



Associate of Applied Science in Nursing - Interactive Distance Learning

Information Packet &
Application Guidelines

Table of Contents

1. Why IOT Salem? **04**

- Program Overview
- Program Objective

2. Schedule **06**

- Courses By Term
- Program Layout and Schedules
- Program Dates

3. What to Know **11**

- Clinical Practicum
- Catalog and Addendum
- Clery Act and Title IX Disclosure
- Accreditation and Approvals
- Outcomes and Career Services
- Funding Your Education
- Canvas
- Email Accounts and Microsoft Office
- Technical Assistance
- Workable Class Sizes
- Tutoring
- Notice of Non-Discriminatory Policy (Section 504/ADA)

4. Admissions Process **15**

- Application Cycle Timeline
- Application Process Details

5. Apply **20**

- Complete Application Guide
- Application Checklist
- Rubric Example



6. Application Policies Acknowledged Online

28

- Hybrid Learning Environment and Equipment Attestation
- Immunization and CPR Requirements
- Program Application Information Acknowledgement
- Technical Functional Abilities Assessment
- Transferability of Credits
- Social Security Number Procurement and Use Disclaimer
- Background Check Information
- Disclosure Regarding Background Information
- Acknowledgement and Authorization For Background Check
- Notice/Authorization of Understanding - Background Check



01 Why IOT Salem?



Why IOT Salem

Program Overview

- Prerequisite coursework is not required
- Program is designed to be completed in 90 academic weeks
- Cohort size is typically limited to 24 students
- All courses are pre-scheduled to assure program requirements can be met in nine (9) terms.

Program Objective

The Associate of Applied Science in Nursing-IDL program is 90 academic weeks in length and includes 129 credit hours, and 1840 clock hours of instruction.

Programmatic instruction includes hybrid, laboratory, and clinical experience in medical, surgical, mother/baby, 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-RN exam, leading to licensure as a Registered Nurse.



02 Schedule

AASN-IDL

Courses By Term

Associate Degree: Applied Science in Nursing **Total Credits:** 129

Length of Program: 90 WEEKS, 9 TERMS

Instructional Delivery: Hybrid

Term	Course Code	Course Name	Credits	Method of Instruction
1	BIO 101	Anatomy & Physiology I	4	Online
	MTH 125	College Algebra	4	Online
	MT 101	Medical Terminology	2	Online
	WR 121	Introduction to College Level Writing	4	Online
2	BIO 201	Anatomy & Physiology II	4	Online
	PSY 102	Introduction to Psychology	4	Online
	COM 102	Composition and Communication I	3	Online
	PHA 102	Pharmacology I	3	Online
3	BIO 301	Anatomy & Physiology III	4	Online
	RN 103	RN Nursing Fundamentals I	5	Hybrid
	RN 113	RN Clinical Nursing I	3	Hybrid
	PHA 103	RN Pharmacology II	3	Online
4	RN 104	RN Nursing Fundamentals II	5	Hybrid
	RN 114	RN Clinical Nursing II	3	Hybrid
	ETH 104	Legal and Professional Issued	2	Online
	PSY 204	Lifespan & Development	4	Online
5	RN 105	RN Nursing Fundamentals III	5	Hybrid
	RN 115	RN Clinical Nursing III	3	Hybrid
	IVT 105	IV Therapy in Nursing	2	Hybrid
	MHN 105	Mental health in Nursing	3	Online
	COM 202	Composition and Communication II	2	Online
6	RN 106	RN Nursing Fundamentals IV	5	Online
	RN 116	RN Clinical Nursing IV	3	Hybrid
	NCX 106	RN NCLEX Review I	2	Online
	MNB 106	Mother/Newborn in Nursing	4	Online
7	AHN 207	Adult Health in Nursing I	5	Hybrid
	AHN 217	Adult Health Clinical Nursing I	3	Hybrid
	PED 207	Pediatric Nursing	4	Online
	NCX 107	RN NCLEX Review II	2	Online
8	AHN 208	Adult Health in Nursing II	5	Hybrid
	AHN 218	Adult Health in Clinical Nursing II	3	Hybrid
	NCX 108	RN NCLEX Review III	2	Hybrid
	GER 108	Geriatric Nursing	3	Online
	CHN 108	Community Nursing and Practicum	2	Off-Site; Clinical Rotation
9	RN 219	RN Practicum	5	Off-Site; Clinical Rotation
	NCX 109	RN NCLEX Review IV	2	Online
	NLM 109	Nursing Leadership Management	3	Online
	SOC 109	Sociology	4	Online

*All nursing midterm/final exams in these courses will be completed **ON CAMPUS** regardless of the method of instruction.

Program Layout & Schedules



Program Layout

On Campus Hours

DAY - 8:30 am to 2:30 pm

Overall Length of Time

The Associate of Applied Science in Nursing-IDL program is a **nine (9) term** program, with each term being **10 weeks** long for **23 months**.

Commitment Level

This is a **FULL-TIME**, accelerated program providing **7 days** a week to complete online requirements.



Schedule Options

Day Schedule:

- The hybrid program requires students to attend on their start day in **Term 1**.
 - Should the student be required to take BIO101, BIO201, MT101, or MTH125, PHA301, or PSY102 attendance is required week 5 & 10 for midterms and finals proctored on campus on **Thursday**.
- Then 2 days a week on campus beginning **Term 3 through Term 7**. **Term 5** requires students to be on campus for **8 hours** on **Thursdays** only, making the hours **8:30 am to 4:30 pm**. Prescheduled make up days are held on **Mondays** weeks 9 & 10.
- Then 3 days a week on campus for **Term 8**. Requiring students to be on campus Mondays for **2 hours** only, Thursdays and Fridays will be the standard **6 hour** days. Students begin off campus community health practicum day **1 day** a week between **Monday through Wednesday**. Prescheduled make up days are held on **Mondays** weeks 9 & 10.
- Term 9** is held on Mondays for **2 hours** only. Students begin off campus clinicals for **2-3 days** a week on average between **Monday through Friday**.

Term	Monday	Online	Thursday	Friday
1	X (1 ST DAY)		X (W5&10)	
2		X	X (W5&10)	
3			X	X
4			X	X
5			X (8H)	X
6			X	X
7			X	X
8	X (2H)		X	X
9	X (2H)			

Program Date



2026

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

For the 2026 Calendar year our Start Date is as follows:

April 6, 2026



03 What To Know

What To Know



Community Health Practicum

During Term 8, students will participate in a Community Health Practicum rotation. Community Health Practicum is typically 1 day a week, Monday through Wednesday, 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.

Clinical Practicum

During Term 9, 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 education institution, IOT must provide the public with an annual Campus Crime report (Clery Act and Title IX Disclosure).

- [Campus/Workplace Security Policy Guide \(2025/2026\)](#)

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 Associate of Applied Science in Nursing-IDL program.

What to Know Continued

Outcomes and Career Services

Graduates of the Associate of Applied Science in Nursing - IDL program at the Institute of Technology will be educationally qualified to sit for the NCLEX-RN 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.

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 Web.

Technical Assistance

Students have access to a support email address is available in Canvas that goes to the IOT team response time is 24-48 hours. Additionally, 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.

What to Know Continued

Workable Class Sizes

Theory classes for all programs have a targeted student-to-instructor ratio of 24:1. In contrast, in the Registered Nursing lab, we have a student-to-instructor ratio of 12:1. For the off-site clinical portion of the program, a student-to-instructor ratio of 12:1 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](#).



04 Admissions Process

Application Cycle Timelines









Application Cycle Timelines for the April 2026 Cohort

The Director of Admissions will determine how many students will be needed to fill the cohorts included in each application cycle. There will be alternates accepted in case anyone accepted doesn't follow through with enrollment. Once this number is exceeded, we will not be able to accept any further applicants until the next cycle opens.

- | | | |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Phase 1 | Online Applications | Open 2.16.26 - Close 2.19.26 |
| | <ul style="list-style-type: none">• Admissions will email with directions and the link to our online application. This is not available for public access on our website and is password protected.• Applicants have until the close date to provide an required documents to proceed to the next phase. | |
| Phase 2 | Update From Admissions | 2.20.26 |
| | <ul style="list-style-type: none">• Email updates will be sent to those moving forward to testing or to those who didn't meet requirements for this cycle. | |
| Phase 3 | Testing Attempts | Open 2.23.26 - Close 2.27.26 |
| | <ul style="list-style-type: none">• Applicants will schedule a testing date on campus for all 3 tests to be completed.<ul style="list-style-type: none">◦ Applicants scheduled on campus need to know their personal email password to sign in on our computer.◦ Applicants unable to pass the Wonderlic or CLIK in the first or second attempts will not proceed to the HESI A2 due to time constraints.• Admissions will email those who pass to return for a panel interview or decline the applicant from moving forward if we exceed 46 applicants. | |
| Phase 4 | Panel Interviews | Open 3.2.26 - Close 3.10.26 |
| | <ul style="list-style-type: none">• Applicants will schedule a Panel Interview date on campus to be completed with the Nursing Committee. | |

Application Cycle Timelines Continued

- 
- Phase 5**  **DOA Notify of Acceptance** 3.11.26
- Director of Admissions will grade applications for acceptance for each cohort and as alternates. Emails will be sent by the Admissions department regarding the grade results.
- Phase 6**  **April Cohort Enrollments** Open 3.12.26 - Close 3.13.26
- Admissions will offer 4 appointments for enrollments. They will be conducted via Teams in small groups.
- Phase 7**  **Financial Aid & Transfer Credits** Open 3.16.26 - Close 4.3.26
- During the enrollment appointments, Admissions will assist with scheduling a day to meet with the Financial Aid department to complete funding plans prior to classes starting. All Official College Transcripts will be formally evaluated for the enrollee to accept at the time of the first meeting with Financial Aid.
- Phase 8**  **New Student Orientation** 4.1.26
- Mandatory New Student Orientation will be held on campus to prepare laptops for school and share important information to your success in our program.
- Phase 9**  **Start Date** 4.6.26
- Classes begin! Those taking courses in Term 1 will be required to attend the first day on campus.

Admissions Process Details



Proof of Age

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

Proof of Graduation

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

Comprehensive Quiz - Requirements & Policies

Applicants applying to the Registered Nursing program must take and pass the Comprehensive AASN-IDL Policy Quiz. The duration is anywhere from 20-minutes to 35-minutes, initiated before submitting online application. Applicants must pass with a minimum C (75%) or higher; this exam uses a numerical evaluation percentage scale method.

Immunizations

Applicants must provide documentation of the following Required Immunizations: MMR, Tdap, Hepatitis B, and Varicella. ***Exemptions of any kind will not be accepted in place of our Required Immunizations.***

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, current healthcare worker, or academic instructors.

Criminal Background

All applicants will be required to complete a background check upon acceptance and enrollment. 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.

Admissions Process Details Continued

Entrance Test - Wonderlic

Applicants applying to the Registered 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.

Entrance Test - CLIK

Applicants applying to the Registered Nursing program must take and pass the Computer Literacy and Internet Knowledge (CLIK).

- Applicants taking the 10-minute CLIK completed on campus must pass with a minimum score of 14; this exam uses a numerical evaluation method. **Must be taken on a computer.**

Entrance Test - HESI A2

Applicants applying to the Registered Nursing program must take and pass the HESI A2.

- Applicants taking the 3-hour HESI A2 completed on campus must pass with a score of the 75th percentile or higher; this exam uses a cumulative evaluation method.

Panel Interview

Applicants applying to the Registered Nursing program must complete a Panel Interview conducted by the Nursing Committee.

- Applicants completing the 45-minute Panel Interview for admission must pass with a minimum score of 12; this score sheet uses a numerical evaluation method.

Transcripts

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

Admissions Process Details Continued

Work Experience

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.***

Drug-Free Statement

Completing a drug-free statement is required for application into the Registered 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).

Transfer Credits

The transferability of credits you earn in the Registered 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 degree 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 Registered Nursing program is 25% or 32 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.



05 Apply



Apply

Complete Application Guide

The Associate of Applied Science in Nursing - IDL program maintains a limited enrollment policy; those applying for the program must be prepared to submit all 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.

Required Items



Complete Admissions and Financial Aid Review

Complete an informational session with Admissions and Financial Aid, on campus or in a virtual group setting.



Documentation of Proof of Age

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.



Documentation of Proof of Graduation

Applicants must upload/provide one of the following items acceptable by accreditation standards:

- 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

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
- Technical Functional Abilities Assessment
- Transferability of Credits
- Social Security Number Procurement and Use Disclaimer
- Disclosure Regarding Background Information
- Acknowledgment and Authorization for Background Check



Documentation of Immunizations

Applicants must upload/submit documentation of the Required Immunizations when completing the online application, as these are due prior to enrollment. Documentation provided must meet the standard necessary to complete their medical file, which is a requirement to participate in Community Health or Clinical Practicums. IOT Salem Campus does not allow exemptions for any of the required immunizations, failure to provide documentation may result in application denial.

Requirements and Definitions:

- MMR: Evidence of 2 shot immunization series within 30 days between shots or a titer indicating immunity.
- Tdap: Evidence of 1 adult immunization. Expires every 10 years and must remain current through the duration of the Associate of Applied Science in Nursing Clinical Practicum.
- Hepatitis B: This is a 3 shot series that takes months to complete. The first 2 injections must be completed prior to the provided programmatic deadline (provided on this form). The second injection is given 4 weeks after the first.
- Varicella: Evidence of 2 shot immunization series within 30 days between shots or a titer indicating immunity.

Application Checklist Continued

Required Items



Letter of Recommendation

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.



Comprehensive Quiz Requirements and Policies

Applicants applying to the Associate of Applied Science in Nursing program must take and pass the Comprehensive AASN-IDL Policy Quiz.

- The duration is anywhere from 20-minutes to 35-minutes, initiated before submitting online application.
- Applicants must pass with a minimum C (75%) or higher; this exam uses a numerical evaluation percentage scale method.
- Scores are calculated during the Notification period.
- All tests are administered electronically via online application link.



Entrance Assessment (Wonderlic)

Applicants applying to the Registered 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 Friday and will be scheduled to complete with the other required assessments for Admission approval.
 - All ON-CAMPUS scores are pulled and available immediately; if the applicant fails, the college will discuss retake options as they may vary by application cycle.
 - All tests are administered electronically unless an accommodation to take a paper assessment is otherwise requested and approved by the Campus President.

Student must take the Wonderlic test - available by appointment. A designated employee not associated with the Admissions Department can administer this exam.

Applicants are allowed to attempt the exam four (4) times in a 6-month period. Attempts are as follows:

- First Attempt
 - PASS - Applicant proceeds to the next step in the application process
 - FAIL - All applicants failing the initial entrance assessment will be allowed to retake a second attempt immediately (same day).
- Second Attempt
 - PASS - Applicant proceeds to the next step in the application process
 - FAIL - Applicant must wait seven (7) days to retake the entrance assessment
- Third Attempt
 - PASS - Applicant proceeds to the next step in the application process
 - FAIL - Applicant must wait seven (7) days to retake the entrance assessment
- Fourth Attempt
 - PASS - Applicant proceeds to the next step in the application process
 - FAIL - Applicant must wait six (6) months to remake the entrance assessment

Application Checklist Continued

Required Items



Entrance Assessment (CLIK)

Applicants applying to the Registered Nursing program must take and pass the Computer Literacy and Internet Knowledge (CLIK).

- On Campus
 - Applicants taking the 10-minute CLIK on campus for admission must pass with a minimum score of 14; this exam uses a numerical evaluation method.
 - Assessments are available ON-CAMPUS Monday through Friday and will be scheduled to complete with the other required assessments for Admission approval.
 - All ON-CAMPUS scores are pulled and available immediately; if the applicant fails, the college will discuss retake options as they may vary by application cycle.
 - All tests are administered electronically.

Student must take the Computer Literacy and Internet Knowledge (CLIK) test - available by appointment. A designated employee not associated with the Admissions Department can administer this exam.

- First Attempt
 - PASS – Applicant proceeds to the next step in the application process.
 - FAIL – Applicants failing the initial version of the CLIK Test exam will be allowed to retake a second attempt immediately (same day).
- Second Attempt
 - PASS – Applicant proceeds to the next step in the application process.
 - FAIL – Applicant must wait 7 days to re-take the test.
- Third Attempt
 - PASS – Applicant proceeds to the next step in the application process.
 - FAIL – Student must wait 7 days to re-take the test.
- Fourth Attempt
 - PASS – Applicant proceeds to the next step in the application process.
 - FAIL – Applicant must wait 30 days before retaking the test.
- Additional Attempts
 - PASS – Applicant proceeds to next step in the application process.
 - FAIL – Applicant must wait 30 days before retaking the test.

Test Scores – As published in the College Catalog/Addenda: Evaluation Used: Criteria Corp. 10 Minute CLIK Test.

Application Checklist Continued

Required Items



Entrance Assessment (HESI A2)

Applicants applying to the Registered Nursing program must take and pass the Health Education Systems Inc Admissions Assessment (HESI A2).

- On Campus
 - Applicants taking the approximately 3-hour HESI A2 on campus for admission must pass with a minimum score of the 75th percentile or higher; this exam uses a cumulative evaluation method.
 - Assessments are available ON-CAMPUS Monday through Friday and will be scheduled to complete with the other required assessments for Admission approval.
 - All ON-CAMPUS scores are pulled and available immediately; if the applicant fails, they will have to re-test during a future application cycle as only 1 attempt is allowed.
 - All tests are administered electronically.

Student must take the Health Education Systems Inc Admissions Assessment (HESI A2) test - available by appointment only. A designated employee not associated with the Admissions Department can administer this exam.

- First Attempt
 - 75th Percentile Minimum or Higher – Applicant proceeds to the next step in the application process.
 - Below 75th Percentile – Applicants failing the initial HESI A2 exam will result in a rejected application for admission to the AASN-IDL program for the year.

Test Scores – As published in the College Catalog/Addenda: Evaluation Used: Elsevier. 160 Minute HESI A2 Test.



Entrance Assessment (Panel Interview)

Upon successful completion of the previous assessments qualifying applicants applying to the Registered Nursing program will be invited to participate in the required Panel Interview with the Nursing Committee.

- On Campus
 - Applicants completing the approximately 45-minute Panel Interview for admissions must pass with a minimum score of 12 or higher; this exam uses a numerical evaluation method.
 - Panel Interview assessments are available ON-CAMPUS Monday through Friday and will be offered by schedule only. Applicants may appeal to the Nurse Administrator & Director of Admissions for an accommodation to meet via Microsoft Teams. We will approve or deny the request on a case-by-case basis.
 - All score sheets will be provided to the Admissions department for the grading period to determine acceptance; if the applicant fails, they will have to re-interview during a future application cycle as only 1 attempt is allowed.
 - All Panel Interviews are administered verbally.

Student must complete the Panel Interview with Nursing Committee - available by appointment only. Designated Nursing Department Staff not associated with the Admissions Department can administer this Interview.

Application Checklist Continued

Required Items



Criminal Background

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 Associate of Applied Science in Nursing - IDL program. Before initiating the Criminal Background Check, applicants are responsible for self-disclosing any outstanding warrants, arrests, charges, and/or convictions.

Application Checklist Continued

Optional Items



College Transcripts

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
- College Level Writing
- Composition and Communication
- Intermediate Algebra (or equivalent)
- Sociology

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



Work Experience

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

As applicable, applicants can upload/provide documentation of Veteran status. Acceptable verification forms include a DD-214 or a letter of explanation.



Professional Medical Licensure or Certification

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

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:

Policy Quiz
Entrance Exam CLIK
Entrance Exam Wonderlic
Entrance Exam HESI A2
Panel Interview
Letter of Recommendation
Immunizations (4 total)

Score _____	Points _____
Score _____	Points _____
Score _____	Points _____
Score _____	Points _____
Score _____	Points _____
	Points _____
	Points _____

REQUIRED DOCUMENT SCORE

Points _____

Recommended Documents:

Un/Official College Transcript
Anatomy & Physiology (BIO101)
Anatomy & Physiology (BIO201)
Anatomy & Physiology (BIO301)
Composition and Communication (COM102)
Composition and Communication (COM202)
Math (MTH125)
Medical Terminology (MT101)
Psychology – Introduction to Psychology (PSY102)
Psychology - Life Span & Development (PSY204)
Sociology (SOC109)
Writing (WR121)

2nd Term Eligible

Yes/No _____

Veteran Status

Returning IOT Student in Good Standing

Current CNA License AND/OR Medical Licensure/Certification

6-Months Documented Work Experience



POLICIES & PROCEDURES



STANDARDS



LAW



CONDUCT



CONSTRAINT



PLAN

06

Application
Policies
Acknowledged
Online

ADMISSIONS APPLICATION POLICIES



In order to understand the level of commitment you are making by applying to IOT Salem's Associate of Applied Science in Nursing - IDL program, policies must be acknowledged and understood.

Please reach out to Admissions should you have questions or need clarification prior to completing the online application.

HYBRID LEARNING ENVIRONMENT AND EQUIPMENT ATTESTATION



The Associate of Applied Science in Nursing – IDL program is a hybrid program – with both on-campus and distance learning (online) requirements. Before acceptance and signing an enrollment agreement to take hybrid classes at Institute of Technology, all applicants applying to a hybrid program must attest to their ability to be successful in a distance learning (online) environment. Institute of Technology provides each student the option to purchase an appropriate device from the College at the time of enrollment; per the Supply Fee Disclosure discussed/reviewed during the enrollment or re-enrollment process (through this process, students can opt-out of purchasing all supplies and/or equipment from the College). With or without the of a device from IOT, the minimum technology specifications are outlined below. Please check the boxes below to acknowledge each requirement pertaining to the learning environment and required equipment (including maintenance and repair).

- PC, laptop, or tablet with the capability to create documents through Microsoft or Google docs.
- Ability to participate in Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and/or internet access is only provided by IOT while students are on-campus).
- Institute of Technology provides basic IT support as it relates to the IDL learning environment; this support does not include repair or maintenance to any device provided by the college and/or any device personally owned by a student.
- Institute of Technology will not be held responsible for assuming any costs associated with repair, maintenance, and/or replacement of any device.

IMMUNIZATION AND CPR REQUIREMENTS



Immunizations are a very important protection procedure, especially when employed in the medical profession. When dealing with patients, every precaution must be taken to protect you, as well as others. Please see the required immunizations and dates for your program. In an effort to follow the Oregon Health Authority requirements, we have provided the following requirements per program for your records and acknowledgement:

Required Immunizations: Required Screenings:

- MMR (Measles, Mumps and Rubella)
- Tdap (Tetanus, Diphtheria and Acellular Pertussis)
- Hepatitis B
- Varicella (Chicken Pox)

Required Screenings:

- TB (Tuberculosis)

Required Certifications:

- American Heart Association (AHA)
Basic Life Support (BLS) CPR Certification

Recommended Immunizations:

- Polio
- Influenza (Seasonal Flu)
- Covid-19

Requirements and Definitions

- MMR: Evidence of 2 shot immunization series within 30 days between shots or a titer indicating immunity.
- Tdap: Evidence of 1 adult immunization. Expires every 10 years and must remain current through the duration of the Registered Nursing Clinical Practicum.
- Hepatitis B: This is a 3 shot series that takes months to complete. The first 2 injections must be completed prior to the provided programmatic deadline (provided on this form). The second injection is given 4 weeks after the first.
- Varicella: Evidence of 2 shot immunization series within 30 days between shots or a titer indicating immunity.
- TB: Evidence of a negative skin test; most sites require 2-step testing with a reading 48-72 hours after given. Expires 1 year from date of reading and must remain current through the duration of the Associate of Applied Science in Nursing Clinical Practicum. In the event of a positive, please refer to the Catalog.
- BLS CPR: You will be required to provide a copy of a current CPR card that follows American Heart Association guidelines for Healthcare Professionals-BLS.

Students must show proof of the above Required Immunizations prior to enrollment.

Required TB screening and AHA BLS CPR requirements is to be submitted by their programmatic scheduled due date of the start date of **sixth term**. By signing below, I agree to, understand, and acknowledge the following:

- Students who fail to submit the required documentation will not be scheduled for the Associate of Applied Science in Nursing Clinical Practicum; therefore, will not be eligible to participate in clinical rotation. Students may apply for the following term; however, acceptance will be based upon available space.
- Institute of Technology has permission to access my records via the ALERT Immunization Information system.
- Any immunization/CPR information provided to IOT and/or obtained through the ALERT Immunization Information system may be used for clinical placement, employment, and/or contract tracing efforts.
- The immunization requirements listed above may not be an all-inclusive list; requirements may vary by clinical site.
- I have received the immunization requirements above and understand the consequences of not meeting them by the program due date.

PROGRAM APPLICATION INFORMATION ACKNOWLEDGEMENT



Prior to applying into the Associate of Applied Science in Nursing-IDL program at Institute of Technology, it is important that you understand and agree to the following key program policies and guidelines. Please review and initial each item below:

NOTIFICATION

Students who are accepted into the program will receive acceptance notifications by e-mail and/or telephone. Upon acceptance and notification of intent to enroll, the student will be scheduled to complete the enrollment process according to the established deadline provided in the Registered Nursing Packet and Application Guidelines. Students who do not complete the enrollment process by the scheduled date will forfeit their spot in the program and the next student on the alternate list will be offered admission. Alternates will be accepted into the program as openings become available.

MANDATORY ORIENTATION

Students will be required to attend a mandatory Orientation. Students who do not attend Orientation will forfeit their spot in the program and the next student on the alternate list will be offered admission. Alternates will be accepted into the program as openings become available.

BACKGROUND CHECK

Students will be required to submit to a background check in order to participate in clinical rotations. In addition, OSBN requires all Registered Nursing students to submit to a federal criminal background check prior to being approved to sit for the NCLEX Boards. Federal background checks must be less than six months old to be accepted. The College will cover the cost of the background check and the results will be submitted to the Oregon State Board of Nursing for its final review and acceptance.

DRUG TESTING

Students will not participate in clinical or lab settings while under the influence of mind-altering substances (including prescription medication). Students who are suspected of being under the influence of such drugs will be asked to leave the clinical or lab site and will be required to return to the college (if feasible) and submit to a urinalysis. Students will also be randomly drug tested throughout the duration of the program. Positive drug tests could result in dismissal from the program.

SUPPLIES

All optional and required supplies for the AASN-IDL program will be outlined at the time of enrollment. In addition to these supplies, students will be required to purchase a pair of appropriate close-toed shoes. Please note that school supplies such as pens, paper and notebooks are provided by the student and that it is recommended to have a watch with a second hand.

SCHEDULES

The schedules for classroom and clinical days will vary during the week depending on the term. For instance, classroom days may be held Thursday and Friday during one term and then may be Monday, Thursday, and Friday during the next. During the Registered Nursing Community Health and Clinical Practicums, the days and hours will vary depending on the clinical site.

PROGRAM APPLICATION INFORMATION

ACKNOWLEDGEMENT Continued



SKILLS ASSESSMENTS AND LAB/CLINICAL ATTENDANCE

In a hybrid environment, skills assessments take place on-campus 2-3 days a week dependent on the term. Skills assessments (on campus lab/community health/clinical days) are imperative to a student's success in their program and in the Associate of Applied Science in Nursing-IDL. Therefore, a student should not exceed missing more than twenty-two (22) hours per term. Students must attend 100% of their lab/clinical/practicum hours within each term. Each term, there will be make-up days provided (typically only two (2) make-up days per term for lab/clinical/practicum time). At the discretion of the Nurse Administrator, students who miss more than twenty-two (22) hours in a term may be dismissed from the term/program. Upon dismissal, a student can submit an appeal to make-up the missed time or continue with the term/program. Please note that each lab/clinical course is a prerequisite to any subsequent lab clinical course (e.g. RN103 must be successfully completed prior to enrolling into RN104, etc.); each course within any given term must be completed with 100% attendance and a passing grade before progressing to the subsequent term.

REGISTERED NURSING COMMUNITY HEALTH & CLINICAL PRACTICUM PLACEMENT

In the last 2 terms of the program students may be required to travel outside of the Salem area (up to 50 miles, one way, from the school) for their Registered Nursing Clinical Practicum. Students are also responsible for providing their own transportation to and from the clinical site. Each student will work with the Clinical Coordinator to facilitate clinical placements for the term, keeping in mind work schedules, childcare challenges, the location of personal residence, etc. However, please note that where each student is placed and/or what hours each student is given for clinical placement is up to the sole discretion of the Clinical Coordinator and Nursing Administrator – we make NO guarantees!

TRANSFER OF CREDITS

Applicants need to be aware that currently vocational credits do not automatically transfer to junior colleges, community colleges or to universities. It is at the sole discretion of each educational facility to accept or reject credits from other schools. Institute of Technology also reserves the right to reject or accept credits earned from other accredited educational facilities; this process will be on a case-by-case basis.

By signing below, I have read the above guidelines and fully understand them. I also understand my obligation and responsibilities regarding these items.

TECHNICAL FUNCTIONAL ABILITIES ASSESSMENT



Certain functional abilities are crucial to being able to perform during training. Because these skills are common practice, the student will need to be able to demonstrate the continued use of each of the following skills while attending class. Prior to enrolling for a program, each student should read carefully through each skill and assess his/her own ability to perform these skills on a continual basis. In the event that during the program a student is unable to perform these skills (with or without special accommodations) the student may be dismissed from the program.

PHYSICAL STRENGTH AND MOBILITY

Lifting, moving, pushing or pulling objects weighing over 25 pounds (i.e. equipment, assisting in moving clients).

PHYSICAL ENDURANCE

Ability to bend, move body and extremities quickly in response to emergencies, stoop, squat, stand, maintain balance, walk distances, reach above the head and below the waist. Maintain physical tolerance for entire assigned shift.

COGNITIVE ABILITY

Read, write and speak English. Read graphs, collect and analyze data. Ability to assess and use critical thinking skills, sequence information, process information, identify cause and effective relationships, problem solve, communicate information to supervisors and make clinical judgments and management decisions that promotes positive client outcome.

INTERPERSONAL SKILLS

Establish a positive rapport with clients, family members and co-workers, other students and faculty; communicate effectively both in a verbal and written format. Give clear, accurate reports and or directions to clients, co-workers and faculty. Function effectively under stress with the ability to make quick decisions. Must be able to handle emotional and or stressful situations in a positive manner. Must be able to positively motivate clients, co-workers and patient family members. Separate personal feeling from the care and wishes of the clients. Must maintain a work and school ethic that is conducive to the Nursing Code of Honor.

VISUAL ACUITY

Must be sufficient to assess clients and their environments and to implement the nursing care plans that are developed, i.e. distinguish changes in skin color, depth perception, and peripheral vision.

HEARING ABILITY

Must be sufficient to assess clients and their environments and to implement the nursing care plans that are developed, i.e. ability to use a stethoscope to assess sounds, hear a range of tones, normal speaking level sounds.

OLFACTORY

Must be sufficient to assess clients and their environments and to implement the nursing care plans that are developed, i.e. distinguish odors.

TACTILE AND FINE MOTOR SKILLS

Must be sufficient to assess clients and their environment and to implement the nursing care plans that are developed, i.e. feel for pulses, feel and identify body landmarks, detect a change of temperatures, feel the difference in surface characteristics, manipulate small equipment and containers, such as needles, vials, ampoules, syringes, medication packages.

I have read and understand the above noted skills necessary to perform my job as a Registered Nursing Student. To the best of my knowledge, I believe I have the capabilities of performing each and every one of them, realizing the requirements placed upon me as a nursing student may not be limited to the above skills. I further understand that if at any time during the program, I am unable to meet these requirements I may be dismissed from the program. 35

TRANSFERABILITY OF CREDITS



I understand that as of the date of my enrollment in the Registered Nursing Program at Institute of Technology, that the credits earned are vocational credits. I understand that it is up to the discretion of each educational facility to accept or reject credits earned from any other teaching facility.

I understand that any information available to me regarding Articulation Agreements are subject to change and can be located in the IOT Catalog and/or Catalog Addenda. I further understand that the training I receive at Institute of Technology, along with any other credits that have been accepted is intended to prepare me to take the NCLEX. Upon successful passing of the NCLEX in the state of Oregon, I will have all of the rights that are assigned to this license.

SOCIAL SECURITY NUMBER PROCUREMENT AND USE DISCLAIMER



In the admissions and enrollment process, the applicants Social Security number is used to assist in qualifying the applicant for college admissions and enrollment, and for securing student financial aid. In order to qualify, prior to class commencement, Admissions and/or Financial Aid must review a valid Social Security card.

A Social Security number is not a permanent student identifier and it will not be required for student identification purposes. The Institute of Technology will not disclose the Social Security number of any applicant to anyone outside the college system except as allowed by law or with permission from the individual applicant.

I authorize Institute of Technology to procure my Social Security number and use it for the purposes stated above. I understand that my Social Security number will not be disclosed to anyone except for the purposes stated above, or with my permission for purposes other than those stated above.

BACKGROUND CHECK INFORMATION



All applicants will be required to complete a background check. The criminal background check gives permission for an agency to access all criminal data including, conviction, non-conviction, and pending data. Depending on the contents of the applicant's criminal record, participation in clinical may be denied. In addition, a sex offender search is required.

Should an applicant have anything on their background (pending or otherwise) additional counsel and/or documents may be required. Should an applicant have anything on their background (pending or otherwise) additional counsel and/or documents may be required. All applicants with anything on their background (pending or otherwise) are also strongly encouraged to speak with Admissions and/or the Nurse Administrator to discuss the feasibility of being able to enter and complete the program. Please note, the staff and/or faculty at Institute of Technology cannot determine any candidate's ability to sit for the NCLEX.

All backgrounds are run electronically; applicable disclosures and acknowledgements will be disclosed and provided online and/or through any additional required release. Please note that all background checks MUST be submitted prior to any application being considered "complete".

For licensure with the Oregon State Board of Nursing (OSBN), please visit the following links for DHS and OSBN's criminal history requirements:

- For questions about disqualifying crimes are: <https://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/Documents/apd-dd-flyer-crimes.pdf>
- Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at: http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html
- Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located: http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_001.html

DISCLOSURE REGARDING BACKGROUND INFORMATION



Institute of Technology (“the Organization”) may obtain information about you from a third-party consumer reporting agency for purposes of evaluating your application for participation in an educational program with the Organization or for participation in clinical, experiential, residency, or other education or degree requirements at a health care facility or clinical program, which may be deemed to be “employment purposes” under the Fair Credit Reporting Act (“FCRA”). Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information about your criminal history, social security verification, motor vehicle records (“driving records”), education or employment history/evaluations, or other background checks.

You have the right, upon written request made within a reasonable timeline, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by CastleBranch Corporation, 1844 Sir Tyler Drive, Wilmington, NC 28405, 888-723-4263, www.castlebranch.com.

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK



I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by Institute of Technology (the “Company”) at any time after receipt of this authorization and throughout my participation in the educational program or clinical, experiential, residency, or other education or degree requirements, if applicable. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by CastleBranch Corporation, 1844 Sir Tyler Drive, Wilmington, NC 28405, 888-723-4263, www.castlebranch.com. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Washington State applicants only:

You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

NOTICE/AUTHORIZATION OF UNDERSTANDING – BACKGROUND CHECK



For all programs at the Institute of Technology – Salem, applicants to the college must agree to a background check. Upon review, additional counsel and/or documents may be required. All background checks are run electronically; applicable disclosures and acknowledgements will be disclosed and provided at the time of application. For licensure with the Oregon State Board of Nursing (OSBN), please visit the following links for DHS and OSBN's criminal history requirements:

- For questions about disqualifying crimes see: <https://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/Documents/apd-dd-flyer-crimes.pdf>
- Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at: http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html
- Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located: http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_001.html

Upon review of the provided information, please complete the section below as applicable to you, the applicant.

Select -ONLY- One: (Required)

- I have not been convicted of any of the following: Criminal Convictions (including misdemeanor convictions), Major Traffic Offenses (including Driving Under the Influence), Child Abuse, Neglect or Abandonment
- I have been convicted of one or more of the following: Criminal Convictions (including misdemeanor convictions), Major Traffic Offenses (including Driving Under the Influence), Child Abuse, Neglect or Abandonment

Select -ONLY- One: (Required)

- I acknowledge that I have never been denied licensure or disciplined by the Oregon State Board of Nursing or any other State Board of Nursing
- I acknowledge that I have been denied licensure or disciplined by the Oregon State Board of Nursing or another State Board of Nursing.

I acknowledge that if I have a criminal background and/or if there has been denial and/or discipline by any State Board of Nursing that acceptance may be denied and/or additional counsel/documentation may be required. I also understand that just because I complete my program any conviction, arrest or history of denial/discipline for previous licensure may result in my inability to become certified and/or licensed by the Oregon State Board of Nursing.



Institute
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