Practical
NURSING

Interactive Distance Learning (IDL) Program

Institute
of Technology
Where careers begin.

WHY IOT?

- Prerequisite coursework is not required
- Program is designed to be completed in 50-weeks
- Cohort size is limited to 32 students
- All courses are pre-scheduled to assure program requirements can be met in five (5) terms.

PROGRAM OBJECTIVE

The Practical Nursing-IDL program is 50 academic weeks in length and includes 75.5 credit hours, and 1160 clock hours of instruction.

Programmatic instruction includes hybrid, laboratory, and clinical experience in medical, surgical, pediatric, adult, geriatric, community practice, and general education courses.

This program equips the graduate with the skills and knowledge necessary to meet the educational requirements of the Oregon State Board of Nursing to be considered for the NCLEX-PN exam, leading to licensure as a Practical Nurse.

PRACTICAL NURSING - IDL

Diploma: PRACTICAL NURSING
Length of Program: 50 WEEKS, 5 TERMS

Total Credits: 75.5
Instructional Delivery: Blended

TERM 1

BIO 101	Anatomy & Physiology I	Credits 4.0 | Online
MTH 95	Intermediate Math	Credits 4.0 | Online
MT 101	Medical Terminology	Credits 2.0 | Online
WR 121	Introduction to College Writing	Credits 4.0 | Online

TERM 2

BIO 201	Anatomy & Physiology II	Credits 4.0 | Online
NUR 101	Fundamentals of Nursing I	Credits 5.0 | Blended
NUR 111	Clinical Practicum I	Credits 3.0 | Campus
ALT 101	Alternative Nursing Methods	Credits 2.0 | Online
PHA 101	Pharmacology I	Credits 2.0 | Online

TERM 3

BIO 301	Anatomy & Physiology III	Credits 4.0 | Online
NUR 201	Fundamentals of Nursing II	Credits 5.0 | Blended
NUR 112	Clinical Practicum II	Credits 3.0 | Campus
NUR 105	Mother/Baby and Pediatrics in Nursing	Credits 2.0 | Online
PHA 201	Pharmacology II	Credits 2.0 | Online

TERM 4

PSY 201	Life Span & Development	Credits 4.0 | Online
NUR 301	Fundamentals of Nursing III	Credits 5.0 | Blended
NUR 113	Clinical Practicum III	Credits 3.0 | Campus
NUR 106	Nursing Leadership and Ethics	Credits 2.0 | Online
NCX 101	NCLEX Review Course I	Credits 2.0 | Online

TERM 5

NUR 401	Fundamentals of Nursing IV Practical	Credits 3.5 | Online
NUR 114	Nursing Clinical Practicum	Credits 7.0 | Off-Site
NCX 102	NCLEX Review Course II	Credits 2.0 | Blended

*** All nursing midterm/final exams and proctored assessments will be taken on-campus.*

WHAT TO KNOW ———

Program Layout and Schedules

The Practical Nursing-IDL program is a five (5) term program, with each term being 10 weeks long for 13 months. The hybrid program requires students to attend on their start day in Term 1. Should the student be required to take BIO101 or MT101 attendance is required week 5 & 10 for midterms and finals proctored on campus. Then one day a week on campus beginning Term 2 through Term 4. Term 5 holds class the first week of the term on Tuesday. Weeks 2 through 10 will be held on Mondays in Term 5.

Term	Monday	Tuesday	Wednesday
①	X		
②	X		
③		X	
④			X
⑤	X		

Class schedules vary by start date. However, the Institute of Technology does offer a day and afternoon/evening option. The programmatic schedule options are:
- **DAY -** 8:30 am to 2:30 pm
- **AFT/EVE -** 3:00 pm to 9:00 pm

WHAT TO KNOW, CONT.

Clinical Practicum

During Term 5, students will participate in a Clinical Practicum rotation. Clinical days are typically 2-3 days a week, Monday through Friday, and hours will vary. Institute of Technology (IOT) will attempt to place students closest to their residence; however, there are no guarantees. Per policy, IOT reserves the right to place students up to 50 miles, one way, from the college.

Catalog and Addendum

For additional information about the program, including course descriptions, applicants are encouraged to review IOT's catalog and addendum.
- IOT Catalog
- Addendum

Clery Act and Title IX Disclosure

As an educational institution, IOT must provide the public with an annual Campus Crime report (Clery Act and Title IX Disclosure).
- Campus/Workplace Security Policy Guide (2023/2024)

Accreditation and Approvals

The Institute of Technology (IOT) is Nationally Accredited by the Accrediting Council for Continuing Education & Training (ACCET). IOT is also recognized as a Private College with the Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA).

The Oregon State Board of Nursing (OSBN) approves the Practical Nursing-IDL program.

Outcomes and Career Services

Graduates of the Practical Nursing - IDL program at the Institute of Technology will be educationally qualified to sit for the NCLEX-PN exam in Oregon. Upon licensure, individuals are prepared to enter the medical field with the skills and credentials to provide compassionate and effective care.

Funding Your Education

Institute of Technology understands that you may struggle with financing your education. While there are different local regulations, financial aid is available to those who qualify. There are several ways we can assist you in funding your nursing education. Before program commencement, you must meet with a representative to walk through your financial aid options.

WHAT TO KNOW, CONT.

Canvas

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver course content. Within Canvas, students can access their assigned courses and coursework, calendar, messages inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

Email Accounts and Microsoft Office

Upon enrollment, students will be provided an iot.edu email address. Following the assignment of an email account, students will also be provided access to Microsoft Office 365.

Technical Assistance

Student technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the LMS by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students.

Workable Class Sizes

Theory classes for all programs have a targeted student-to-instructor ratio of 30:1. In contrast, in the Practical Nursing lab, we have a student-to-instructor ratio of 15:1. For the off-site clinical portion of the program, a student-to-instructor ratio of 8:1 is exercised per the Oregon State Board of Nursing (OSBN).

Tutoring

Students who have difficulty understanding the material presented are strongly urged to seek tutoring help from their instructor; each instructor will provide published tutoring hours. Tutoring is offered both in-person and virtually.

Notice of Non-Discriminatory Policy (Section 504/ADA)

Institute of Technology does not discriminate in admission or access to our programs based on age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request an academic adjustment or auxiliary aid, please get in touch with the Student Success Leader, Director of Education, or Campus President.

For additional information regarding Section 504 and requesting accommodations, please refer to the Catalog (pg. 25).

PROGRAM DATES

2024

Below are the Practical Nursing-IDL start, submission, notification, and enrollment dates. If you have any questions about the dates provided, speak with the Admissions department.

Start Date	Applications Open	Application Deadline	Notification Deadline	Enrollment Deadline
February 26, 2024	12/11/2023	01/05/2024	01/10/2024	01/19/2024
May 13, 2024	03/11/2024	03/29/2024	04/03/2024	04/12/2024
July 29, 2024	05/28/2024	06/14/2024	06/19/2024	06/28/2024
October 14, 2024	08/12/2024	08/30/2024	09/04/2024	09/13/2024

ADMISSIONS PROCESS

Proof of Age

Applicants must be at least 18 years of age at the time of application.

Education

Applicants must possess a high school diploma, GED, or equivalent.

Essays

As outlined in the application, responses to essay questions reveal important attributes about applicants and their character, which may only sometimes be demonstrated in other components used in the selection criteria. In addition, the essay responses provided will offer another sense of who each applicant is and their desire to become a Practical Nurse.

Essay Instructions
- Place name at the top of each essay response
- Essays should be typed, double-spaced, in 12pt. Times New Roman font
- Begin each essay on a separate page and title each essay with the question
- All essays responses must be at least one full page in length

Essay Questions:

1. In your opinion, what is the most essential trait for a Practical Nurse to possess and why?
2. Could you describe a time when you had to adapt to a challenging situation professionally? What was the problem, how did you adapt, and what did you learn from the experience?
3. What are the implications of academic integrity in nursing education? In your response, please consider the importance of honesty, transparency, and ethical behavior in a healthcare setting and the potential consequences of academic dishonesty (including plagiarism and AI) in nursing education.

Entrance Assessment (Wonderlic)

Applicants applying to the Practical Nursing program must take and pass the Wonderlic.

- Applicants taking the 12-minute SLE (on-campus) for admission must pass with a minimum score of 20; this exam uses a numerical evaluation method.
- Applicants taking the 8-minute SLE for admission must obtain a "passing" score; this exam uses a pass/fail evaluation method.

ADMISSIONS PROCESS, CONT.

Letter of Recommendation

Applicants must submit one (1) typed letter of recommendation. The college strongly recommends submitting the letter on professional letterhead and including contact information. Acceptable letters of recommendation include current or previous supervisors, hiring managers, or academic instructors.

Transcripts

Unofficial transcripts must be submitted with the application to be considered for scoring purposes.

Drug-Free Statement

Completing a drug-free statement is required for application into the Practical Nursing program. While enrolled, any evidence of drug use or a positive drug screen may result in automatic dismissal from the program (including the medical/recreational use of marijuana).

Criminal Background

All applicants will be required to complete a background check. Should an applicant have anything on their background (pending or otherwise), additional counsel and documents may be required. Please refer to the application checklist for more details.

Transfer Credits

The transferability of credits you earn in the Practical Nursing program at the Institute of Technology is at the discretion of the institution to which you may seek to transfer. Likewise, acceptance of the diploma you earn is also at the sole discretion of the institution to which you'd like to transfer.

The maximum transfer credit for all applicants wishing to transfer previous coursework into the Practical Nursing program is 25% or 19 credits. Please look at the Transferability of Credits section of the catalog for more information.

Application Submission

In an effort to go paperless, the college requests applications are completed online. However, to ensure accessibility and accommodate different needs, the college offers various application methods, as we understand some individuals may require alternative submission methods. If you have any questions or require assistance, don't hesitate to contact the Admissions office.
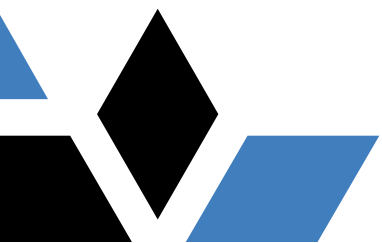
APPLY

Complete Application Guide

The Practical Nursing - IDL program maintains a limited enrollment policy; those applying for the program must be prepared to submit <u>all</u> required paperwork before the deadline. Only complete applications will be considered for review and will be returned to the applicant!

Please use the information and checklist on the following pages as a guide for submitting your online application. Should you require an alternative application method, or if you have any questions or require assistance, please get in touch with the Admissions office.

APPLICATION CHECKLIST

Please use the checklist as a guide to complete our online application. You must upload some items and complete others on-campus or virtually, while others must be read and acknowledged.

☐ **Complete Admissions and Financial Aid Review (REQUIRED)**
Complete an informational session with Admissions and Financial Aid, one-on-one or in a group setting.

☐ **Documentation of Proof of Age (REQUIRED)**
Documentation that the applicant is or will be 18 years of age at the time of program commencement in the form of a government issued photo ID.

☐ **Proof of Graduation (REQUIRED)**
Applicants must upload/provide one of the following items:
- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from the high school showing verification of graduation signed by an authorized school official); OR
- Valid government or state-issued GED; OR
- Successful completion of an officially recognized and accredited homeschooling program.

☐ **Program Policies (REQUIRED)**
Applicants must be prepared to read and acknowledge the programmatic policies listed below as a part of the application process. If you have any questions about these policies, you should direct them to the Admissions department prior to application submission.
- Hybrid Learning Environment and Equipment Attestation
- Immunization and CPR Requirements
- Program Application Information Acknowledgment
- Essential Functional Abilities Assessment
- Transferability of Credits
- Social Security Number Procurement and Use Disclaimer
- Disclosure Regarding Background Information
- Acknowledgment and Authorization for Background Check

☐ **Essay Responses (REQUIRED)**
Answer and upload/provide essay responses following the essay requirements outlined below:
- Place your name at the top of each essay response
- Essays should be typed, double-spaced, in 12pt. Times New Roman font
- Begin each essay on a separate page and title each essay with the question
- All essay responses must be at least one full page in length.

ADMISSIONS CHECKLIST, CONT.

☐ **Letter of Recommendation (REQUIRED)**
Applicants must upload/submit at least one (1) typed letter of recommendation. The college strongly recommends submitting the letter on professional letterhead and including contact information. Acceptable letters of recommendation include current or previous supervisors, hiring managers, or academic instructors.

☐ **Entrance Assessment (Wonderlic) (REQUIRED)**
Applicants applying to the Practical Nursing program must take and pass the Wonderlic.
- **ON-CAMPUS**
  - Applicants taking the **ON-CAMPUS** 12-minute SLE (on-campus) for admission must pass with a minimum score of 20; this exam uses a numerical evaluation method.
  - Assessments are available **ON-CAMPUS** Monday through Thursday from 8:00 am to 5:00pm and on Fridays from 8:00 am to 4:00 pm.
  - All **ON-CAMPUS** scores are pulled and available immediately; if the applicant fails, the college will discuss retake options.
  - All tests are administered electronically unless an accommodation to take a paper assessment is otherwise requested and approved by the Campus President.
- **ONLINE**
  - Applicants taking the ONLINE 8-minute SLE-Q for admission must obtain a "passing" score; this exam uses a pass/fail evaluation method.
  - Assessments completed ONLINE require the completion of a waiver; waivers will be sent to the Applicant via DocuSign, and links to the assessment will be sent one (1) business day after receipt of a completed waiver.
  - All ONLINE test scores are reviewed at the end of each business day (Monday through Friday); if the applicant fails, the college will reach out regarding retake options.

Applicants are allowed to attempt the exam four (4) times in a 6-month period. Attempts are as follows:
1. **First Attempt**
   a. **PASS** - Applicant proceeds to the next step in the application process
   b. **FAIL** - All applicants failing the initial entrance assessment will be allowed to retake a second attempt immediately (same day).
2. **Second Attempt**
   a. **PASS** - Applicant proceeds to the next step in the application process
   b. **FAIL** - Applicant must wait seven (7) days to retake the entrance assessment
3. **Third Attempt**
   a. **PASS** - Applicant proceeds to the next step in the application process
   b. **FAIL** - Applicant must wait seven (7) days to retake the entrance assessment
4. **Fourth Attempt**
   a. **PASS** - Applicant proceeds to the next step in the application process
   b. **FAIL** - Applicant must wait six (6) months to remake the entrance assessment

ADMISSIONS CHECKLIST, CONT.

☐ **Criminal Background (REQUIRED)**
All applicants must submit to a criminal background check. As such, applicants are encouraged to review the Department of Human Services (DHS) and Oregon State Board of Nursing (OSBN) criminal history requirements for state licensure and employment. Should any applicant (or student) be convicted of a crime listed in the OARs, they risk being unable to participate in Clinical Practicum and/or sit for the state licensure.
- As referenced, IOT uses the Oregon DHS list of crimes for exclusion criteria. To obtain a list:
  - Go to this site: https://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/
  - In the upper right search box, type: Potentially disqualifying crime list
  - Click on: Background Check Potentially Disqualifying Crimes and Conditions
  - Open: Excel document
- Also, information from OSBN for licensure exclusion criteria can be found at: www.oregon.gov/osbn.

If there are any questions regarding an applicant's background, individuals are strongly encouraged to speak with the Director of Admissions and the Nurse Administrator to discuss the feasibility of being able to enter or complete the Practical Nursing-IDL program. Before initiating the Criminal Background Check, applicants are responsible for self-disclosing any outstanding warrants, arrests, charges, and/or convictions.

☐ **Transcripts ***OPTIONAL FOR RUBRIC SCORING****
As applicable, unofficial transcripts must be uploaded/submitted with the application to be considered for scoring purposes. The following courses are evaluated for scoring purposes:
- Anatomy & Physiology
- Medical Terminology
- Psychology; specifically Life Span & Development
- College Level Writing
- Intermediate Algebra (or equivalent)

Please note that official transcripts will be required upon acceptance into the program if seeking transfer credit.

☐ **Work Experience ***OPTIONAL FOR RUBRIC SCORING****
As applicable, applicants can upload/provide documentation of at least six months of work experience in the medical field. Acceptable employment verification forms include; paystubs, W-2, written statement on professional letterhead, or from an assigned work email address from a current or previous supervisor, hiring manager, or Human Resources representative. Resumes will not be considered.

☐ **Veteran's Status ***OPTIONAL FOR RUBRIC SCORING****
As applicable, applicants can upload/provide documentation of Veteran status. Acceptable verification forms include a DD-214 or a letter of explanation.

ADMISSIONS CHECKLIST, CONT.

☐ **Professional Medical Licensure or Certification** ***OPTIONAL FOR RUBRIC SCORING***
As applicable, applicants can upload/provide documentation of a valid CNA license and any other professional medical licensure or certification. All licenses or certifications must be current/active at the time of application for evaluation. We are not able to accept proof of a completed program (ex. finished a CNA training course, but have not tested for your license, therefore not found in OSBN's database). CPR certifications will not be considered for this category.

☐ **Returning IOT Student in Good Standing** ***OPTIONAL FOR RUBRIC SCORING***
As applicable, applicants can identify themselves as returning IOT students. Upon application/notification, the college will verify prior enrollment and standing. Any returning student with an unresolved collections balance or previous academic probation would not be considered to be in "good standing."

APPLICATION RUBRIC EXAMPLE

Below is a sample of the rubric (score sheet) used to assess your nursing application materials. This example is informational only. Your points will be determined by the Admissions Office, and you will be notified of your acceptance via email.

Required Documents:

Essay Responses		Points _____
Entrance Exam	Score _____	Points _____
Letter of Recommendation		Points _____

REQUIRED DOCUMENT SCORE   **Points _____**

Recommended Documents:
Un/Official College Transcript

Anatomy & Physiology (BIO101)	No _____	Yes _____
Anatomy & Physiology (BIO201)	No _____	Yes _____
Anatomy & Physiology (BIO301)	No _____	Yes _____
Math (MTH95)	No _____	Yes _____
Medical Terminology (MT101)	No _____	Yes _____
Psychology - Life Span & Development (PSY201)	No _____	Yes _____
Writing (WR121)	No _____	Yes _____
Veteran Status	No _____	Yes _____
Returning IOT Student in Good Standing	No _____	Yes _____
Current CNA License AND/OR Medical Licensure/Certification	No _____	Yes _____
6-Months Documented Work Experience	No _____	Yes _____

IOT ADMISSIONS TEAM

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