

METRO TECHNOLOGY CENTERS



Metro Technology Centers Preparing for Life

Health Careers Application Process 2018 – 2019

Read Admission Process for application deadlines

Admission procedures/eligibility requirements are subject to change

Submit application online and additional documents to
Adult Career Advisor

Metro Technology Centers
Business Conference Center
1900 Springlake Drive
Oklahoma City, OK 73111
405-595-4432
www.metrotech.edu

STEP-BY-STEP ADMISSION PROCESS

STEP 1	READ THE APPLICATION PACKET THOROUGHLY
STEP 2	<p>ASSESSMENT TESTS</p> <ul style="list-style-type: none"> • Take the Accuplacer assessment or obtain official copies of current scores from prior testing (within the last two years) • Individuals speaking English as a second language and who have graduated from high school in a foreign country must take and pass the TOEFL or meet the criteria for exception. (Refer to “International Applicant Requirements” for additional TOEFL information and exceptions) • Take the ACT Engage assessment or obtain official copies of results from prior testing (within the last two years) • Refer to “Frequently Asked Questions” for more information regarding assessment tests
STEP 3	<p>REQUIRED DOCUMENTATION – submit the Metro Tech Adult Application for Admission online and the following <u>required</u> documents as a packet to Adult Career Advisor at Metro Technology Centers, Business Conference Center (BCC)</p> <ul style="list-style-type: none"> • Documentation of attendance at required orientation • Official Accuplacer scores • Official ACT Engage results • Official or true copy of high school transcript or GED scores, verifying high school graduation or equivalent • Official or true copies of transcripts from all colleges attended; evidence of completion of any program-specific pre-requisite must be listed on a transcript (See Pre-Requisites for Adult Healthcare Programs) • Transcripts issued by schools outside the United States must be evaluated by a credentialing agency in order to validate equivalency. This is available through International Student offices at many colleges and universities, or through World Education Services at www.wes.org • International students not on a Student Visa and who are residents of Oklahoma may submit a high school diploma by equivalency from the State of Oklahoma, if 30 credit hours of 1000-level or higher coursework from an accredited U. S. college or university have been completed (See “International Applicant Requirements” for additional details). • International students submit a copy of a current VISA or passport and BCIS number or validation of permanent resident status. Refer to “Frequently Asked Questions” for more information. • Individuals speaking English as a second language submit acceptable TOEFL scores: <ul style="list-style-type: none"> -Minimum of 500 on the paper-based International Test of English as a Foreign Language (TOEFL) or the Institutional TOEFL <li style="text-align: center;">-OR- -Minimum of 173 on the computer-based International Test of English as a Foreign Language (TOEFL) or Minimum of 61 on the TOEFL IBT (internet-based test) • One Plus One Nursing Education Partnership applicants – Copy of referral letter/alternate status letter from referring Associate Degree Nursing (ADN) program
STEP 4	<p>ADDITIONAL CLINICAL REQUIREMENTS/DOCUMENTATION FOR NON-US CITIZEN PRACTICAL NURSING APPLICANTS, TRAINEES IN ANY FEDERAL HEALTH BUILDING, AND ALL RECIPIENTS OF FEDERAL FINANCIAL AID</p> <p>Appointment of all non-US citizen HPTs must be approved by the Medical Center Director or Designee. Non-US citizens are not authorized to receive a stipend and must not be appointed in a VA paid status. Non-US citizen trainees must meet all program enrollment criteria. Programs must ensure that a US</p>

	<p>citizen trainee will not be displaced by sending the non-US citizen to the VA.</p> <p>Prior to appointment of a non-US citizen, the following must be completed:</p> <ul style="list-style-type: none"> • Approval by the Medical Center Director or Designee • Documented proof of immigrant or non-immigrant status: • Appropriate visa (J-1, J-2, H-1B, H-4, E-3) status; (other visas require discussion between DIO, DEO and may need decision of General Council), or • Permanent Resident Card (formerly “Green Card”), or • Deferred Action for Childhood Arrivals (DACA) trainee, Employment Authorization Document (Form I-766)
STEP 5	<p>ADDITIONAL CLINICAL REQUIREMENTS/DOCUMENTATION FOR MALE PRACTICAL NURSING APPLICANTS, TRAINEES IN ANY FEDERAL HEALTH BUILDING, AND ALL RECIPIENTS OF FEDERAL FINANCIAL AID</p> <p>Selective Service System:</p> <p>All male US citizens, regardless of where they live, and male immigrants, residing in the United States, who are 18 through 25, are required to register with Selective Service. Males for these purposes are those individuals born male on their birth certificate regardless of current gender. If not registered, a Status Information Letter must be provided. Trainee gender and indication of Selective Service registration must be provided on the TCQVL and, if applicable, a copy of the Status Information Letter must be provided. Additional information may be found on the Selective Service website: https://www.sss.gov</p>
STEP 6	<p>OPTIONAL DOCUMENTATION – to maximize points for employment and military experience or post-secondary training</p> <ul style="list-style-type: none"> • Adult Program Employment Reference form • Validation of Paid Work Experience form • Official or true copy of certification cards/certificates • Official or true copy of licensure cards/certificates
STEP 7	<p>APPLICATION FEE – a non-refundable application fee of \$20 must be remitted to the Bursar’s office at the time of application</p> <ul style="list-style-type: none"> • Includes all assessments and one retake during the same school calendar year
STEP 8	<p>REVIEW OF APPLICATIONS – completed files are assessed according to the following schedule:</p> <p>Full-time health career programs (August 2018 start date)</p> <ul style="list-style-type: none"> • Application deadline is Wednesday, May 23, 2018 • Applicants are notified of status by June 29, 2018 • Alternates are placed on a waiting list for openings that may occur up to the first week of class <p>One Plus One Nursing Education Partnership (Copy of referring letter/alternate status letter from referring Associate Degree Nursing (ADN) program)</p> <ul style="list-style-type: none"> • Applications are accepted from April 2, 2018 to July 11, 2018 • Applicants are notified of status by July 25, 2018 • Late applicants are placed on a waiting list for openings that may occur up to the first week of class <p>Practical Nurse program (September 2018 start date)</p> <ul style="list-style-type: none"> • Applications are accepted from November 14, 2017 to August 8, 2018 • Applicants are notified of status by August 29, 2018 • Alternates are placed on a waiting list for openings that may occur up to the first week of class
STEP 9	TUITION PAYMENT

	<ul style="list-style-type: none">• Tuition is due, or payment arrangements made, approximately one month before class begins• Please see the Bursar in the Business Conference Center for payments or payment arrangements• Apply for financial aid online or contact the Financial Aid Office at (405) 595-4437 for information regarding the types of financial aid available
STEP 10	QUESTIONS? <ul style="list-style-type: none">• If you have questions, please call the Metro Tech Adult Career Advisor at (405) 595-4432

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