Health Careers Application Process
2016 – 2017

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 Accuplacer assessment or obtain official copies of current scores from prior testing (within the last two years)
- Individuals speaking English as a second language may be required to take the ESL Accuplacer assessment
- Take the ACT Engage assessment or obtain official copies of results 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 to Adult Career Advisor at Metro Technology Centers, Business Conference Center (BCC)
- Metro Tech Adult Application for Admission  
  (typed/printed online – NOT handwritten)
- Documentation of attendance at required orientation
- Official Accuplacer scores
- Official ACT Engage results
- Official or true copy of high school transcript or GED scores, verifying high school graduation or equivalent
- 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](http://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 ESL Accuplacer exam scores
  - ESL ACCUPLACER SCORES NOT REQUIRING ESL INSTRUCTION FOR POSTSECONDARY HEALTH CAREERS CLASSES PRIOR TO ENROLLMENT:
    - ESL Reading Skills Proficiency  
      Score 102
    - ESL Sentence Meaning Proficiency  
      Score 88
    - ESL Language Usage Proficiency  
      Score 82
    - ESL Listening  
      Score 90
- One Plus One Nursing Education Partnership applicants – Copy of referral letter/alternate status letter from referring Associate Degree Nursing (ADN) program

## STEP 4
**OPTIONAL DOCUMENTATION** – to maximize points for employment and military experience or postsecondary training
- Adult Program Employment Reference form
- Validation of Paid Work Experience form
- Official or true copy of certification cards/certificates
- Official or true copy of licensure cards/certificates

## STEP 5
**APPLICATION FEE** – a non-refundable application fee of $20 must be remitted to the Bursar’s office at the time of application
- Includes all assessments and one retake during the same school calendar year
### STEP 6
**REVIEW OF APPLICATIONS** – completed files are assessed according to the following schedule:

**Full-time health career programs** (August 2016 start date)
- Application deadline is **May 27, 2016**
- Applicants are notified of status by **June 30, 2016**
- 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 4, 2016 to July 1, 2016**
- Applicants are notified of status by **July 18, 2016**
- Late applicants are placed on a waiting list for openings that may occur up to the first week of class

**Practical Nurse program** (October 2016 start date)
- Applications are accepted from **September 1, 2015 to August 12, 2016**
- Applicants are notified of status by **August 26, 2016**
- Alternates are placed on a waiting list for openings that may occur up to the first week of class

### STEP 7
**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

### STEP 8
**QUESTIONS?**
- If you have questions, please call the Metro Tech Adult Career Advisor at (405) 595-4432

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