Practical Nursing Program

South Tech • MET Center
Serving St. Louis for Over 20 Years
About Applied Tech

Our Mission
To work in collaboration with business and industry to equip students with the knowledge, competencies, self-confidence and self-esteem to be successful in today’s changing workplace by providing career-focused technical training that results in meaningful employment opportunities for our students.

Our Vision
To provide a learning experience that is meaningful and valuable to both the students and employers of our community.

Our Goal
To be the best source of career and technical training programs and services based on the most current research, practice and industry standards.

We Believe
All students are unique and have the ability to learn.

That the most powerful forms of education are meaningful, involve the student, promote critical thinking and appeal to different learning styles.

Life-long learning plays a definitive role in life-long success.

All students can attain high technical standards with practical application of knowledge.

Continuous staff development provides professional opportunities to better serve students.

Respect, honesty and open communication promote a sense of trust, well-being and fosters self-esteem.

(314) 989-7500
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Contact information for the Practical Nursing program

South Tech Location
12721 West Watson Road
Sunset Hills, MO 63127
(314) 989-7570

Metropolitan Education and Training Center Location
6347 Plymouth Ave
St. Louis, MO 63133
(314) 746-0788
On behalf of the faculty, staff, and administration, thank you for taking the time to explore the Practical Nursing School at Applied Technology Services. I believe you will find that our program offers a progressive and dynamic curriculum that will prepare you for a rewarding career as an entry-level licensed practical nurse.

Our 12-month program will prepare you for the State Board of Nursing Licensing Examination (NCLX-PN). Additionally, you will be IV certified upon graduation.

We boast graduates who are successful in many clinical areas and settings such as skilled nursing, pediatrics, OB clinics, Alzheimer units, mental health institutions, community health centers, and public health departments. A large number of our graduates have been successful in bridge programs and are now registered nurses.

We are committed to ensuring the highest caliber of nursing care for the people of the state of Missouri by preparing Practical Nurses with the knowledge, ability, confidence, passion, and clinical judgment to provide exceptional care based on evidence-based nursing practices.

We look forward to meeting with you to discuss your future career goals!

Sincerely,

Kim Rau BSN, RN
Program Coordinator
The Nursing Field

The practice of nursing is governed by laws that define a scope of practice, generally mandated by the legislature of the state within which the nurse practices. Nurses are held legally responsible and accountable for their practice.

The LPN functions as a member of the health care team and exercises sound nursing judgment based on preparation, knowledge and clinical skills. The LPN is responsible for providing for the emotional and physical comfort and safety of patients; observing, recording and reporting to appropriate personnel any changes in the patient’s symptoms and conditions; performing more specialized nursing functions such as medication administration and therapeutic treatments; and assisting with rehabilitation.

LPNs should demonstrate a caring and nurturing personality to deal with patients and their families. Additionally, emotional stability is also a crucial attribute required by the LPN as working with the ill and injured can be very stressful.

Many LPNs function as charge nurses in skilled nursing facilities supervising CNA and CMT staff. In this role, the LPN must be self-directed, able to problem solve and think critically. Keen assessment and communication skills are absolutely required to function in this role.

“Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human responses; and advocacy in health care for individuals, families, communities, and populations.”
— American Nurses Association
LPN Careers

According to the Department of Labor, employment of LPNs is expected to grow 14 percent between 2006 and 2016, faster than the average for all occupations, in response to the long-term care needs of an increasing elderly population and the general increase in demand for health care services.

Licensed Practical Nurses (LPNs) form an integral portion of the care team. LPNs work hand in hand with physicians, registered nurses and all other members of the team in providing quality care for a broad spectrum of patients.

Training for an LPN is an intensive program constructed to expand both a student’s ability to think independently and to gather skills necessary for dealing with medical circumstances that the nurse will confront as a practitioner. Classroom work begins with the basic understanding of human body systems and their function, and includes the transition from student to professional nurse, understanding of basic nutrition, pharmacology, the growth and development of the human species from birth to elder status, fundamentals of what a nurse is and does, and the basic understanding of intravenous therapy.

Once this foundation of knowledge is properly placed, the student accelerates into the study of specific illnesses and the care of the elderly, children, child bearing women, and those afflicted with behavioral health difficulties. The study is focused upon the following questions: what is it, what caused it, what does it look like, and how do we fix it. Finally, the student studies the tenets of leadership, then on to graduation, licensure and a life-changing career.

Let there remain no doubt that this is a difficult undertaking, however for those who truly wish to be a part of the caring profession, the satisfaction gained from accomplishing this goal, ranks second to no other.

This school prides itself upon the fact that our graduates, in large numbers, go on to further their career by bridging to a registered nursing license, baccalaureate and master’s level study.

Bring us your interest, dedication and willingness to work hard and we will see to it that you will join our profession. Your only limitation is your ability to dream. So dream large and find the professional nurse in you that waits to be discovered.
The program is one year in length starting in the fall and in the spring at South Tech and MET Center locations. The usual days and hours of the program will vary depending on the trimester and clinical availability. Evening hours may be offered as well, to satisfy unique clinical requirements. No student shall be admitted to the practical nursing program after five (5) class days have elapsed. Each student is allowed scheduled vacation and observed holidays in the school. The Winter holiday break and extra days allowed for Spring break and Thanksgiving are counted as part of the vacation days. See inclement weather policy in the student handbook. These days will not count as absence days but will have to be made up. The class calendar will be distributed on the first day of class. Makeup days and special events (ex. graduation) are listed on the calendar.

**Student Services**

Student Services include but not limited to:

- Financial Aid
- Student Counselor
- Center for Academic Success
- Library Learning Services
- Technology Support
- Computer Lab
- Remediation

**Accreditation Statement**

The Applied Technology Services Practical Nursing Program is under full approval by the Missouri State Board of Nursing.

In 2013, we gained “Candidacy” status from the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. The Council’s accreditation process is conducted on behalf of more than 360,000 students across the nation who pursue careers in a variety of technical fields.

By the Summer of 2015 we are to have completed our self-study and initial accreditation visit. It is our intention to secure “full accreditation” from COE by the Fall of 2015.

**Advanced Placement Policy**

Due to variations in nursing curriculum in other nursing programs, Applied Tech will not accept transfer credit or advanced placement for previously completed medical or practical nursing courses.

Credit for coursework accomplished at Applied Tech is granted transferability at the discretion of the accepting institution. Consequently, students should confirm that attendance at Applied Tech meets their educational goals. This may include contacting a potential institution to which the student may seek to transfer after attending Applied Tech to determine if their coursework will transfer.

**Nondiscrimination Policy**

Special School District does not discriminate or tolerate discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, disability, veteran status, age, or activity protected by federal or state law in its programs, activities, and employment. Direct inquiries and complaints under this policy to Special School District’s Compliance Coordinator, 12110 Clayton Road, St. Louis, MO 63131; telephone (314) 989-8100 or to the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302; telephone (816) 268-0550. Information about the existence and location of services, activities, and facilities accessible to impaired persons can be obtained from Special School District’s Compliance Coordinator at the phone number and address listed above.
Ability to Benefit
We do not admit students under the Ability to Benefit criteria.

Admission Requirements
Applicants must complete the following process prior to admission:
1. Have a completed application form on file at the Campus they wish to attend.
2. Be at least eighteen (18) years of age and have a high school diploma or a GED or ECE validation if educated outside of the U.S.
3. Achieve a minimum score on the entrance exam(s) given by Applied Technology Services, within 12 months of admission.

Upon successful completion of the entrance exam, you will be given an applicant packet containing the following requirements prior to scheduling an interview:
1. High school transcript or GED verification OR Secondary education obtained outside of the United States will require validation by Educational Credential Evaluation, Inc. An official copy of the report must be mailed directly to the school. The cost of this service is the responsibility of the student.
2. For all students who are not citizens of the United States, a copy of their residency status will need to be provided to the coordinator
3. Three (3) professional references (not relatives, friends or coworkers).
4. Negative in all aspects - Urine 5 Panel Drug Screen utilizing agency on school form.
5. Clear Criminal background check from Validity Screening.
6. Clear Family Registry check with the Missouri Department of Health and Social Services.
7. Clearance through the Missouri Employee Disqualification Agency, U.S. Department of Health & Human Services, Office of Inspector General; System for Award Management; Office of Foreign Assets Control Sanctions list; and Missouri Department of Social Services.
9. Immunizations – up-to-date.

Once the applicant has been successful on the entrance exam and application packet requirements are received, an interview will be scheduled with a staff member. The candidate must have a current Student Aid Report (SAR), before meeting with the Financial Aid Representative.

The documentation of high school or GED completion must be in the student’s file prior to the financial aid interview.

Admission to the program is competitive. Successful applicants are selected on the basis of the entrance exam, the interview scores, and file contents.

All admission paperwork must be complete in order to be accepted into the program.

Once records are submitted to the school, they become school property and will not be copied or returned to the student.

No student will be admitted into the program after the fifth day of class.
## Practical Nursing Program

### Course Outline

#### 1st Trimester (Classroom Hours - Monday through Friday 8:00 am to 2:30 pm)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Anatomy &amp; Physiology</td>
<td>99</td>
</tr>
<tr>
<td>2. Intravenous Therapy</td>
<td>39</td>
</tr>
<tr>
<td>3. Human Growth and Development</td>
<td>39</td>
</tr>
<tr>
<td>4. Administration of Medications</td>
<td>90</td>
</tr>
<tr>
<td>5. Fundamentals of Nursing</td>
<td>150</td>
</tr>
<tr>
<td>6. Personal and Vocational Concepts</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td><strong>480 hours</strong></td>
</tr>
</tbody>
</table>

#### 2nd Trimester (Classroom Hours - 8:00 am – 3:30 pm)

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Hours</th>
<th>Clinical Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Medical-Surgical Nursing 1</td>
<td>112</td>
<td>144</td>
<td>256</td>
</tr>
<tr>
<td>9. Geriatric Nursing</td>
<td>70</td>
<td>80</td>
<td>150</td>
</tr>
<tr>
<td>10. Behavioral Health Nursing</td>
<td>42</td>
<td>32</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td><strong>224</strong></td>
<td><strong>256</strong></td>
<td><strong>480 hours</strong></td>
</tr>
</tbody>
</table>

#### 3rd Trimester (Classroom Hours - 8:00 am – 3:30 pm)

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Hours</th>
<th>Clinical Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Medical-Surgical Nursing 2</td>
<td>119</td>
<td>160</td>
<td>279</td>
</tr>
<tr>
<td>12. Maternal &amp; Newborn Nursing</td>
<td>39</td>
<td>32</td>
<td>71</td>
</tr>
<tr>
<td>13. Nursing of Children</td>
<td>39</td>
<td>32</td>
<td>71</td>
</tr>
<tr>
<td>14. Nursing Leadership</td>
<td>59</td>
<td>0</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td><strong>256</strong></td>
<td><strong>224</strong></td>
<td><strong>480 hours</strong></td>
</tr>
</tbody>
</table>

In the 2nd and 3rd trimesters, clinicals are generally scheduled for 7:00 am – 3:30 pm. However, this may vary dependent upon the clinical site and course. Friday classes are scheduled as needed.

IV Therapy principles are integrated. Upon program completion, the graduate is qualified as IV certified upon licensure.

Tentative schedules will be posted in advance so that students can plan ahead to meet their other obligations.

Note: Changes in the syllabus may be made by the instructor and will be communicated in class.
Practical Nursing Program

Financial Aid
Financial aid is available to all those who qualify.

Refund Policy
Students must provide an Official Notice of Withdrawal to the PN Program Coordinator. Refund calculations are based on the date of the student’s Official Notice of Withdrawal.

Students who withdraw from the course during the first week of class will receive a refund of all tuition paid in excess of 20% of the full tuition charge for the course.

Students who withdraw from the course during the second week of class will receive a refund of all tuition paid in excess of 50% of the full tuition charge for the course.

Students who withdraw from the course after the last class meeting of the second week will receive no refund of tuition.

Payment for books, tools, uniforms, and supplies are non-refundable. These items become the property of the student at the time of purchase.

Facilities
A student library is conveniently located at each campus. Books are categorized according to topics and alphabetized within these categories according to titles. Dates of publication are also identified.

Books may be checked out for a period of two weeks. If there is not a waiting list for the book, it may be checked out for a second time. If the book is not returned, the student will be charged the replacement value of the book. This fee must be paid prior to graduation and the release of transcripts. Professional nursing journals are also available for student and instructor use. All books must be checked out by a staff member.

The Skills Laboratory is designed to provide PN students opportunities to master nursing skills essential for competent nursing practice. It is a setting where students can develop confidence in learning basic principles for a wide variety of nursing skills. Skills progress from simple to complex as students advance in the program. As students learn and understand the underlying principles, they will be able to adapt these skills in the clinical setting.

Computer Labs are open to students during normal business hours. There are some exceptions (ex. if computer area reserved by an instructor for teaching or testing purposes). Students are given the access code and can use the computer to research pertinent topics, work on a resume, develop spreadsheets and access professional materials.
Missouri Requirements for Licensure

335.066 Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.

The license to become a Licensed Practical Nurse (LPN) is obtained by meeting the requirements for graduation from a school of Practical Nursing, by the Missouri State Board of Nursing, and by meeting the requirements set forth in the Missouri Nurse Practice Act, Section 335.066. Successful completion of the program does not guarantee eligibility to take the licensure examination.

1. The Board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The Board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the Administrative Hearing Commission as provided by chapter 161, RSMo.

2. The Board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.11 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
Missouri Requirements for Licensure (Continued)

(1) Use or unlawful possession of any controlled substance, as defined in 195 RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(12) Violation of any professional trust or confidence;

(13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
Practical Nursing Program

Missouri Requirements for Licensure (Continued)

(14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government.

(15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of section 335.11 to 335.259 and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
Application Process

Step 1 Financial Aid

For assistance, contact the Financial Aid Representative at (314) 989-7583.

Step 2 Entrance Exam
Register for the entrance exam online at www.appliedtech-stl.com and click “Register”. Choose the exam date and pay the $40.00 testing fee with your credit card. You must register online before the test date. We cannot accept cash, checks, or money orders.

Sample questions are available via a link on our website.

Step 3 Application Packet
Upon successful completion of the entrance test, you will be given an application packet. The application packet consists of:

- Criminal Background Check
- 5-Panel Urine Drug Screen (BJC form provided)
- Professional References
- Physical (Including all immunizations/form provided)
- Family Registry (After request is made, it will be mailed to you; we will need a copy)
- High School Transcript, GED, or ECE

Please refer to pages 10-11 for specific requirements.

For all prospective students who are not U.S. Citizens, a copy of residency status will need to be provided to the program coordinator prior to acceptance into the program. High school transcript or GED verification is required except for all prospective students who were educated outside of the U.S., from whom an Evaluation of Foreign Educational Credentials by Educational Credentials Evaluators is required.

ALL COSTS FOR THE ABOVE ARE THE RESPONSIBILITY OF THE APPLICANT AND ARE NON-REFUNDABLE.

Step 4 Interview
Once your application packet is complete, your interview will be scheduled and conducted with the program coordinator and/or staff.

Step 5 Committee Selection Process
Practical Nursing Program

For questions or additional information for the LPN program please call South Tech at (314) 989-7570 or MET Center at (314) 746-0788.

Notes
Please Print Clearly

Bring this completed application with you on test day.

Test Date Requested: ________________

Name: ___________________________________________________ Soc. Sec. #: ____ - ____ - _____
(Last, First, Middle)

Address: ________________________________________________
(Number and Street) (City, State, Zip Code)

Home Phone: _______________ Cell Phone: _______________ Birth Date: ____/___/____

Email Address: ________________________________________ Are you a U.S. Citizen? □ Yes □ No

Ethnicity
Race/Ethnicity information is optional. Information you provide will not be used in a discriminatory manner.

Are you Hispanic or Latino? □ Yes □ No (country of family’s origin ________________________ )

How would you describe your racial background? (select one or more of the following categories):
□ Asian (country of family’s origin ________________________ ) □ Native Hawaiian or Other Pacific Islander
□ Black or African American □ White
□ American Indian or Alaska Native (enrolled ________________________ )
Tribal affiliation ____________________________________________

Have you ever been convicted of a felony or been imprisoned in Missouri or any other state? □ Yes □ No

Do you have a Good Cause Waiver? □ Yes □ No
If yes, please explain (include dates): ____________________________________________________________

Emergency Contact Name: ___________________________ Phone: ___________________________

Address: ________________________________________________
(Number and Street) (City, State, Zip Code)

Education:

High School: ___________________________________________ Year of Graduation: ___________

Address: ________________________________________________
(Number and Street) (City, State, Zip Code)

GED Location: ___________________________________________ Date Received: ________________

Post-Secondary Education:

School: ___________________________ Course: ___________________________ Year: ___________

School: ___________________________ Course: ___________________________ Year: ___________

School: ___________________________ Course: ___________________________ Year: ___________

Have you previously received educational financial aid? □ Yes □ No
**Employment History (current or most recent first):**

Currently Working At: ________________________________  Job Title: __________________
Date Began: _______________  Hours Worked: _______  Supervisor Name: __________________

Company Last Worked At: ________________________________  Job Title: __________________
Date Began: _______________  Date Ended: ____________  Reason for Leaving: __________________

Please check the box indicating the location you would like to attend:

- [ ] South Tech Campus
  Practical Nursing Program
  12721 W. Watson Road
  Sunset Hills, MO 63127
  (314) 989-7570

- [ ] Metropolitan Education and Training Center
  Practical Nursing Program
  6347 Plymouth Ave
  St. Louis, MO 63133
  (314) 746-0788

How did you hear of our program? _____________________________________________________________

I, ______________________________ certify that the above information is correct. Date: ____/____/____

(Signature)

THE PRACTICAL NURSING PROGRAM IS NOT DISCRIMINATORY. All eligible applicants will be considered for admission regardless of the student’s race, color, national origin, sex, religion, disabling condition, ancestry, or socio-economic status.