



RTW Admission Procedure

1. Application Process.
 - a. Send completed application with a \$50.00 application fee (non-refundable) to The Robert T. White School of Practical Nursing, 530 North Lincoln Avenue, Alliance, Ohio 44601. Make checks payable to The Alliance Career Centre. When the application and fee are received, a letter notifying you of the date for the admission test will be sent (if applicable).
 - b. Applications are filed for one (1) calendar year. If Applicant does not attend the program within that year, anytime after that year the admission procedure must be repeated to be considered for admission.
 - c. Please indicate which program you are interested in attending, day or evening. Day classes begin annually in January. Evening classes begin annually in September.

AFTER SUBMITTING APPLICATION, PLEASE COMPLETE THE FOLLOWING:

- d. Send all required documents including high school and college transcripts, proof of GED, etc. to The Robert T. White School of Practical Nursing, 530 North Lincoln Avenue, Alliance, Ohio 44601.
- e. If the class is full, your application will be reviewed for the subsequent admission date.

2. Admission Test.

The Workkeys Admission Test evaluates Math, Reading, and Locating Information. You may see a sample of questions or take a sample test in any of the areas by logging on to www.act.org. There is a fee to take each of the practice tests online.

- a. A \$60.00 testing fee (cash, check or money order only) and photo ID are required for testing. It requires approximately 2-3 weeks for the school to receive the test results. We will notify students of all scores by letter as soon as we receive the results.
- b. Minimum scores to attend RTW are **Math: 4, Locating Information 4, Reading for Information: 5**. If an applicant does not pass any section of the admission test, they may re-take any section for an additional \$20.00 fee per section.
- c. Scores may be used from previous years if the tests have been completed in the last **two** years.

3. Transcripts.

- a. For High School Seniors: Submit a permission slip from the high school principal, letter of reference from two teachers, a current official transcript indicating a GPA of >3.0, and the senior must be able to graduate high school before the end of the nursing program. (Funding is determined by current law regarding adult education.)
- b. For High School Graduates: Have an official transcript (one that is signed, dated and has the school seal) sent to the school office or it may be delivered by the applicant in a sealed envelope from the school previously attended.
- c. For GED Graduate: Send a copy of your test scores plus an official transcript from the high school you attended to the school office.

- d. College/University/Nursing Program or any post-secondary program(if applicable): Request an official transcript sent to the school.
- e. ALL TRANSCRIPTS/DOCUMENTS BECOME THE PROPERTY OF THE SCHOOL.

Applicants must pay a \$75.00 reservation fee (**non-refundable**) to hold a place in the class. When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class or as an accepted student for the next admission date.

Applicants must:

1. For high school seniors only – must have a GPA of >3.0, have permission of the principal, be recommended by two teachers, and must be able to graduate high school before completing the nursing program.
 2. Be a high school graduate or have passed the GED test.
 3. Pass admission test within the last two years.
 4. Demonstrate good physical health and emotional maturity.
 5. Complete a personal interview.
 6. Make sure all addresses and telephone numbers on file are current.
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Based on Section 4723.28 of the *Ohio Revised Code* and according to the school admission requirements, Robert T. White applicants are required to obtain a criminal background check (**non-refundable**). Graduates are required to obtain a BCI/FBI prior to licensure (**non-refundable**). Therefore, if an applicant is aware of any misdemeanor related to alcohol or drugs, or felony convictions they are required to inform the Director of Nursing prior to entering the program so that the applicant may be informed of the law and rules as found on The Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having a felony conviction should investigate the law and rule before considering the pursuit of an education in nursing.

According to *Ohio HB327*, anyone previously convicted of, pleaded guilty to, or had a Judicial finding of guilt for an egregious felony will be precluded from initial licensure. Egregious felonies are: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated robbery, and aggravated burglary. The applicant with lesser convictions will be considered on an individual basis. Denied admission to the school will be determined on an individual basis based upon the results of the BCI background check and on the law and rule as indicated on the OBN web site.

Further, The Ohio Board of Nursing (OBN) may propose to deny an application for licensure for the following: any felony, a crime involving gross immorality or moral turpitude, a misdemeanor drug violation, and a misdemeanor committed in the course of practice. Several laws pertain to background findings and the ability of a nurse to care for adults and/or children. Information may be found on the OBN web site under "Discipline" at <http://nursing.oh.gov/discipline.htm> and a publication on the law at <http://nursing.oh.gov/pdfs/OHCRC.pdf>. It is suggested that if the applicant is aware of any charge that might affect their ability to complete the clinical requirements of the school or their ability to obtain licensure, they seek legal counsel to contact the OBN for further information prior to application to the school. Expunged convictions are open to the OBN and do not prevent the crime from affecting licensure.

Physical and Mental Qualifications for Classroom/Lab/Clinical Areas

1. Frequently work in a standing position (up to 8 hours) and frequently walk (up to 8 hours).
2. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
3. Lift and transfer patients from a stooped to an upright position to accomplish bed to chair and chair to bed transfers.
4. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
5. React immediately to auditory instructions/request/monitor equipment.
6. Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
7. Physically perform up to eight hour clinical laboratory experience.
8. Perform close and distance visual activities involving object, persons, and paperwork, i.e.: assess patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
9. Discriminate depth and color perception.
10. Discriminate between sharp/dull and hot/cold when using hands.
11. Manual dexterity required for preparing and administering medications.
12. Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and to the public.
13. Speak, write, and comprehend the English language proficiently.
14. Make appropriate decisions under stressful situations.
15. Complete procedures that prevent the spread of infections, e.g.: frequent hand washing, using masks, and gloves.

Financial Requirements

Fees paid by students not included in Financial Aid:

- Application fee: \$50 (**Non-refundable, Due with application**)
- WorkKeys entrance exam: \$60 (**Non-refundable, Due on day of testing**)
- Reservation (Seat) fee: \$75 (**Non-refundable, Due before class starts**)
- BCI (Background Investigation) \$56 (**Non-refundable, Due before class starts**)
- Physical exam (**Cost will vary depending on where physical is performed**)
- CPR certification (**\$30, Class given at RTW**)
- Drug screen (**\$39 at Altworks**)
- MMR, Varicella, Tetanus vaccinations (**Cost will vary depending on where immunizations are given**)
- Hepatitis series (**Cost will vary depending on where immunizations are given**)
- Uniforms (**Approximately \$150 depending on whether additional items are ordered**)
- Stethoscope, scissors, 2-hand watch (**Approximately \$50**)
- Shoes (**Approximately \$50**)
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Included in Financial Aid	
Tuition:	\$9243.00
Books:	\$650
Assessment Technology Institute (ATI):	\$348
Insurance:	\$26
Arnett Assessment Group:	\$40
State Licensure:	\$75
NCLEX-PN:	\$200
Graduation Fee:	\$220
Supply Fee:	\$650
Total:	\$11452.00

NOTE: PRICES SUBJECT TO CHANGE WITHOUT NOTICE

The Robert T. White School of Practical Nursing is eligible to participate in the following Federal Financial Aid Programs:

- Federal Pell Grant Program
- Federal Stafford Loan

To be eligible for Federal Financial Aid the following Federal Government requirements must be met by the student as well as maintain satisfactory academic progress which is defined as an 80% or better GPA and a 90% or better attendance and includes:

1. Is a U.S. citizen or eligible non-citizen.
2. Demonstrates a need for financial aid.
3. Enrolls at least a half-time student.
4. Demonstrates that he/she is not in default of previously received federal and state loans, including refund payments on the Pell and FSEOG.
5. Applies for the Federal Pell grant Award (FAFSA).

A new FAFSA is required each year. Information on all the programs can be obtained from the Financial Aid Coordinator. This information will be discussed when you have scheduled your financial aid appointment after being accepted into the program. The Financial Aid Coordinator can be reached at 330-821-2102.

Students will receive payments or account credit two times a year for Title IV federal aid.

Any refund of student loan payment will only be issued after payment period charges are paid in full.

Workforce Investment Act (WIA) may assist with tuition, fees, books, uniforms, supplies, lab fees, etc. Contact your local office:

Stark County: 330-433-9675

Tuscarawas County: 330-364-6606

Summit County: 330-643-7997

Carroll County: 330-627-3804

The Program is approved for veteran's training. It is suggested that the applicant check with local organizations and churches for information on additional scholarships.

The School

The Robert T. White School of Practical Nursing was established in 2004. The school is under the supervision of the Alliance Board of Education. This program is an adult community educational program. The program is offered to those who meet the admission criteria regardless of race, color, religion, national origin, handicap, gender, ancestry, marital status, or age.

Program Schedule:

- 2 years
- Part-time status
- 16-20 hours per week
- Day hours: Monday-Thursday 9:00 a.m. – 1:00 p.m.
- Evening hours:

Monday	5:45 p.m. – 9:45 p.m.
Tuesday	5:45 p.m. – 9:45 p.m.
Thursday	5:45 p.m. – 9:45 p.m.
Ever other Weekend	
- Every other weekend hours – Saturday and Sunday, usually day-shift, 8 ½ hours; times depending on the class or clinical facility. The school reserves the right to require off-shifts when access to clinical sites are limited and during the last class preceptorship.
- Classes are held at The Alliance Career Centre, 530 North Lincoln Avenue, Alliance. Clinical experiences are varied throughout Stark and surrounding counties.
- The school reserves the right to require off-shifts when access to clinical sites are limited and during the last class preceptorship.

Upon completion of the program, graduates:

- Receive a certificate of completion
- Are eligible to take the National Council Licensure Examination for Practical Nurse (NCLEX-PN)

The Robert T. White School of Practical Nursing is fully approved by The Ohio Board of Nursing and The State of Ohio Department of Education. The Program is accredited by The North Central Commission on Accreditation and School Improvement.

The Program consists of courses and clinical experiences that must be taken in sequence, according to the curriculum plan. Knowledge learned in the classroom setting is practiced in the laboratory and applied to the care of patients in the clinical setting. Advancement in the curriculum is according to the Grading Policy. A passing grade of 80% and a satisfactory clinical grade in clinical courses must be maintained in order to advance to the next course. **Attendance is expected at 100%. Allowances are made for absences due to mitigating circumstances such as illness, death, accident, etc. Attendance must be maintained at 90% at all times for funding to be maintained and student to remain in good standing.**

Curriculum

Level I	Theory	Lab	Clinical	Final	Total Hours
100 – Scientific Foundations	133	0	0	2	135
101 - Foundations of Nursing Theory and Practice	94	66	72	2	234
102 - Pharmacology in Nursing	85	45	40	2	172
103 - Nursing Care of Patients Throughout the Life Span I	86	4	48	2	140
104 - Transitions I	25	0	0	0	25
Total Level I Hours	423	115	160	8	706

Level II	Theory	Lab	Clinical	Final	Total Hours
200 - Nursing Care of Patients Throughout the Life Span II	150	0	143	2	295
201 – Nursing Care of Patients Throughout the Life Span III	116	0	152	2	270
202 – Professional Issues for the LPN	60	0	64	2	126
203 – Transitions II	25	0	0	0	25
Total Level II Hours	351	4	355	6	716

Total Program Hours 774 119 515 14 1422

Total hours do not include program orientation, lab competency, ½ hour lunch on long days, standardized testing, or NCLEX review.

Course Description

100 – Scientific Foundations of Nursing is a non-clinical study of the normal structure, function, and nutrition of the human body utilizing medical terminology.

101 – Foundations of Nursing Theory and Practice is a study of basic theories and principles of practical nursing incorporating skill competencies and clinical experiences.

102 – Pharmacology in Nursing is a study of the nurse’s role in pharmacotherapeutics, pharmacologic principles, math calculations, medication administration techniques, legal, ethical, and cultural considerations related to pharmacology, drugs, and drug classifications. This course incorporates skill competencies and clinical experiences.

103 – Nursing Care of Patients Throughout the Life Span I is a study of the nursing process applied to maternal/pediatric clients with an emphasis on holistic care. This course incorporates skill competencies and clinical experiences.

200 – Nursing Care of Patients Throughout the Life Span II is a study of the nursing process applying to adult/geriatric clients with an emphasis on holistic care. (A continuation of Nursing Care of Patients Throughout the Life Span I.) This is a clinical course incorporating skill competencies.

201 – Nursing Care of Patients Throughout the Life Span III is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care. A continuation of Nursing Throughout the Life Span II.) This is a clinical course incorporating skills competencies.

202- Professional Issues for the LPN is a study of the role of the professional licensed practical nurse in the healthcare system. This course includes clinical experience and a preceptorship learning experience.

204 – Transitions I and II are courses to assist the student to be successful through their development as a licensed practical nurse. The class consists of six four-hour classes and a one-hour final for a total of 25 hours per course and runs congruent with the first semester and the last semester of the program. These courses will help the student meet the employer's expectations of professional image and attitude and assist them in achievement of their goal of employment as a licensed practical nurse.

Important dates and things to remember:

- ❖ WorkKeys testing - Check with The Robert T. White School of Practical Nursing office for specific dates, times, and locations.
- ❖ Applicants who are not tested and interviewed by the final acceptance/admission date will be placed on a waiting list for the next available class.
- ❖ All applicants must have a background check, pay the reservation fee, and obtain a high school transcript, college transcript (if applicable), and GED certificate (if applicable). Additional requirements as described in the admissions check-list will be required no later than 30 days after the first day of class.



**The Robert T. White School of Practical Nursing
Alliance City School District/Alliance Career Centre**

Application Form Part-Time Practical Nursing Program

Student: The requested information is for your Master File. Clearly print the information or check answers in all applicable spaces provided. The Alliance City School district, Alliance Career Centre, and The Robert T. White School are committed to equal opportunity and do not discriminate on the basis of race, religion, natural origin, sex, or handicapping conditions.

Class ID: _____

Today's Date _____ Requesting DAY or EVENING class

Name _____
(last) (first) (middle) (previous names)

Address _____
(street)

_____ (city) (state) (zip) (county)

Telephone (_____) _____ Social Security # _____

Sex _____ M _____ F Date of Birth _____ Driver's License # _____

Email Address _____

Prior Education:

1. High School

Name _____

Address _____

Date Graduated _____

2. GED Score (if applicable) Score _____ Test Date _____

3. College/University/Nursing Program

Name _____

Address _____

Dates Attended _____

Name _____

Address _____

Dates Attended _____

Person to Notify In Case of Emergency

Name _____

Address _____

Telephone _____

References: Please provide the complete name, address, and phone number of 2 persons who can provide a reference for you. Suggested examples are ministers, neighbors, employer, friend, teacher, etc.

1. _____

2. _____

Your employment:

Place of Employment _____

Length of Employment _____

Have you ever been convicted of a felony? _____yes _____no

If yes, please explain _____

Have you ever been convicted of a misdemeanor? _____yes _____no

If yes, please explain _____

How did you hear about The Robert T. White School of Practical Nursing? _____

Personal Statement

Please write a short essay indicating your reasons for wanting to be a Practical Nurse.

For Your Information

All Classes of The Robert T. White School of Practical Nursing are determined by a pre-set class size (25 minimum) and meeting of admission criteria. Classes may be postponed due to insufficient enrollment. **WorkKeys, BCI, and Reservation fees are non-refundable.** This application is not a guarantee of enrollment in this program. You must complete the following to be considered for placement:

- o Completion of the application form and payment of the non-refundable \$50.00 application fee
- o WorkKeys test as the entrance exam \$60.00
- o Receipt of a Conditional Acceptance letter from the Director
- o \$75.00 non-refundable Reservation Fee
- o High School Transcript/GED/College/Special requirements for high school students
- o Fingerprinting for a Criminal Records Background Check
- o Drug Screen
- o Physical Examination including a medical history and physical, record of immunizations or positive titers (measles, mumps, rubella, varicella) 1-step TB text (must be repeated annually), Hepatitis B Vaccines and Tetanus. Booster vaccines are required if titers are negative, Proof of booster vaccines are required.
- o Completion of financial aid application and/or arrangements for payment of program costs after passing the entrance exam and interview.
- o \$100.00 deposit for books must be paid during orientation.
- o Maintenance of CPR certification (American Heart Association Health Care Provider only) throughout the duration of your enrollment in program.
- o Receipt of a Formal Acceptance Letter from the Director (when all admission criteria is complete).

By signing this application I acknowledge that I have reviewed the information contained in this packet. To the best of my knowledge, I certify that information on this application is correct. I have informed the school of any prior convictions, misdemeanors, or felonies, mental illness, or have voluntarily surrendered, limited or revoked a professional license or have voluntarily surrendered, resigned or otherwise forfeited any professional license, certificate or registration.

Do you need any assistance in completing your classwork? Yes _____ No _____

Full signature Date

Note: I am aware that The Ohio Board of Nursing determines whether graduates will be permitted to take the licensure examinations or will be licensed in Ohio. Graduates who have been convicted of, found guilty of, plead guilty to, or plead no contest to a felony or misdemeanor may not be permitted to take a licensure examination or be able to become licensed in Ohio. Other state boards of nursing determine licensure for their individual states.

(Full signature) _____ **(Date)** _____

<u>For Office Use Only:</u>	
	Date Received _____
	Method of Payment _____
	Receipt Number _____