

Ohio Institute of Allied Health, Inc.

Practical Nursing (PN) Diploma Admissions

The following admissions requirements are in compliance with the Ohio Administrative Code 4723-5-12:

1. Must be a high school graduate or possess a GED certificate. Official transcripts must be sent from the originating school (or GED facility) directly to the Admissions Office of OIAH. Transcripts can be sent electronically via Parchment. Go online to *Parchment.com* to see if your high school or GED program can send transcripts electronically.
2. Must possess a State Approved Nursing Aide (STNA) Certificate indicating successful completion of the STNA exam. Other health career credentials may be accepted with proper documentation and at the discretion of the Director of Nursing Education. Documentation is required prior to registering for classes. Any exceptions to this requirement must be approved by the Director of Nursing Education.
3. Applicants must submit a clean 9-10 panel drug test. The drug test can be substituted by a more specific and/or sensitive test *and* tests for the following drugs; Marijuana, cocaine, amphetamines, opiates, oxycodone, PCP, barbiturates, benzodiazepines, methadone and Ecstasy.
4. Applicants must submit a completed application to the Admissions Office including an application fee of \$100.00 (except as pursuant to State Rule 3322-1-10 (F)(1)), and testing fee of \$58.00. An application is considered complete when official transcripts, admissions questions, three letters of recommendation, drug test and Entrance Testing is complete and on file.
5. Admission to the PN program is competitive; therefore potential candidates must demonstrate competency on all portions of the entrance test. All students will be required to complete the ATI Test of Essential Academic Skills (TEAS), performed via computerized testing during designated testing times only. There are four general test areas that will be covered including: Reading Comprehension, Spelling/Grammar, Science and Mathematics. More information about the exam is available at <https://www.atitesting.com/TEAS>.
6. A prospective PN student that has completed the nurse assistant training/medical assisting program at OIAH with a passing grade of B or better and has achieved competency on all portions of the entrance exam may be considered for admission, at the discretion of the Director of Nursing Education.
7. Applicants that qualify for admission, but are not selected, will be placed on a waiting list for the next cohort. Ranking on the waiting list will be based upon their entrance examination scores, references, answers to admissions questions and previous coursework at OIAH. Entrance testing may be repeated one time for an additional fee - after the second attempt the potential student may be required to wait 6 months to re-test. Re-testing is at the discretion of the Director of Nursing Education.
8. Meeting all minimum admissions requirements does not guarantee admission to the nursing program. The Admissions Committee may reject any applicant, except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin. The decision of the Admissions Committee is final.
9. Upon acceptance into the PN Program, the student must successfully complete an American Heart Association Health Care Provider CPR or BLS class or already have a current American Health Association CPR or BLS card for Health Care Providers, due by week 6 of the 1st quarter. If appropriate documentation is not received by week 6 of the 1st quarter the student will not be able to progress to 2nd quarter. Students are responsible for ensuring that training remains current while enrolled in program.
10. Upon acceptance into the PN Program, the student must provide documentation of a recent physical examination by a health care provider (physician or nurse practitioner), two step Tuberculosis Testing (or evidence of annual PPD) or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus Varicella, influenza, and Hepatitis B series (completion or in-progress). Documentation is required by week 6 of the 1st quarter. If appropriate documentation is not received by week 6 of the 1st quarter the student will not be able to progress to 2nd quarter.
11. Upon acceptance into the PN Program, the student must submit to fingerprinting and a BCI/FBI background check to maintain compliance with Ohio Administrative Code 4723-07. If results reveal and/or student has knowingly falsified waiver, then student will be removed from program. Note: Students convicted of crimes identified in ORC sections 2903-2925 and 3716 are ineligible to participate in the PN Program since they will not be permitted to participate in clinical experiences nor take the National Certification Licensing Exam for Practical Nurses (NCLEX-PN) upon successful completion of the program. More information can be found at <http://www.nursing.ohio.gov>. OIAH will not be responsible for making restitution of any tuition or associated program fees should it be determined that the student is found ineligible for continued participation and/or NCLEX testing during backgrounds checks. Documentation is required prior to week 6 of the 1st quarter. Concessions maybe implemented for part-time students.
12. **Students that fail to comply with requirement 9, 10 and 11 or submit any necessary documentation by week 6 of the 1st quarter may be administratively withdrawn.**
13. Upon acceptance into the PN Program, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. A positive result from a screening could result in dismissal from the program.
14. Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
15. The student understands that the cost of tuition and fees does not include:
 - a. The cost of any required immunizations.
 - b. The cost of personal health insurance that may be required to work a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of vehicle insurance.
 - e. The cost of additional uniforms and apparel other than the five issued uniforms.
 - f. The cost of criminal background checks and substance abuse tests.
 - g. Any other cost that is not specifically identified above as being part of OIAH tuition and fees.
16. The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.