PRACTICAL NURSING

INFORMATION PACKET 2026-2027

Pioneer Technology Center
2101 N. Ash, Ponca City, OK 74601
580.762.8336 or toll-free 866.612.4782

Content of this packet, including admission procedures and eligibility requirements are subject to change.



ABOUT PIONEER TECH PRACTICAL NURSING

The Pioneer Tech Practical Nursing program prepares adult students for an exciting career as a Licensed Practical Nurse. Students learn nursing skills through classroom theory and in clinical settings such as hospitals, skilled nursing units and long-term care facilities. Clinical rotations are also completed in physician offices, hospice and home health care settings. Graduates of the program are eligible to sit for the National Council of Licensure Examination to become a Licensed Practical Nurse.

ACCREDITATION/APPROVAL

Pioneer Technology Center Practical Nursing is accredited by: Oklahoma State Board of Career and Technology Education (OSBDCTE), 500 W. 7th Ave., Stillwater, OK 74074, www.okcareertech.org and approved by: Oklahoma Board of Nursing (OBN) 2501 N. Lincoln Blvd., Ste 207, Oklahoma City, OK 73105, www.nursing.ok.gov

ENROLLMENT OPTION	LENGTH OF INSTRUCTION
Self-directed daytime Classroom Hours: Monday-Thursday 8.a.m. – 4 p.m. Friday 8 a.m. – 2 p.m.	6 hours/day or 30 hours/week Approximately 14 months to complete Must meet theory & seat hours contracted monthly

COURSE FORMAT

Pioneer Technology Center (PTC) Practical Nursing program is offered as a self-directed, contract-based platform.

OK BOARD OF NURSING STATEMENT

The Oklahoma Board of Nursing statement for inclusion in the bulletin/catalog of each nursing education program. Pioneer Technology Center is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

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

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The Petition for Determination of Eligibility for Licensure or Certification form can be accessed at: https://oklahoma.gov/nursing/criminal-history.html [59 O.S. §567.12]

The Oklahoma Board of Nursing Mailing address:
P.O. Box 52926
Oklahoma City, OK 73152

Physical address:
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, OK 73105
(405) 962-1800

Admission of applicants with a criminal history

Pioneer Technology Center PN Program is approved by the OBN and must comply with all OBN requirements. Applicants having a criminal history may not be allowed to take the Practical Nursing licensure exam by the Oklahoma Board of Nursing. More information on this can be found on the OBN website: https://nursing.ok.gov/initialdeterm.pdf

Per the Oklahoma Nurse Practice Act https://nursing.ok.gov/actwp20.pdf [59 O.S. § 567.8] the Oklahoma Board of Nursing shall have the power to take any or all of the following actions:

1. "To deny, revoke or suspend any:
   a. licensure to practice as a Licensed Practical Nurse, single-state or multistate,
   b. licensure to practice as a Registered Nurse, single-state or multistate,
   c. multistate privilege to practice in Oklahoma,
   d. licensure to practice as an Advanced Practice Registered Nurse,
   e. certification to practice as an Advanced Unlicensed Assistant,
   f. authorization for prescriptive authority, or
   g. authority to order, select, obtain and administer drugs;"

OBN Policy/Guideline #E-20; NCLEX or AUA Certification Applicants with History of Arrest/Deferred Sentence/Conviction Policy states:

I. "Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:
   A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
   B. The misdemeanor offense was not plea-bargained from an initial felony charge; and
   C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

   Regulatory Services staff may, at their discretion, request a further review by the Investigative Division of any Application for their approval and/or review.

II. All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).

III. All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX/AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision.

   Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.

IV. Regulatory Authority: 59 O.S. §567.8"

Additionally, clinical facilities reserve the right to refuse a student with certain violations from entering their facility for clinical rotations. Admission of an applicant convicted of a felony or misdemeanor will be based on the policies of Pioneer Tech, letters of agreement with clinical facilities, and the Oklahoma Board of Nursing statute.

PTC Practical Nursing Program Requirements; physical, mental, etc.

For successful progression of PTC's Practical Nursing (PN) Program, students must maintain appropriate physical and emotional health, assuring the safety of patients/self/others.
Criteria includes, but is not limited, to the following:

1. Ability to lift and/or carry 50-150 lbs. and push/pull 150-300 lbs. Must not have any lifting restrictions prescribed by a physician or other healthcare provider. This requirement remains in effect throughout the length of the program.
2. Must be able to stand and/or walk 8-12 hours a day and to bend, stoop, and kneel.
3. Must possess fine motor movements for skills necessary to work independently in clients' rooms or in work areas; must be able to distinguish hot and cold.
4. Adequate vision to properly assess clients, prepare and dispense medications, and accurately read monitors and computer screens.
5. Must be able to clearly hear instructions, alarms, heart tones, breath and bowel sounds, and more.
6. Be proficient in speaking, writing, and comprehending the English language.
7. Ability to communicate professionally, appropriately resolve conflicts, and function effectively under stress.
8. Must have dependable childcare (if applicable) to avoid absenteeism in class or clinicals.

Students are held accountable for maintaining these requirements while in the program.

Advance Standing Courses

Three courses qualify as advanced standing for the nursing program: Medical Terminology (MT), Anatomy & Physiology (A&P), and Long Term Care. MedTerm and A&P must be completed within the last 2 years of application, with a score of 80% or higher. Long Term Care advanced standing requires a current CNA in Long Term Care. These courses are not required for admission.

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Transferring Credits from other Nursing Programs

The Practical Nursing (PN) program at Pioneer Technology Center (PTC) welcomes qualified transfer students from other approved nursing programs. Individuals seeking advanced standing for prior nursing coursework must meet all standard PTC PN admission criteria, be formally accepted into the program, and submit required documentation for evaluation. Please note that admission is competitive and subject to space availability.

Required Documentation & Transfer Criteria:
To be considered for transfer credit and advanced standing, applicants must submit the following items to the PN Coordinator:

1. Official transcripts, course syllabi, and grading policy from all previously attended schools.
2. Only nursing courses with a recorded grade of 80% or higher will be considered for advanced placement.
3. A formal letter of recommendation from the director of the previously attended nursing program.
4. Applicants must begin the PTC nursing program within one year of withdrawing from their previous nursing school.
5. Applicants may be required to pass challenge exams and skills competency assessments to ensure proper placement.
6. Transfer credits cannot exceed 50% of the total PTC Practical Nursing program hours.

The amount of financial assistance a student qualifies for could be affected by the amount of approved prior credit.

Required Documentation After Acceptance to the Program

Applicants are accepted for entry into the PN Program with provisional admission and will be mailed information that MUST be reviewed. The following items must be completed before the first day of orientation or the student may not be fully accepted.

1. Physical Examination – PTC PN program provides a physical examination form that must be completed by a physician, physician assistant, or nurse practitioner. The exam must confirm that the student's physical health will adequately meet all the physical requirements for acceptance into the PTC PN Program.
2. Vaccinations – Our clinical sites require us to have official documentation of the following vaccinations:
   - 2 MMR of proof of positive titer
   - 2 Varicella or proof of positive titer
   - Hepatitis B Series or proof of positive titer
   - Tdap (within the last 10 years)

Flu vaccination and TB skin test may be completed after class begins:

- Flu vaccination to be administered in October and repeated annually
- TB skin test to be done prior to first clinical rotation and repeated annually (some clinical sites may require 2 step skin test)
- Covid vaccines are not required for admittance into the program but may be required by clinical sites

Upon entry into the PN Program and randomly as needed, students will be required to take and pass a national background check and urine drug screen. Students who do not pass one or both of these screens may be dismissed from the program and have their status reported to a certifying or licensing agency, including but not limited to the OBN and the Oklahoma State Department of Health.

FINANCIAL AID

Financial Aid helps students who qualify, who would not be able to attend school without it. It may be offered in the form of grants, scholarships, and other federally funded programs for which students with financial need may be eligible.

Even if you think you might not qualify, all applicants are encouraged to complete a FAFSA form at www.fafsa.gov. Other agencies which offer financial assistance may request that you apply for FAFSA before you will be considered for funds from their programs. You must complete a FAFSA form each year you are in school in order to remain eligible for federal student aid. PTC's financial aid code is 011206.

Pioneer Tech does not offer student loans. Contact Lisa Jackson, Financial Aid Officer at 580-762-8336 ext. 4228 for any questions.

PROGRAM AND TUITION COSTS 2026-2027

Financial arrangements must be in place prior to the first day of class. If not, students will be unable to purchase books or supplies and will be unable to progress.

To qualify for In-District Tuition, the student must live in the PTC school district: (Ponca City, Tonkawa, Blackwell, Woodland, and Newkirk). Students not residing in Pioneer Tech district will be required to pay out-of-district or out-of-state tuition, whichever is applicable.

Proof of residency may be required by the business office – acceptable forms are a driver's license or utility bill in the student's name.

ADMISSION REQUIREMENTS

Practical Nursing students must be 18 years of age or older by the time of program completion.

STEP 1. Pre-Register

To begin the application process, select "Pre-Registration" button on the Practical Nursing page of the PTC website & submit information required. You will receive an email with further instruction.

STEP 2. Assessment

To apply to the PN Program, applicants need to achieve a minimum score based on the assessment instrument used. PTC currently offers the WorkKeys assessment and will review ACT scores if taken within the last three years. Minimum scores are as follows:

ACT Scores	WorkKeys Scores
Reading ≥ 19	Workplace Documents ≥ 4
Mathematics ≥ 19	Applied Mathematics ≥ 4
English ≥ 19	Graphic Literacy ≥ 4

This assessment measures reading, mathematics, and writing/English skills, which directly affect one's ability to successfully complete the PN program. This entire assessment takes approximately three hours. Visit PTC's website www.pioneertech.edu to schedule an appointment to take the WorkKeys assessment.

After you complete the assessment, you will meet with the PTC Career Counselor for interpretation of your results. If you have current ACT scores, please call Practial Nursing at 580-718-4301 to schedule an appointment.

STEP 3. Application Forms

When minimum testing scores are achieved, the Practical Nursing program will provide you with an application packet. Complete the application form and return it to the PN office. Acceptance into the program is a competitive process; incomplete applications will not be considered. The applicant is responsible for ensuring that his/her application is complete and includes the following:

1. Application
2. High School transcript or HSE scores (mailed or faxed from school)
3. College transcripts (if applicable – mailed or faxed from school)
4. Medical/health certifications (if applicable)
5. Written response questions to be completed at PTC in the PN Department
6. Employment history
7. Documentation of Advance Standing Courses (if applicable) – CNA, Medical Terminology, Anatomy & Physiology

STEP 4. Financial Assistance

Contact the Financial Aid Officer at Pioneer Technology Center at 580.718.4228 for assistance with this process. All students applying for financial aid must complete the online FAFSA application at www.fafsa.gov. Even if you don't think that you will qualify for federal student aid there are other scholarships for which you may be eligible.

STEP 5. Class Selection and Notification

1. Admission to Pioneer Tech Practical Nursing is based on a point system with 38 points possible. Minimum admission criteria score for acceptance is 24 points.
2. Applicants are selected based on an identified criteria/process which is outlined above. Space may be limited.
3. Notification of your application status will be sent to you by mail from the Practical Nursing Department.
4. Qualifying applicants will be placed on a waiting list for the next available start date. New classes begin in September and March.
5. All applicants will receive written notification as early as possible prior to the start date.
6. Contact Information: Update any telephone, address, or email changes with the Practical Nursing Assistant at 580.718.4301 so you may be notified of any changes or openings. THIS IS THE ONLY WAY WE CAN CONTACT YOU!
7. Physical Form: This will be mailed with an acceptance packet and must be completed by a healthcare provider and turned in by date stated in packet.
8. Official documentation of required vaccinations to be turned in by date stated in packet.
9. Postponing Start Date: If, after receiving acceptance notification, you need to postpone your start date, you will be rescheduled for entry for the next class (one time only).
10. Non-attendance: If, for any reason, you decide not to attend please notify the Practical Nursing Assistant as soon as possible to give another student the opportunity to fill the vacancy.

STEP 6. Enrollment

After being selected to the program, schedule an appointment with the career counselor at 580.718.4234 to complete the enrollment paperwork. (This appointment must be made by the date specified in your acceptance packet.)

Pioneer Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other characteristic protected by law, and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. For inquiries concerning the application of this policy, contact compliance@pioneertech.edu; Wendy Burg, (580) 718-4308 or wendyb@pioneertech.edu; or Kellie Johnson, (580) 718-4224 or kelliej@pioneertech.edu, Compliance Officers/Title IX Coordinators; or Cortney Horne, (580) 718-4298 or cortneyh@pioneertech.edu, 504/ADA Coordinator. Pioneer Technology Center, 2101 N. Ash, Ponca City, Oklahoma 74601.