Application Process
2014 - 2015

Read Admission Process for application deadlines
Admission procedures/eligibility requirements are subject to change

Submit application to Adult Career Advisor

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

## Step 1: Read the Application Packet Thoroughly

## Step 2: Assessment Tests
- Take the COMPASS exam or obtain official copies of current scores from prior testing (within the last two years)
- Individuals speaking English as a second language must take the COMPASS ESL exam
- Take the ATI critical thinking exam or obtain official copies of current scores from prior testing (within the last two years)
- Refer to “Frequently Asked Questions” for more information regarding assessment tests

## Step 3: Required Documentation
- Submit the following required documents as a packet toAdult Career Advisor at Metro Technology Centers, Business Conference Center (BCC)
  - Metro Tech Adult Application for Admission (use online application template)
  - Official assessment scores (COMPASS and ATI critical thinking)
  - Official or true copy of high school transcript or GED scores, verifying high school graduation or equivalent (as required by Oklahoma State statute)
  - Official or true copies of transcripts from all colleges attended; evidence of completion of any program-specific pre-requisite must be listed on a transcript (See Pre-Requisites for Adult Healthcare Programs)
  - Transcripts issued by schools outside the United States must be evaluated by a credentialing agency in order to validate equivalency. Contact the World Education Services at www.wes.org
  - International students submit a copy of a current VISA or passport and BCIS number or validation of permanent resident status. Refer to “Frequently Asked Questions” for more information
  - Individuals speaking English as a second language submit COMPASS ESL exam scores
  - COMPASS ESL Scores not requiring ESL instruction for postsecondary health careers classes prior to enrollment:
    - Listening Proficiency Level 4
    - Reading Proficiency Level 4
    - Grammar/Usage Proficiency Level 3
  - One Plus One Nursing Education Partnership applicants – Copy of referring letter/alternate status letter from referring Associate Degree Nursing (ADN) program

## Step 4: Review of Applications
- Completed files are assessed according to the following schedule:
  - **Full-time health career programs** (August 2014 start date)
    - Application deadline is **May 2, 2014**
    - Applicants are notified of status by **June 2, 2014**
    - Alternates are placed on a waiting list for openings that may occur up to the first week of class
  - **One Plus One Nursing Education Partnership** (Copy of referring letter/alternate status letter from referring Associate Degree Nursing (ADN) program)
    - Applications are accepted from **April 1, 2014 to July 1, 2014**
    - Applicants are notified of status by **July 11, 2014**
    - Late applicants are placed on a waiting list for openings that may occur up to the first week of class
  - **Practical Nurse program** (October 2014 start date)
    - Applications are accepted from **September 1, 2013 to July 31, 2014**
    - Applicants are notified of status by **August 29, 2014**
    - Alternates are placed on a waiting list for openings that may occur up to the first week of class

## Step 5: Tuition Payment
- Tuition is due, or payment arrangements made, approximately one month before class begins
- Please see the Bursar in the Business Conference Center for payments or payment arrangements
- Apply for financial aid online or contact the Financial Aid Office at (405) 595-4437 for information regarding the types of financial aid available

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<th>STEP 6</th>
<th>MANDATORY PROGRAM ORIENTATION</th>
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<td>Attend mandatory orientation once accepted into the program</td>
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<th>STEP 7</th>
<th>QUESTIONS?</th>
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<td>If you have questions, please call the Metro Tech Adult Career Advisor at (405) 595-4432</td>
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Revised 2/26/14