



**The Robert T. White School of Practical Nursing**  
**ALLIANCE CAREER CENTER**  
**500 Glamorgan St., Alliance, Ohio 44601**  
**330-829-2267 fax 330-821-3573**  
**www.acrtw.org**

**ENROLLMENT APPLICATION**

**Student:** The requested information is for your admission file. Clearly print the information or check answers in all applicable spaces provided. The Alliance City School District, Alliance Career Center, and The Robert T. White School of Practical Nursing are committed to equal opportunity and do not discriminate on the basis of race, religion, national origin, or disability.

Date of Application:		Requesting: Day Class / Evening Class / Full Time Day (Circle one)			
<b>IDENTIFICATION/CONTACT INFORMATION</b>					
Last Name:		First Name:		MI:	Suffix: (Jr.)
SSN:		DOB:		D/L #	
Street Address:					
City:		State: OH	Zip:		County:
Phone:		Cell:		Email:	
Gender:		Race:		Current/Prior Military (Branch, Dates, Rank/Rate)	
Emergency Contact Name:				Relationship:	Phone:
<b>EDUCATIONAL INFORMATION</b>					
HS Graduate: Y / N (Transcript Required)		HS Grad Year:		HS Graduated From:	
GED: Y / N (Certificate Required)		Other Prior Education, Certifications, Degree:			
<b>REFERENCES</b>					
(Name, Address, Phone - No Relatives)					
1.					
2.					
Convicted Felon: Y / N		Charge/Disposition:			
Misdemeanor(s): Y / N		Charge/Disposition:			
<b>EMPLOYMENT HISTORY</b>					
Place of Employment:		Dates of Employment:		Position/Duties:	
Place of Employment:		Dates of Employment:		Position/Duties:	
<b>ADVERTISING</b>					
How did you hear about RTW?					



## RTW ADMISSIONS CHECKLIST (STUDENT COPY)

NAME: \_\_\_\_\_

CLASS \_\_\_\_\_

DATE		DATE	
	<b>Completed Application and Application Fee, \$50.</b>		<b>Drug Screen</b> - Due no later than 30 days after class begins. Drug screens less than 1 year old will be accepted. AultWorks 2461 West State Street Alliance, OH 44601 330-823-8864
	<b>Workkeys Test and Workkeys Fee, \$60.</b> Call to schedule, 330-821-2102.		<b>Physical Exam.</b> Due no later than 30 days after class begins. Physicals less than 1 year old will be accepted.
	<b>Financial Aid</b> - Schedule an appointment, 330-821-2102.		<b>MMR and Varicella</b> Provide evidence or get titers for MMR and varicella. Due no later than 30 days after class begins.
	<b>BCI/FBI Background Check.</b> This is available at Alliance Career Center. No appointment necessary. \$60 Background checks less than 1 year old are accepted. Background checks must be updated annually.  YR 1 _____ YR 2 _____		<b>Hepatitis B Series</b>  <b>FIRST SHOT</b> - Due no later than 30 days after class begins. <b>SECOND SHOT</b> - Due 30 days after first shot. <b>THIRD SHOT</b> - Due 6 months after first shot.  Evidence of previous complete Hepatitis B Series will be accepted.
	Request <b>high school and/or college transcripts/GED</b> results be sent to: Alliance Career Centre - RTW 500 Glamorgan Street Alliance, OH 44601 <b>DUE 2 WEEKS PRIOR TO START OF CLASS</b>		<b>Mantoux - 2 Step TB</b> Provide evidence of or get the 2 Step TB shot. Due no later than 30 days after class begins. Must be renewed annually.  YR 1 Step 1 _____ YR 1 Step 2 _____ YR 2 Step 1 _____
	<b>CPR</b> - Copy of current CPR certification. RTW offers CPR classes on-site. Due prior to start of clinicals. Must be kept current while attending RTW.  YR 1 _____ YR 2 _____		Comments:

**Items can be completed any time prior to the deadlines listed above. Information can be faxed to: 330-821-3573. Alliance Career Center accepts cash or check. We are not able to accept credit or debit cards at this time.**

## FOR YOUR INFORMATION

All Classes of The Robert T. White School of Practical Nursing are determined by a pre-set class size and meeting of admission criteria. Classes may be postponed due to insufficient enrollment. **WorkKeys, BCI, and Reservation fees are non-refundable.** This application is not a guarantee of enrollment in this program.

### You must complete the following to be considered for placement:

- Completion of the application form and payment of the non-refundable **\$50.00** application fee
- WorkKeys test as the entrance exam **\$60.00**
- High School Transcript/GED/College/Special requirements for high school students
- Fingerprinting for a Criminal Records Background Check FBI and BCI (**\$60**)
- Drug Screen
- Physical Examination including a medical history and physical, record of immunizations or positive titers (measles, mumps, rubella, varicella), Initial 2-step TB with annual 1-step, Hepatitis B Vaccines and Tetanus. Booster vaccines are required if titers are negative, Proof of booster vaccines are required.
- Completion of financial aid application and/or arrangements for payment of program costs after passing the entrance exam
- Maintenance of CPR certification (American Heart Association Healthcare Provider only) throughout the duration of your enrollment in program.

By signing this application I acknowledge that I have reviewed the information contained in this packet. To the best of my knowledge, I certify that information on this application is correct. I have informed the school of any prior convictions, misdemeanors, or felonies, mental illness, or have voluntarily surrendered, limited or revoked a professional license or have voluntarily surrendered, resigned or otherwise forfeited any professional license, certificate or registration.

*Note:* I am aware that The Ohio Board of Nursing determines whether graduates will be permitted to take the licensure examinations or will be licensed in Ohio. Graduates who have been convicted of, found guilty of, pled guilty to, or plead no contest to a felony or misdemeanor may not be permitted to take a licensure examination or be able to become licensed in Ohio. Other state boards of nursing determine licensure for their individual states.

**I acknowledge having the opportunity to view the student handbook posted on the Alliance Career Centre's website at [www.acrtw.org](http://www.acrtw.org).**

**(Full signature)** \_\_\_\_\_ **(Date)** \_\_\_\_\_

**RTW Admission Procedure  
Alliance Career Center  
500 Glamorgan St., Ohio 44601  
www.accrtw.org  
p. 330-829-2267 f. 330-829-2285**



## Application Process

- Send completed application with a **\$50.00** application fee (non-refundable) to  
The Robert T. White School of Practical Nursing  
500 Glamorgan Street  
Alliance, Ohio 44601
- Make checks payable to The Alliance Career Center. When the application and fee are received, scheduling of the Workkeys assessment test is required. Please call 330-829-2267 to schedule.
- Applications are filed for one (1) calendar year. If Applicant does not attend the program within that year, anytime after that year the admission procedure must be repeated to be considered for admission.
- Please indicate which program you are interested in attending: partial day or evening or full time day. Day classes begin annually in August. Evening classes begin biannually in January. See schedule on page 6.
- 

## **AFTER SUBMITTING APPLICATION, PLEASE COMPLETE THE FOLLOWING:**

- Send all required documents including high school and college transcripts, proof of GED, etc. to:  
The Robert T. White School of Practical Nursing  
500 Glamorgan Street  
Alliance, Ohio 44601
- If the class is full, your application will be reviewed for the subsequent admission date.
- *Admission Test - WorkKeys Results*

*The Workkeys Admission Test* evaluates Applied Math, Graphic Literacy and Workplace Documents. You may see a sample of questions or take a sample test in any of the areas by logging onto [www.act.org](http://www.act.org). There is a fee to take each of the practice tests online. Each section is approximately 50 min.

- A **\$60.00** testing fee (cash, check or money order only) and photo ID are required for testing. Results are available immediately. Minimum scores to attend RTW are
  - **Applied Math - 4**
  - **Graphic Literacy - 5**
  - **Workplace Documents - 4**
- If an applicant does not pass any section of the admission test, they may retake any section for an additional \$20.00 fee per section.
- Scores may be used from previous years if the tests have been completed in the last **two** years.

## **High School and/or college transcripts**

- For High School Graduates: Request an official transcript (one that is signed, dated and has the school seal) be sent to the school office or it may be delivered by the applicant in a sealed envelope from the school previously attended.
- For GED Graduate: Send a copy of your test scores plus an official transcript from the high school you attended to the school office.
- College/University/Nursing Program or any post-secondary program (if applicable): Request an official transcript sent to the school.
- ALL TRANSCRIPTS/DOCUMENTS BECOME THE PROPERTY OF THE SCHOOL.

When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class or as an accepted student for the next admission date.

Based on Section 4723.28 of the *Ohio Revised Code* and according to the school admission requirements, **Robert T. White applicants are required to obtain a BCI/FBI background check (non-refundable) annually.** Therefore, if an applicant is aware of any misdemeanor related to alcohol or drugs, or felony convictions they are required to inform the Director of Nursing prior to entering the program so that the applicant may be informed of the law and rules as found on The Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having a felony conviction should investigate the law and rule before considering the pursuit of an education in nursing.

According to **Ohio HB327**, anyone previously convicted of, pleaded guilty to, or had a Judicial finding of guilt for an egregious felony will be precluded from initial licensure. Egregious felonies are: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated robbery, and aggravated burglary. The applicant with lesser convictions will be considered on an individual basis. Denied admission to the school will be determined on an individual basis based upon the results of the BCI background check and on the law and rule as indicated on the OBN website.

Further, The Ohio Board of Nursing (OBN) may propose to deny an application for licensure for the following: any felony, a crime involving gross immorality or moral turpitude, a misdemeanor drug violation, and a misdemeanor committed in the course of practice. Several laws pertain to background findings and the ability of a nurse to care for adults and/or children. Information may be found on the OBN web site under "Discipline" at <http://nursing.oh.gov/discipline.htm> and a publication on the law at <http://nursing.oh.gov/pdfs/OHCRC.pdf>. Expunged convictions are open to the OBN and do not prevent the crime from affecting licensure.

## Physical and Mental Qualifications for Classroom/Lab/Clinical Areas

- Frequently work in a standing position (up to 8 hours) and frequently walk (up to 8 hours).
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed to chair and chair to bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
- React immediately to auditory instructions/request/monitor equipment.
- Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
- Physically perform up to eight hour clinical laboratory experience.
- Perform close and distance visual activities involving object, persons, and paperwork, i.e, assess patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
- Discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Manual dexterity required for preparing and administering medications.
- Provide effective written, oral, and nonverbal communications to patients and their families, colleagues, health care providers, and to the public.
- Speak, write, and comprehend the English language proficiently.
- Make appropriate decisions under stressful situations.
- Complete procedures that prevent the spread of infections, e.g., frequent hand washing, using masks, and gloves.

## Financial Requirements

### Fees paid by students not included in Financial Aid:

- Application fee: **\$50 (Non-refundable, Due with application)**
- WorkKeys entrance exam: **\$60 (Non-refundable, Due on day of testing)**
- BCI/FBI Background Check: **\$60 (Non-refundable, Due before class starts)**
- Physical exam (**Cost will vary depending on where physical is performed**)
- CPR certification (**\$35, Class is offered at the Alliance Career Centre**)
- Drug screen (**Approximately \$20 at Aultworks**)
- MMR, Varicella, Tetanus, Initial 2-Step TB with annual 1-step vaccinations (**Cost will vary depending on where immunizations are given**)
- Hepatitis series (**Cost will vary depending on where immunizations are given**)
- Uniforms (**Approximately \$75 depending on whether additional items are ordered**)
- 2-hand watch (**Approximately \$50**)
- Shoes (**Approximately \$50**)
- Graduation Uniform (**Approximately \$75**)

<b>Included in Financial Aid</b>	
<b>Tuition:</b>	<b>\$10,837.00</b>
<b>Books:</b>	<b>\$ 219.551</b>
<b>Assessment Technology Institute (ATI):</b>	<b>\$ 866.75</b>
<b>Insurance:</b>	<b>\$ 36.00</b>
<b>NCLEX-PN Application Fee:</b>	<b>\$ 75.00</b>
<b>NCLEX-PN Examination Fee:</b>	<b>\$ 200.00</b>
<b>Graduation Fee:</b>	<b>\$ 200.00</b>
<b>Lab/Supply Fee:</b>	<b>\$ 1549.00</b>
<b>Total:</b>	<b>\$13,983.30</b>

**NOTE: PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

**NEED-BASED SCHOLARSHIPS ARE AVAILABLE FROM THE FOLLOWING:**

- Greater Alliance Foundation
- Nancy Teeple-Penny
- Alliance Community Hospital
- Alliance City Loan (Block Grant)

**The Robert T. White School of Practical Nursing is eligible to participate in the following Federal Financial Aid Programs:**

- Federal Pell Grant Program
- Direct Subsidized Loan
- Direct Unsubsidized Loan

To be eligible for Federal Financial Aid the following Federal Government requirements must be met by the student as well as maintain satisfactory academic progress which is defined as an 80% or better GPA and a 95% or better attendance and includes:

- Is a U.S. citizen or eligible non-citizen.
- Demonstrates a need for financial aid.
- Enrolls at least a half-time student.
- Demonstrates that he/she is not in default of previously received federal and state loans, including refund payments on the Pell and FSEOG.
- Applies for the Federal Pell grant Award (FAFSA).

**A new FAFSA (Free Application for Federal Student Aid) is required each year.** Information on all the programs can be obtained from the Financial Aid Coordinator. This information will be discussed when you have scheduled your financial aid appointment after being accepted into the program. The Financial Aid Coordinator can be reached at 330-821-2267.

Students will receive payments or account credit four times a year for Title IV federal aid. **Any refund of student loan payment will only be issued after payment period charges are paid in full.**

**Workforce Investment Act (WIA)** may assist with tuition, fees, books, uniforms, supplies, lab fees, etc. Contact your local office:

**Stark County: 330-433-9675**

**Tuscarawas County: 330-364-6606**

**Summit County: 330-643-7997**

**Carroll County: 330-627-380**

The Program is approved for veterans training.

It is suggested that the applicant check with local organizations and churches for information on additional scholarships.



## THE SCHOOL

The Robert T. White School of Practical Nursing was established in 2004. The school is under the supervision of the Alliance Board of Education. This program is an adult community educational program. The program is offered to those who meet the admission criteria regardless of race, color, religion, national origin, handicap, gender, ancestry, marital status, or age.

### Day Program

- Approximately 11 months
- 8:45 AM to 3:15 PM
- Monday - Friday, Wednesday & Friday - 8 hour clinicals

### Part-Time Programs

- Less than 2 years
- 16-20 hours per week
- **Day hours:** Monday-Thursday 9:00 AM – 1:30 PM
- **Evening hours:**

Monday	5:45 PM - 9:45 PM
Tuesday	5:45 PM - 9:45 PM
Thursday	5:45 PM - 9:45 PM
- Every other weekend hours – Saturday and Sunday, usually day-shift, 8½ hours; times depending on the class or clinical facility.
- Classes are held at The Alliance Career Center, 500 Glamorgan Street, Alliance. Clinical experiences are varied throughout Stark and surrounding counties.
- The school reserves the right to require off-shifts when access to clinical sites are limited and during the last class preceptorship.

Upon completion of the program, graduates:

- Receive a certificate of completion
- Are eligible to take the National Council Licensure Examination for Practical Nurse (NCLEX-PN)

The Robert T. White School of Practical Nursing is fully approved by The Ohio Board of Nursing and The State of Ohio Department of Education. Alliance Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898, Fax: 770-396-3790, [www.council.org](http://www.council.org). This ACC program is approved by the Ohio Department of Higher Education.

The Program consists of courses and clinical experiences that must be taken in sequence, according to the curriculum plan. Knowledge learned in the classroom setting is practiced in the laboratory and applied to the care of patients in the clinical setting. Advancement in the curriculum is according to the Grading Policy. A passing grade of 80% and a satisfactory clinical grade in clinical courses must be maintained in order to advance to the next course. **Attendance is expected at 100%. Allowances are made for absences due to mitigating circumstances such as accident, illness, death, etc. Attendance must be maintained at 90% at all times to maintain funding and for the student to remain in good standing.**

## COURSE DESCRIPTIONS

**100 - Scientific Foundations of Nursing:** the non-clinical study of the normal structure, function, and nutrition of the human body utilizing medical terminology

**101 - Foundations of Nursing Theory and Practice:** the study of the basic theories and principles of practical nursing incorporating skill competencies and clinical experiences

**102 - Pharmacology in Nursing:** the study of the nurse's role in pharmacotherapeutics, pharmacologic principles, math calculations, medication administration techniques, legal, ethical, and cultural considerations related to pharmacology, drugs, and drug classifications. This course incorporates skill competencies and clinical experiences.

**103 - Nursing Care of Patients Throughout the Lifespan I:** the study of the nursing process applied to maternal/pediatric clients with an emphasis on holistic care. This course incorporates skill competencies and clinical experiences.

**200 - Nursing Care of Patients Throughout the Lifespan II:** the study of the nursing process applying to adult/geriatric clients with an emphasis on holistic care. (A continuation of Nursing Care of Patients Throughout the Lifespan I.) This is a clinical course incorporating skill competencies.

**201 - Nursing Care of Patients Throughout the Lifespan III:** the study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care. A continuation of Nursing Throughout the Lifespan II.) This is a clinical course incorporating skills competencies.

**202 - Professional Issues for the LPN:** the study of the role of the professional licensed practical nurse in the healthcare system. This course includes clinical experience and a preceptorship learning experience.

**104 and 203 - Transitions I and II** are courses to assist the student to be successful through their development as a licensed practical nurse. These courses will help the student meet the employer's expectations of professional image and attitude and assist them in achievement of their goal of employment as a licensed practical nurse.

### Important dates and things to remember:

- **WorkKeys testing** (\$60) Check with The Robert T. White School of Practical Nursing office for specific dates, times, and locations. Applicants who are not tested by the final acceptance/admission date will be placed on a waiting list for the next available class.
- **Background check** (\$60), application fee (\$50)
- **Official high school transcript, college transcript** (if applicable), or **GED** certificate (if applicable) on file.
- Additional requirements as described in the admissions checklist will be required no later than 30 days after the first day of class.



**THE ROBERT T. WHITE SCHOOL OF PRACTICAL NURSING  
PHYSICAL EXAMINATION REPORT  
TO BE COMPLETED BY EXAMINING PHYSICIAN**

Please complete ALL sections of this form.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_

Temperature: \_\_\_\_\_ Pulse: \_\_\_\_\_ Vision: L \_\_\_\_\_ R \_\_\_\_\_ Hearing: L \_\_\_ R \_\_\_\_\_

	<b>NORMAL</b>	<b>ABNORMAL</b>	<b>COMMENTS</b>
<b>Skin</b>			
<b>Eyes</b>			
<b>Ears</b>			
<b>Nose</b>			
<b>Mouth, Throat</b>			
<b>Neck</b>			
<b>Lungs</b>			
<b>Heart</b>			
<b>Abdomen</b>			
<b>Spine/Scoliosis</b>			
<b>Extremities</b>			
<b>Kidneys</b>			
<b>Hernias</b>			
<b>Neurological</b>			
<b>Allergies</b>			

Is this student able to participate in all normal school activities:                      YES      NO

Are there any limitations that may inhibit this student's participation?                      YES      NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Signature of Examining Physician \_\_\_\_\_

Printed Name of Examining Physician \_\_\_\_\_

Date of Examination \_\_\_\_\_



# THE ROBERT T. WHITE SCHOOL OF PRACTICAL NURSING

500 Glamorgan Street, Alliance, Ohio 44601 Phone (330) 829 – 2267 Fax: (330) 821-3573

## STUDENT IMMUNIZATION CHECKLIST

Student's Name \_\_\_\_\_

Measles, mumps, rubella

\_\_\_\_\_  
(date of immunization or results of titers)

\_\_\_\_\_  
healthcare provider signature

Varicella

\_\_\_\_\_  
(date of immunization or results of titers)

\_\_\_\_\_  
healthcare provider signature

1<sup>st</sup> year TB Step 1

\_\_\_\_\_  
(date of 1st TB)

\_\_\_\_\_  
healthcare provider signature

\_\_\_\_\_  
results

\_\_\_\_\_  
healthcare provider signature

1st year TB Step 2

\_\_\_\_\_  
(date of 2nd TB)

\_\_\_\_\_  
healthcare provider signature

\_\_\_\_\_  
results

\_\_\_\_\_  
healthcare provider signature

Hepatitis B series

\_\_\_\_\_  
(date of 1<sup>st</sup> Hep B)

\_\_\_\_\_  
healthcare provider signature

\_\_\_\_\_  
(date of 2<sup>nd</sup> Hep B)

\_\_\_\_\_  
healthcare provider signature

\_\_\_\_\_  
(date of 3<sup>rd</sup> Hep B)

\_\_\_\_\_  
healthcare provider signature

Tetanus

\_\_\_\_\_  
(date of immunization)

\_\_\_\_\_  
healthcare provider signature