mental Health;
3. Furnishing unfit food to patients, residents, or client in a hospital or mental health facility operated, funded or licensed by the Department of Mental Health.
4. Failing to timely report acts of abuse against a patient, resident or client in a hospital or mental health facility operated, funded or licensed by the Department of Mental Health.
5. Misdemeanor conviction involving any crime related to the safety of a child.