

Surgical Technology *General Information*

Campus: Stilwell

This career major is offered on ICTC's Stilwell Campus. Students will experience challenging coursework with relevant clinical instruction in a variety of surgical settings. The curriculum guides the student to utilize effective communication and critical thinking skills to provide quality patient care before, during, and after surgery. Students will work with surgeons, anesthesiologists, nurses, and other members of the surgical team. Upon successful completion of the career major, graduates may be eligible to take the National Surgical Technology Certification exam which allows them to be employed as Certified Surgical Technologists.

Classroom hours are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and clinical hours may vary and the potential exists for some limited learning opportunities that can only be offered on the evening or during the weekend. In such cases, students are given as much advanced notice as possible. The training program is approximately 11 months in length. Classes begin in August.

The instructional format of the career major is lecture with hands-on / interactive activities, laboratory and clinical activities. Students may be assigned to and required to travel to clinical sites located in several counties in Northeast Oklahoma and Northwest Arkansas throughout the 11 month training experience.

**The Surgical Technology Program at ICTC is accredited by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP)**
1362 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

ICTC reserves the right to close, extend, or re-open the announced application period for any campus without prior notification

**APPLICATION TO ANY INDIAN CAPITAL TECHNOLOGY CENTER HEALTH CAREER PROGRAM
DOES NOT GUARANTEE ADMISSION OR TIME PERIOD FOR ADMISSION.**

Incomplete applications may not be considered for admission.

NON DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

Muskogee



Tahlequah

Sallisaw

Stilwell

Envision. Experience. Excel.

Practical Nursing - Radiology Technology - Surgical Technology

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: SOCIAL SECURITY#

NAME: (Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: (Street) (City) (State) (Zip)

HOME PHONE: CELL PHONE: WORK PHONE: E-MAIL:

EMERGENCY CONTACT: (Name) (Relation) (Phone)

Are you a US Citizen? NO* YES INS number (if applicable): *Must Provide Proof of Legal Residency

PROGRAM TO WHICH YOU ARE APPLYING (indicate only one per application):

- Radiology Technology (Muskogee Campus - Application deadline March 13, 2012 - Class begins July, 2012)
Surgical Technology (Stilwell Campus - Application deadline April 20, 2012 - Class begins August, 2012)
Practical Nursing (All campuses - Application deadline April 20, 2012 - Class begins July, 2012)

For PRACTICAL NURSING ONLY, indicate ONE campus choice:

- Muskogee Sallisaw Stilwell Tahlequah

Indicate the date & ICTC campus on which you scheduled the TEAS (Practical Nursing & Surgical Technology only):

MUSKOGEE-Date: SALLISAW-Date: STILWELL-Date: TAHLEQUAH-Date:

IF YOU HAVE TAKEN THE REQUIRED PRE-ENTRANCE EXAM AT ANOTHER INSTITUTION/AGENCY, & WANT TO USE THOSE SCORES FOR ADMISSION TO ICTC, A COPY OF THE SCORES MUST BE SUBMITTED WITH THIS APPLICATION.

EDUCATION HISTORY

NAME OF HIGH SCHOOL: (Name) (Location)

GRADE LEVEL COMPLETED: 9 10 11 12 H.S. GRADUATE? YES / NO OR GED DATE:

LIST ALL TRAINING PROGRAMS AND COLLEGES ATTENDED. BEGIN WITH THE MOST RECENT.

Table with 6 columns: School Name, Location, From To, Grad. Date Mo. / Yr., Degree/Certificate, Are you currently certified /licensed

Complete Reverse Side of Application ->

CREDIT FOR PREVIOUS LEARNING

Will you be requesting credit for prior completion of any of the following? *If YES, an *official transcript* and/or current certification must be submitted.

NURSING, RADIOLOGY TECHNOLOGY and /or SURGICAL TECHNOLOGY	YES* / NO
ANATOMY & PHYSIOLOGY	YES* / NO
MEDICAL TERMINOLOGY	YES* / NO
CERTIFIED NURSE AID (CNA) (<i>Practical Nursing Applicants Only</i>)	YES* / NO

HEALTH CAREERS CERTIFICATION

ARE YOU CURRENTLY ENROLLED IN HEALTH CAREERS CERTIFICATION AT ICTC? IF YES, CHECK WHICH OF THE FOLLOWING CORRECTLY APPLIES:	YES / NO
<input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL SENIOR ENROLLED IN HCC <input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL JUNIOR ENROLLED IN HCC, AND AM APPLYING FOR "NURSING TRANSITION" ON THE MUSKOGEE CAMPUS <input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL JUNIOR ENROLLED IN HCC, AND AM APPLYING FOR "NURSING TRANSITION" ON THE TAHELQUAH CAMPUS <input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL JUNIOR ENROLLED IN HCC, AND AM APPLYING FOR "NURSING OPTIONS" ON THE STILWELL CAMPUS	
HCC INSTRUCTOR SIGNATURE: _____ <i>HCC INSTRUCTOR</i>	_____ <i>DATE</i>

Statements of Understanding

- Photo Release**
I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.
- Approval for Release of Records**
I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, clinical sites, other education entities, or official agencies.
- Background Checks**
Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with clinical facilities. Information contained in the background check may affect the individual's ability to enroll or continue enrollment in the program.
- Drug and Alcohol Screens**
Students enrolled in health career programs at ICTC may be subject to initial, random, and upon suspicion drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with such screens are the responsibility of the student.
- Services for Students Requiring Accommodations**
Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.
- Financial Aid**
Students who have NOT been approved by Pell or another funding agent for the cost of tuition, books, fees, etc., by the first day of class, or who have only partial funding approval, will be expected to pay any balance on the first day of school. Payment schedules may be established if approved by the appropriate ICTC administrator. The student is ultimately responsible for the payment of all school expenses at the time they are due.
- Policies and Procedures**
Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policy and procedures for ICTC students and full-time Adult Health Careers students are available to every student enrolled. Students should ensure they obtain and read these documents upon admission. If a student has not received these documents they should notify faculty and request such documents.

I have read and understand the above statements:

Signature of Applicant

Date

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to ICTC, any false statement or misrepresentation on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

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Surgical Technology

Application Process	<p>(1) Register for TEAS (Entrance exam)</p> <ul style="list-style-type: none"> • Cost \$40 (Payment must be made online by using a credit or debit card at the time of registration). • Register online at www.atitesting.com <ul style="list-style-type: none"> ○ Click the “Online Store” link in the upper right-hand corner of the home page ○ Click on “Register for TEAS” (left side of screen), then follow prompts for registration. You will be asked to login with your Username & Password /Create a New Account. Registration must be completed at least 24 hours prior to the scheduled TEAS. Study materials and practice tests are also available for purchase on the same website. • Other: <ul style="list-style-type: none"> ○ Test dates are listed below – space for each date is limited ○ Exam may only be taken two (2) times in a 6-month period to be considered for admission ○ Testing fees are non-refundable <p>(2) Complete application, obtain high school/GED transcript, and obtain documentation for points</p> <ul style="list-style-type: none"> • Completed application & high school or GED <i>transcript</i> are <u>required</u> for admission (<i>copy of diploma not acceptable</i>) • Other documentation is required for awarding of points (See “Priority Point System Explanation”) <p>(3) Take the TEAS & submit application (with transcripts & other documentation) on selected test date</p> <ul style="list-style-type: none"> • Submit completed application, high school or GED <i>transcript</i>, and other documents for awarding of points <u>at time of testing</u>. <u>Only documents submitted with application at the time of testing will be awarded points.</u> • Bring the following to the exam: <ul style="list-style-type: none"> ○ Valid photo ID (eg: driver's license) ○ ATI paper/pencil ID (printed from your online registration) ○ #2 pencil ○ 1 self-addressed, legal-size envelope • Arrive 15 minutes prior to scheduled exam – exam will take approximately 2 ½ - 3 hours • Exam Results: Results are available to students through their accounts at www.atitesting.com "My Results" within approximately 1 week. ICTC will also mail test scores within approximately three weeks following the test date. If test results are not received within three weeks, applicants may contact ICTC.
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TEAS DATES

Muskogee Campus	Sallisaw Campus	Stilwell Campus	Tahlequah Campus
Oct 19, 2011 - 8:30 a.m. Bldg A—Academic Center	Oct 27, 2011 - 8:30 a.m. Bldg E--Seminar Center	Oct 20, 2011 - 8:00 a.m. Academic Center	Oct 13, 2011 - 8:30 a.m. T&I Bldg –Room 103
Nov 15, 2011 - 8:30 a.m. Bldg A—Academic Center	Nov 15, 2011 - 8:30 a.m. Bldg E--Seminar Center	Nov 14, 2011-4:30p.m. Academic Center	Nov 17, 2011 - 8:30 a.m. T&I Bldg—Room 103
Dec 14, 2011 - 8:30 a.m. Bldg A—Academic Center	Dec 15, 2011 - 8:30 a.m. Bldg E – Seminar Center	Dec 12, 2011 - 12:00 p.m. Academic Center	Dec 14, 2011 - 8:30 a.m. T&I Bldg—Room 103
Jan 18, 2012 - 8:30 a.m. Bldg A—Academic Center	Jan 24, 2012 - 8:30 a.m. Bldg E – Seminar Center	Jan 26, 2012 - 12:00 p.m. Academic Center	Jan 12, 2012 - 8:30 a.m. T&I Bldg—Room 103
Feb 1, 2012 - 8:30 a.m. Bldg C—Room 500	Feb 13, 2012 - 8:30 a.m. Bldg E – Seminar Center	Feb 3, 2012 - 8:00 a.m. Academic Center	Jan.17, 2012 - 5:00 p.m. T&I Bldg—Room 103
Feb 15, 2012 - 8:30 a.m. Bldg C—Room 500	Feb 28, 2012 - 8:30 a.m. Bldg E – Seminar Center	Feb 20, 2012 - 4:30 p.m. Academic Center	Feb. 9, 2012 - 8:30 a.m. T&I Bldg—Room 103
March 1, 2012 - 8:30 a.m. Bldg C—Room 500	March 13, 2012 - 8:30 a.m. Bldg E – Seminar Center	March 8, 2012 – 4:30 p.m. Academic Center	Feb. 21, 2012 - 5:00 p.m. T&I Bldg—Room 103
March 15, 2012 - 8:30 a.m. Bldg C—Room 500	March 31, 2012 – 8:30 a.m. Bldg E – Seminar Center	March 28, 2012 – 8:00 a.m. Academic Center	March 8, 2012 - 8:30 a.m. T&I Bldg—Room 103
April 5, 2012 - 8:30 a.m. Bldg C—Room 500	April 9, 2012 - 8:30 a.m. Bldg E – Seminar Center	April 3, 2012 - 4:30 p.m. Academic Center	March 27, 2012 - 8:30 a.m. T&I Bldg—Room 103
April 19, 2012 - 5:00 p.m. Bldg C—Room 500	April 20, 2012 - 8:30 a.m. Bldg E – Seminar Center	April 16, 2012 - 12:00 p.m. Academic Center	April 5, 2012 - 8:30 a.m. T&I Bldg—Room 103
April 20, 2012 - 8:30 a.m. Bldg C—Room 500			April 10, 2012 - 8:30 a.m. T&I Bldg—Room 103

General Information

Admission Criteria and Selection	<p><u>ADMISSION CRITERIA</u></p> <ul style="list-style-type: none"> ■ Completed Application ■ High School diploma or GED (as evidenced by transcript) ■ TEAS scores of 55 on Math <i>AND</i> 65 on Reading <p><u>SELECTION</u></p> <p>Admission into the program is very competitive. To be considered for admission, applicants should meet the above criteria.</p> <p>All applications meeting the above criteria will be scored according to the "Priority Point System", and ranked according to the number of points received. Highest ranking applicants will then be selected for interviews. ICTC will determine the number of applicants interviewed. A minimum score of 10 on the Interview is required for admission.</p> <p>Following interviews, each applicant's interview points will be added to their "Priority Points" Selection for admission will be based on the TOTAL SCORE (Priority Points plus Interview score). Highest ranking applicants will be admitted.</p> <p>Applicants will be notified of admission or alternate status by letter in May.</p> <p>Admission is contingent upon a satisfactory background check and sex offender registry check, with subsequent clinical placement. Students may be subject to initial admission, random, and upon suspicion drug and alcohol screens as outlined in ICTC policy.</p> <p>Those chosen for admission will be required to attend orientation in June. Classes begin in August.</p>
Cost	<p>Cost of the program is approximately \$3,700.00 (in-district).</p> <ul style="list-style-type: none"> • All students must follow a specific payment schedule if not paid in full at admission • Supplies, books, etc. may not be issued for portions of the program until payment is received • Final grades and transcripts will not be released if a balance remains • Payments may be waived if sponsored by an approved funding agency only if an official "letter of authorization" is received prior to the payment date. The "letter of authorization" must state the amount for which the funding agency will take responsibility.
Other	<p>ICTC is not obligated to admit applicants scoring below 55 in Math and/or 65 in Reading on the TEAS, or scoring below 10 on the interview. If positions remain open after all applicants scoring above these levels have been accommodated, ICTC reserves the right to re-open the application period and/or admit applicants scoring below the preferred levels. If these applicants are admitted, ICTC reserves the right to admit contingently and/or on a probationary status and/or set stipulations for admission.</p> <p>The TEAS may be taken two (2) times in a 6-month period, however, applicants who take the exam only 1 time will receive priority in the event of a tie (see "Point Ties" section). When taking the TEAS a second time, the application (and other documents) should not be duplicated. Forms indicating a re-take will be available at the testing site. Further documentation for "Points" will not be accepted at the re-take.</p> <p>An alternate list will remain in effect until the first week of class. Alternates and applicants not admitted to the program may reapply to be considered for later admission.</p> <p>ICTC reserves the right to extend the application period without advance notification.</p> <p>Applicants contingently admitted to the program will be asked to submit a cash deposit along with appropriate release forms to the school by a designated date. The deposit will hold a slot in the program and cover expenses of the criminal background, sex offender registry check, and other initial expenses.</p> <p>The requirements for successful completion of the surgical technology program are: (1) maintain a minimum 80% average for each course (2) demonstrate all skills with 100% accuracy (3) provide documentation of the required 120 surgical cases, with a minimum of 80 being performed in the role of the first scrub, and a maximum of 40 being performed in the second scrub role (4) adhere to all ICTC and program policies (5) adhere to ICTC's attendance policy.</p>

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Priority Point System

NAME: _____

ICTC – Surgical Technology

REQUIRED DOCUMENTATION SHOULD BE SUBMITTED <u>WHEN THE TEAS IS TAKEN</u> . THIS INCLUDES COMPLETED APPLICATION and HIGH SCHOOL OR GED TRANSCRIPT (<i>COPY OF DIPLOMA NOT ACCEPTABLE</i>)			Yes	No
All other documentation is for awarding of points and should also be SUBMITTED WITH APPLICATION . Points WILL NOT BE AWARDED FOR DOCUMENTATION TURNED IN AFTER THIS TIME. See reverse side for further Point explanation.				
TEAS				
Math Score	100 - 96	5 points	Points Awarded:	
#1 _____	95.9 - 86	4 points	(Max 5)	
#2 _____	85.9 – 55	2 points		
Reading Score	100 - 95	10 points	Points Awarded:	
#1 _____	94.9 - 83	8 points	(Max 10)	
#2 _____	82.9 – 65	4 points		
Composite Score #1 _____	Test Date #1 _____			
Composite Score #2 _____	Test Date #2 _____			
CERTIFICATION OR LICENSURE IN A HEALTH CAREER				
Current Certification in Health Care	Paramedic, LPN, Surgical Technologist, Radiological Technologist	4 points	Points Awarded: (Max 5)	
	Military Medic	3 points		
	Certified Medical Assistant, CNA &/or HHA, EMT	2 points		
	Certified Medication Aid, CPR (Health Care Provider), Phlebotomy certificate	1 point		
	Other* _____	0-1 point		
Employment in Health Care	Work experience in health care of one year or more (within last 5 years)	2 points		
HEALTH RELATED EDUCATION				
HCC	"A" Average	2 points	Points Awarded: (Max 6)	
	"B" Average	1 point		
Med Term	"A " or "B"	2 points		
	"C"	1 point		
Anatomy or A&P I Physiology or A&P II	"A" or "B"	2 points		
	"C"	1 point		
EDUCATION				
College Credit	Associate or higher	3 points	Points Awarded: (Max 3)	
	≥ 21 college hours (no degree)	2 points		
	15-20 college hours	1 point		
	3-14 college hours	0.5 points		
GPA or GED score (most recent)	<u>GED</u>		Points Awarded: (Max 2)	
	<u>GPA</u>	(after 2002) (before 2002)		
	3.0-4.0	668-800 360-400		
	2.0-2.9	536-667 319-359		
	0-1.9	535 or less 318 or less		
TOTAL POINTS (Prior to Interview – 31 possible):				
INTERVIEW				
Interview	YES	NO	see score sheet	Points Awarded: (Max 30)
TOTAL POINTS (Including Interview – 61 possible)				

Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION
Entrance Exam (TEAS)	Points are awarded according to score levels in Math and Reading. No points will be awarded for applicants scoring below the required minimum levels of 65 Reading and 55 Math. Composite scores could be used in the case of a tie (see "Point Ties" section below).
Current Certification or Licensure in Health Care*	Must provide a copy of current certification or license issued by the official certifying or licensing agent. CPR must be for Health Care Providers to receive points. <i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i>
Employment	Must provide documentation from employer verifying work experience in health care for a minimum of one (1) year within the last 5 years.
Health-Related Education	Points will be awarded for completion of the course(s) listed below, provided an official transcript (college or career tech) is submitted, and criteria is met. Points will also be awarded if currently enrolled, if an official transcript documenting current enrollment, and documentation from the course instructor indicating a current passing grade is provided. <ul style="list-style-type: none"> • <u>Health Careers Certification ("HCC")</u> at ICTC – within last 3 years; "B" or higher • <u>Medical Terminology</u> – within last 3 years; minimum of 3 credit hours or 45 clock hours; "C" or higher • <u>College level Anatomy, Physiology, A&P I, A&P II</u> – within the last 3 years; minimum of 4 credit hours each; "C" or higher
General Education	Points will be awarded for education beyond a high school diploma or GED, and for the most recent GPA or GED scores. <ul style="list-style-type: none"> • <u>College Credit</u> – Must submit official transcripts • <u>Grade Point Average (GPA) or GED Score</u> – Points will be determined by whichever is the most recent: College GPA, high school GPA, or GED score. If no GPA is documented on transcript, points will not be awarded
Interview	Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who are granted interviews will be notified by phone approximately two (2) weeks following the last scheduled TEAS and the interview will be scheduled at that time. The interview will take approximately 15-30 minutes. Applicants scoring below the minimum preferred levels on the TEAS will not be interviewed unless the number of applicants meeting minimum criteria for admission is not adequate to fill available positions in the program.
POINT TIES	Ties in scores following interviews will be broken by the following items in the order that they are listed below: <ol style="list-style-type: none"> 1) Applicant resides within the ICTC school district 2) Interview score 3) Number of times TEAS taken (1 or 2) 4) Composite score on TEAS 5) Reading score on TEAS 6) Points received for "Current Certification or Licensure in Health Care" 7) Points received for "Health-Related Education" 8) Points received for "General Education" 9) Date application received 10) Random drawing

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**GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN
HEALTH CAREERS EDUCATION**

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs, gurneys (stretchers), bending and stooping. Fine motor skills are needed to write, to manipulate small equipment such as syringes, needles, surgical instruments, tubing, etc., and to maintain sterile fields. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the work place if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s).

Skills should include; penmanship legible; word usage (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to read and interpret various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

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Rev 1/09/06; 10/09

Applicants Educated Outside the United States:

Applicants who received their high school education outside the United States must submit official documentation that their high school education and subsequent graduation is equivalent to that of a high school graduate in the United States. This may be accomplished by one of the following methods:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. Request a review/evaluation of academic records from an official agency that specializes in validating academic credentials of persons educated outside the United States. Provide proof /documentation of such to ICTC. Such documentation must indicate that the applicant's education meets high school graduate equivalency in the United States.
3. If the applicant has completed a minimum of 30 college hours from an accredited/approved higher education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

Applicants Who Are Home Schooled or Graduated From a Non-State Accredited High School:

Applicants who are home schooled &/or graduated from a non-accredited high school should demonstrate high school equivalency. This may be accomplished in one of the following ways:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. If the applicant has completed a minimum of 30 college hours from an accredited/approved high education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

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Revised 10/7/09