January 2027

Version: 01

Institute of Technology

Where careers begin.

Diploma Practical Nursing - Interactive Distance Learning

Information Packet & Application Guidelines

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01
Why IOT Salem?



Why IOT Salem

Program Overview

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

Program Objective

The Diploma 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 education requirements of the Oregon State Board of Nursing to be considered for the NCLEX-PN exam, leading to licensure as a Practical Nurse.



02 Schedule

DPN-IDL Courses By Term

Diploma: PRACTICAL NURSING

Total Credits: 75.5

Length of Program: 50 WEEKS, 5 TERMS

Instructional Delivery: Hybrid

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 | Hybrid*
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 | Hybrid*
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 | Hybrid*
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 | Hybrid*

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

Program Layout & Schedules



Program Layout

Class schedules vary by start date. However, the Institute of Technology does offer a day and afternoon/evening option. The programmatic schedule options are:

On Campus Hour Options

DAY - 8:30 am to 2:30 pm
AFT/EVE - 3:00 pm to 9:00 pm

Commitment Level

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

Overall Length of Time

The Diploma Practical Nursing-IDL program is a **five (5) term** program, with each term being **10 weeks** long for **13 months**.

Schedule

Day or Night Schedule:

- The hybrid program requires students to attend on their start day in **Term 1**.
  - Should the student be required to take BIO101, MT101, or MTH95 attendance is required week 5 & 10 for midterms and finals proctored on campus on Thursday.
- Then 1 day a week on campus beginning **Term 2** through **Term 4**. Prescheduled make up days are held on Thursdays.
- **Term 5** 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	Tuesday	Wednesday
1	X		
2	X		
3		X	
4			X
5	X		

Program Dates



2027

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

For the 2027 Calendar year our Start Dates are as follows:

January 4, 2027

March 22, 2027

June 7, 2027

August 23, 2027

November 8, 2027



03 What To Know

What To Know



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 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 Diploma Practical Nursing-IDL program.

Outcomes and Career Services

Graduates of the Diploma 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.

What to Know Continued

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.

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).

What to Know Continued

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



Important Application Dates for 2027 Cohorts

The Admissions team will determine how many students will be needed to fill cohorts included in each application year. There will be alternates accepted in case anyone doesn't follow through with enrollment. Once this number is exceeded, we will not be able to accept any further applicants until the next cohorts are available. **Please note: Admissions will not review any applications outside of review periods.**

Ongoing

2027 Submission, Wonderlic, CLIK — Open 9.15.26

- 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 review period to provide any required documents to proceed to the next phase. If required documents/assessments are not completed before the upcoming review period, they will be evaluated during future review periods as long as requirements are eventually met.
- Admissions will provide attestations to sign via PandaDoc. These must be signed before online assessment links are issued.
- Applicants will be sent 2 emails, one from Wonderlic and the other from Criteria (CLIK). Check Junk/Spam folders prior to reaching out if you have not received them; you may also need to make sure you are viewing all mail, as they often will not go to Focused/Personal tabs in Gmail or Outlook inboxes.
- Applicants with iCloud emails are encouraged to provide an alternative email address for Admissions to use for mass/group emails, as the iCloud domain frequently rejects our emails.
- Admissions will email those with unsuccessful attempts to complete further testing.

IMPORTANT:
The Salem Admissions team reserves the right to close or reopen applications at any time if available cohort seats and alternate slots fill up. Announcements will be made periodically regarding available space in upcoming cohorts.

Review

Application Review Period 1 — 10.5.26 - 10.9.26

- During the review period, Admissions will only review applications submitted by applicants who have already passed the assessments.
- Admissions will follow up with applicants who need to resubmit documents or make any edits to their applications.
  - Resubmitted documents must be received by Admissions prior to the final day of the review period to be considered.

Application Cycle Timelines Continued

- Notification of acceptance/provisional acceptance will be extended to applicants on the final day of the review period before the end of the business day, and accepted applicants will be invited to take the HESI A2 if not completed already.

Closure **January Applications Close** 10.30.26

- The online application will be updated, and applicants will no longer be able to apply for January. January HESI dates will remain temporarily available.

Review **Application Review Period 2** 11.2.26 - 11.6.26

Closure **March Applications Close** 1.22.27

- The online application will be updated, and applicants will no longer be able to apply for March. March HESI dates will remain temporarily available.

Review **Application Review Period 3** 1.25.27 - 1.29.27

Review **Application Review Period 4** 2.22.27 - 2.26.27

Review **Application Review Period 5** 4.5.27 - 4.2.27

Closure **June Applications Close** 4.23.27

- The online application will be updated, and applicants will no longer be able to apply for June.

Review **Application Review Period 6** 4.26.27 - 4.30.27

Review **Application Review Period 7** 6.1.27 - 6.4.27

Closure **August Applications Close** 6.25.27

- The online application will be updated, and applicants will no longer be able to apply for August.

Review **Application Review Period 8** 6.28.27 - 7.2.27

Review **Application Review Period 9** 7.26.27 - 7.30.27

Closure **November Applications Close** 8.20.27

- The online application will be updated, and applicants will no longer be able to apply for November.

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 Practical Nursing program must take and pass the Comprehensive DPN-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. 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 Practical Nursing program must take and pass the Wonderlic. On campus testing is available upon request.

- Applicants taking the 8-minute SLE-Q for admission must obtain a "passing" score; this exam uses a pass/fail evaluation method.

Entrance Test - CLIK

Applicants applying to the Practical Nursing program must take and pass the Computer Literacy and Internet Knowledge (CLIK). The duration is a 10-minutes and can be completed on or off 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 Practical Nursing program must take and pass the HESI A2.

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

Transcripts

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

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.***

Admissions Process Details Continued

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).

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.



05 Apply



Apply

Complete Application Guide

The Diploma Practical Nursing - IDL program maintains a limited enrollment policy; those applying for the program must be prepared to submit all required paperwork. Only complete applications will be considered for review!

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 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 the Clinical Practicum. IOT Salem Campus does not allow exemptions for any of the required immunizations; failure to provide documentation my result in an 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 Diploma Practical Nursing-IDL 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 Practical Nursing program must take and pass the Comprehensive DPN-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 review period.
- All tests are administered electronically via online application link.

Entrance Assessment (Wonderlic)

Applicants applying to the Practical Nursing program must take and pass the Wonderlic. All tests will be administered online unless requested otherwise by the applicant.

- 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 PandaDoc, and links to the assessment will be sent via email no later than 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.
- On campus testing is available upon request.

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 business day that scores are received)
- 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 Practical Nursing program must take and pass the Computer Literacy and Internet Knowledge (CLIK). All tests will be administered online unless requested otherwise by the applicant.

- Online
  - Applicants taking the 10-minute CLIK Online for admission must pass with a minimum score of 14; this exam uses a numerical evaluation method.
  - Assessments completed Online require the completion of a waiver; waivers will be sent to the Applicant via PandaDoc, and the link to the assessment will be sent via email no later than 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.
- On campus testing is available upon request.

Attempts are as follows:

Student must take the Computer Literacy and Internet Knowledge (CLIK) test - available on demand. 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 Practical 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 in the 75th percentile or higher; this exam uses a cumulative evaluation method.
  - Assessments are available ON CAMPUS on specified days determined by campus staff.
  - All ON-CAMPUS scores are pulled and available immediately; if the applicant fails, they will have to retest during a future application cycle as only 1 attempt is allowed. Re-tests will incur the full application fee.
  - 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 75 Percentile – Applicants failing the initial HESI A2 exam will result in a rejected application for admission to the DPN-IDL program for the year.
- Test Scores – As published in the College Catalog/Addenda: Evaluation Used: Elsevier. 160 Minute HESI A2 Test.

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 Diploma Practical 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 may 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 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-2s; or written statements 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",

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

As applicable, applicants can upload/provide documentation of BLS CPR certification through the American Heart Association (AHA).

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.

Diploma Practical Nursing - IDL
Admission Rubric – 2027

Policy Quiz
5 points = 90-100%, 3 points = 80-89%, 1 point = 75-79%, 0 points = 0-69%

CLIK
2 points = 14-25, 0 points = 0-13

Wonderlic
2 points = Pass, 0 points = Fail

Letter of Recommendation
1 point

HESI
4 points = 100th pctl, 3 points = 90-99th pctl, 2 points = 80-89th pctl, 1 point =75-79th pctl, 0 points = 0-74th pctl

Immunizations
1 point = 4 Required Immunizations, 0 points = 0-3 Required Immunizations

Required Documents:

Policy Quiz	Score _____	Points _____
Entrance Exam CLIK	Score _____	Points _____
Entrance Exam Wonderlic	Score _____	Points _____
Letter of Recommendation	Score _____	Points _____
HESI A2		Points _____
Immunizations (4 total)		Points _____
REQUIRED DOCUMENT SCORE		**Points _____**

Recommended Documents:

Un/Official College Transcript	
Anatomy & Physiology (BIO101)	_____
Anatomy & Physiology (BIO201)	_____
Anatomy & Physiology (BIO301)	_____
Math (MTH125)	_____
Medical Terminology (MT101)	_____
Psychology - Life Span & Development (PSY204)	_____
Writing (WR121)	_____
2nd Term Eligible	_____
Veteran Status	_____
Returning IOT Student in Good Standing	_____
Current CNA License AND/OR Medical Licensure/Certification	_____
6-Months Documented Work Experience	_____

Application Disposition

☐ Accepted ☐ Rejected

(Minimum 8 points to be accepted into the program.)



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 Diploma Practical 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 Diploma Practical 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 Zoom or 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 Certifications:

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

Required Screenings:

- TB (Tuberculosis)

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 Practical 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 Practical 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 TB Screening and CPR Requirements by their programmatic scheduled **due date of the start date of third 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 Practical 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 Diploma Practical 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 Practical 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 Practical 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 DPN-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 Monday during one term and then may be Tuesday during the next. During the Practical Nursing Clinical Practicum 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 one day a week beginning in second term. Skills assessments (on campus lab/clinical days) are imperative to a student's success in their program and in the Diploma Practical Nursing-IDL. Therefore, a student is only allowed to miss two (2) skills assessment (lab/clinical) days per term (or a total of 12 hours). Students must attend 100% of their lab/clinical 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 time). At the discretion of the Nurse Administrator, students who miss more than two (2) skills assessments (or on-campus) days 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. NUR111 must be successfully completed prior to enrolling into NUR112, etc.); each course within any given term must be completed with 100% attendance and a passing grade before progressing to the subsequent term.

PRACTICAL NURSING CLINICAL PRACTICUM PLACEMENT

In the final term 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 Practical 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, child care 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 Practical Nursing Student. To these 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.

TRANSFERABILITY OF CREDITS

I understand that as of the date of my enrollment in the Practical 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.

New York applicants only:
Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City applicants only:
By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

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.

Minnesota applicants only:
I would like to receive a copy of a consumer report if one is obtained by the Company.
You have the right to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within five business days after its receipt of your request or the date the report was requested by the Company, whichever date is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Oklahoma applicants only:
I would like to receive a copy of a consumer report if one is obtained by the Company.
Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

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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Where careers begin.