



*“Changing lives through education, training, and skill development.”*

# Practical Nursing Application Packet

P.O Box 2000  
709 S. Old Missouri Road  
Springdale, AR 72764  
Phone: 479-751-8824  
Fax: 479-750-7272  
[www.nwti.edu](http://www.nwti.edu)

## PRACTICAL NURSING PROGRAM CHECKLIST

Thank you for your interest in Northwest Technical Institute's **Practical Nursing Program**.

### **FILE COMPLETION**

**To be eligible to register for the prerequisite classes, you must have your CNA certificate and you file must include the following:**

- Nursing Application (\$10.00)**
- Certified Nursing Assistant Certification required**
- Accuplacer test (\$10.00)**  
The **Accuplacer** is a Basic Arithmetic and Sentence Skill exam. This test may be taken Monday through Friday from 7:30 a.m. until 12 p.m. Photo I.D. is required.

Students who score 85 or above on Accuplacer Math are eligible to test out of required MT 1103 Technical Mathematics I. Students scoring an 80 or higher on the NTI arithmetic test out exam will be given credit for MTH 1103 Technical Mathematics I.

Students must score a 92 or above on Accuplacer Sentence Skills to be considered for admissions and will be given credit for NPR 1403 Technical Communications

- High School Transcript or GED scores**  
All high school and college transcripts need to be **OFFICIAL** transcripts. (An "Official Transcript" means it has the embossed school seal imprint and is **sent directly** to the NTI Admissions Office. You will be responsible for any fees involved.
- College Transcripts**  
All College transcripts need to be official transcripts (An "Official Transcript" means it has the embossed school seal imprint and sealed in an envelope and sent directly to the NTI Admissions Office. To receive transfer credit, you must have received a grade of "B" or better within the last 3 years for AP I, II and Medical Terminology. All other transfer credit will be accepted within 5 years.
- Immunization Records**  
**Two (2)** Measles & Rubella (MMR), if born on or after January 1, 1957, or serologic evidence of immunity. **TDAP** in last 10 years, (2) doses of **Varicella** or serologic evidence of immunity.  
**Negative Tuberculosis skin test.**
- Two Employment References** If you do not have 2 job references, we will need 3 Personal references

**Registration for returning students taking prerequisite classes will be contingent on space availability.**

### **ACCUPLACER SCORES**

Arithmetic—65

Sentence Structure—92

(Minimum scores)

***NOTE: It is your responsibility to make sure you have a complete file.***

ATTN: All paperwork must be turned in all at once. Except the employment references & transcripts, which must be mailed in no later than November 1<sup>st</sup>. Paperwork will be accepted between the dates of August 1<sup>st</sup>-November 1<sup>st</sup> ONLY. Any paperwork received before and/or any paperwork by itself will not be accepted.

## FINANCING YOUR EDUCATION AT NORTHWEST TECHNICAL INSTITUTE

### APPLYING FOR FINANCIAL AID

Step 1: Complete the Free Application for Federal Student Aid (FAFSA). It can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Paper forms are available and must be requested individually on the FAFSA website. The online FAFSA is free, fast, and secure.

Step 2: Make sure you are filling out the FAFSA for the appropriate school year. It may be submitted after January 1 for the school year beginning the next fall. Information from prior year tax returns is needed (school year 2017-2018 will require you to have 2015 tax information). It is best to submit the FAFSA as early as possible.

Step 3: **Northwest Technical Institute's Federal School Code is 014044**. NTI's school code should be listed in the school code section of the FAFSA so that the application data will be sent to NTI and eligibility for assistance can be determined.

Step 4: When applying electronically be sure to submit the application by selecting the "Submit my FAFSA now" button on the last page. It is recommended to print a copy of the Confirmation Page for your files.

Step 5: If any further information or documents are necessary, NTI will notify the student. It is important to respond to requests in a timely manner. Once an application is finalized, NTI will send an award notice indicating types and amounts of assistance for which the student is eligible.

*TIP:* FAFSA4caster is a tool that provides students with an early estimate of their expected family contribution (EFC) and eligibility for federal student aid. A link to FAFSA4caster is also available on the FAFSA on the Web homepage. Remember this is simply an estimate to help students make important decisions as they prepare to further their education.

### GRANTS

#### ***Federal Pell Grant:***

This is a federal program providing funds based upon financial need as demonstrated by the FAFSA. The grant does not need to be repaid. This award is based upon student eligibility, enrollment status, and federal appropriations. The amount can range from \$606 to \$5,920 per year (for the 2017-2018 school years). Students who have a Bachelor's degree are not eligible.

***NOTICE:*** *Students who attend Northwest Technical Institute are not eligible for the Arkansas Academic Challenge Scholarship. In addition, NTI does not participate in any federal student loan programs (e.g. Stafford or Perkins loans).*

### Alternative Loans

#### ***Arkansas Rural Endowment Fund, Inc.***

This private, unsecured student loan program provides up to a maximum of \$2,625.00 per year. This loan accrues interest while the student is in school, but repayment does not begin until six months after school attendance ceases. For information and application forms, contact the Arkansas Rural Endowment Fund, Inc. at 501-375-2358 or visit <http://www.aref.org>.

#### ***Sallie Mae Career Training Smart Option Alternative Student Loan:***

This private, unsecured student loan for professional training and trade certificate courses at a non-degree granting school. This loan accrues interest while the student is in school, but repayment does not begin until six months after school attendance ceases. For information and application forms please visit <https://www.salliemae.com/student-loans/career-training-smart-option-student-loan/?lnkid=SM-HP-loanoptions-careertraining>

#### ***Wells Fargo Private Career Student Loans:***

This private, unsecured student loan program provides up to a maximum of the students cost of attendance. This loan accrues interest while the student is in school, but repayment does not begin until six months after school attendance ceases. For information and application forms, contact Wells Fargo at 877-437-8234 or visit <https://www.wellsfargo.com/student/community-college-loans/>

## OTHER GRANTS AND SCHOLARSHIPS

**Arkansas Rehabilitation Services** - This state agency provides funding to students with documented disabilities. For further information, contact the Department of Rehabilitation Services at 479.582.1286.

**Northwest Arkansas for Nurses** - This scholarship assistance is available to nursing students enrolled in the clinical portion of the program who plan to work in Northwest Arkansas after graduation. The NTI nursing department at 479.751.8824 ext. 116 can provide further information.

**Nursing Student Loan Program** - The Arkansas State Board of Nursing offers a loan program to Arkansas students who are enrolled full time in an approved nursing education program. The loans may be changed into scholarship grants by working full-time as an LPN or RN in qualified employment in the state of Arkansas. Information and application forms are available at [www.arsbn.org](http://www.arsbn.org) or by contacting the Arkansas State Board of Nursing at 501.686.2701.

### **NTI Tuition Waiver Scholarship**

Students are encouraged to apply for the NTI Tuition Waiver Scholarship online through the NTI Student Services website. The Northwest Technical Institute Tuition Waiver Scholarship is awarded to selected full time diploma seeking students who are currently attending NTI or will be attending NTI for the 2017/2018 school year. Students are selected for the NTI Tuition Waiver by the NTI Scholarship Committee and are awarded for the fall and spring semesters. Students must meet the scholarship requirements listed below and complete this application by the scholarship deadlines. This scholarship is awarded for one semester, but can be extended if the student maintains a 2.5 grade point average and passes all classes in which he or she was enrolled in.

#### Requirements:

Student must be enrolled or will be enrolled full time at NTI in one of the 9 diploma programs.  
Student must have completed all admissions paperwork prior to submitting application.  
Students must complete all sections of the application.

#### Applications Deadlines:

Fall 2017 (Applications must be completed by July 1, 2017)  
Spring 2018 (Applications must be completed by November 1, 2018)

#### Notification of Award:

Students who are selected to receive the NTI Tuition Waiver Scholarship will be notified by letter within three weeks after the application deadline.

**Single Parent Scholarship Fund** - This privately funded program provides financial support to single parents who live in Benton, Madison, and Washington counties. Benton County residents should visit <http://spsfbc.com>. Madison and Washington counties residents should visit [www.aspsf.org](http://www.aspsf.org).

**SWH Nursing Scholarship Program** – This scholarship is awarded to students who are enrolled in or have been accepted to a formal nursing program (LPN). Applicants must be full time and have a current cumulative GPA of 2.75 or higher and commit, through a binding contract, to be employed at Washington Regional Medical System (WRMS) approximately 1,041 hours each subsidized semester. For further information please call Washington Regional Foundation at 479.444.9888.

**Mercy Academic Partnership** – This program provides financial assistance to students who have been accepted into an LPN program and agree to work for St. Mary's Hospital upon completion of their diploma. Deadlines are July 15<sup>th</sup> for fall semester, December 1<sup>st</sup> for spring semester, and April 15<sup>th</sup> for summer semester. For further information please call the Human Resources Department at 479.986.6439.

**Veterans Affairs Educational Assistance Program** - Monetary benefits are available to qualifying veterans and their dependents. To start the application process, contact the NTI veterans' advisor at 479.751.8824, ext. 244.

**Workforce Innovation and Opportunity Act** - This state program assists individuals who meet low income guidelines or who have lost employment due to a plant closing or reduction in workforce. Contact an Arkansas Workforce Center for further information: Fayetteville 479.587.7047 or Rogers 479.636.4755 or Siloam Springs 479.524.5181



# PRACTICAL NURSING APPLICATION FOR ENROLLMENT

## ARKANSAS STATE BOARD OF NURSING AND CRIMINAL BACKGROUND CHECK INFORMATION

All applicants and new students are advised and must sign acknowledgements that successful completion of the nursing program at Northwest Technical Institute does not guarantee admittance to the State Licensure examination. According to Act 1208 of 1999, persons convicted of certain crimes (see attached listing) may not be eligible to write the NCLEX-PN. This decision will be made by the Arkansas State Board of Nursing (ASBN).

Students will be required to pay for and complete federal and state background checks for clinical experiences and for ASBN. Students are advised to acknowledge on their licensure application all past crimes, including those that have been sealed or expunged as these may appear on their background checks. Copies of documentation proving the offense was sealed or expunged will need to be submitted to the ASBN with your licensure application.

Please answer the following questions that will also appear on the Arkansas State Board of Nursing licensure application. Any "yes" response could hinder or delay your request for licensure.

- Have you ever been convicted of a misdemeanor or felony or pled guilty or nolo contendere to any charge in any state or jurisdiction?  
YES  NO
- Have you ever had a nursing license, certificate or registration disciplined (revoked, suspended, placed on probation or reprimanded) or voluntarily surrendered in any state or jurisdiction?  
YES  NO
- Do you currently engage in drug-related behavior, including the use of mood-altering drugs/substances and/or alcohol that would affect your functional abilities to perform while working as a nurse?  
YES  NO
- In the last two years, have you been the subject of a chemical or alcohol dependency intervention or participated in chemical or alcohol dependency treatment/rehabilitation?  
YES  NO

For information concerning Northwest Technical Institute's Campus Security Report, please visit the Following link: <http://www.nwti.edu/campus-security.html>

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Applicant's Signature

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Date

**Your signature indicates that you have been apprised of ACT 1208 of 1999 and Arkansas State Board of Nursing application requirements.**



# PRACTICAL NURSING APPLICATION FOR ENROLLMENT

**Employment History:** List work in health related fields first.

EMPLOYER	MAILING ADDRESS	JOB	DATES FROM                      TO

**PERSONAL REFERENCES:** Other than relatives

NAME	MAILING ADDRESS

Employment Reference Letters: You will need **two (2)**. - Jobs in health related fields and/or the most recent jobs are best to use. Complete the top portion of each form and sign it. Leave the signed forms with your current or previous employers. They are to be completed by and mailed by the employer directly to NTI. *Employment reference letters submitted to NTI directly **from the applicant will not be accepted!*** You may also use **three (3)** personal reference letters if employment is not current.

In keeping with the guidelines on Title VI, Sections 602, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, this school assures that no person in the United States shall, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied benefit of, or be subjected to discrimination under any person or activity administered by the school.

**I hereby affirm that all information supplied for this application is complete and accurate. It is my understanding that I shall not be considered for admission until I have submitted all credentials specified. I understand that withholding information requested or giving false information may make me ineligible for admission and enrollment. I also understand that upon discovery of any falsified information on this application I will be subject to immediate dismissal from the program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



NORTHWEST TECHNICAL INSTITUTE  
 PRACTICAL NURSING  
 P.O. BOX 2000  
 SPRINGDALE, AR 72765-2000  
 Phone: (479) 751-8824 Ext. 116 Fax: (479) 750-7272

**EMPLOYMENT REFERENCE LETTER**

**PART I – TO BE COMPLETED BY PN APPLICANT. ONCE COMPLETED, SEND TO EMPLOYER.**

**Employer Name and Address,** \_\_\_\_\_

**& Phone Number:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

I authorize the above named employer to release to Northwest Technical Institute any information in my personnel file for the purpose of entry into the Practical Nursing Program.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**PART II–FOR EMPLOYER. PLEASE COMPLETE AND MAIL TO NTI.**

**Employment reference letters submitted to NTI directly from the applicant will not be accepted.**

The above person has applied for admission to our Practical Nursing Program and has given your name as a reference. Will you kindly give us your candid opinion of this applicant's suitability for the duties of nursing? All information will be kept confidential. Thank you for your assistance.

Employment Dates: \_\_\_\_\_ Would you rehire this applicant? \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Evaluate the applicant on the following 1 – 5 scale:

	1=Unacceptable		2=Poor		3=Fair		4=Good		5=Excellent		
Ability to get along with others	1	2	3	4	5	Initiative	1	2	3	4	5
Reaction under stress	1	2	3	4	5	Responsibility	1	2	3	4	5
Character	1	2	3	4	5	Dependability	1	2	3	4	5
Honesty	1	2	3	4	5	Efficiency	1	2	3	4	5

**Please give us any further information that you might have about this individual that will help us to decide upon his/her suitability for nursing.** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature/Title

\_\_\_\_\_  
 Date

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 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature/Title Date \_\_\_\_\_