



## SUMMER 2025 HYBRID, LONG-TERM CARE NURSE AIDE (LTCNA) PROGRAM APPLICATION PACKET

**Description of Program:** EOC Tech's 75 hour, HYBRID Long-Term Care Nurse Aide Program covers all training and clinical requirements dictated by the Oklahoma State Department of Health. Coursework is completed independently online using Canvas and through the Hartman Nursing Essentials textbook content with hands-on skills training, review and testing performed in person on a weekly basis. Due to the hybrid, fast-paced structure of the course, weekly attendance is **mandatory** to successfully complete this program as well as clinical rotations.

In order to qualify to take the certification exams at the completion of the program, each LTCNA student is required to attend in-person class once per week, log set amount of time in online curriculum database, complete the 16 hours of clinical experience, and maintain a grade average of 70% or above in the class.

### Schedule & Cost Information:

- Schedule: **Wednesday, June 4, 2025 through Wednesday, June 28, 2025** (Orientation Date & Time Pending)
  - MANDATORY, IN-PERSON class: **WEDNESDAY** from **3:00pm to 9:00pm**
  - CANVAS (Online) Content: Self-Paced – Required hours spent in Canvas tracked on a weekly basis in order to meet program requirements
  - MANDATORY CLINICALS ROTATIONS: 16 hours at designated clinical facility (mid-June)
- Program Cost: **\$595** (includes BLS CPR certification, tuition, textbook usage and skills testing at completion of program)
- Additional Costs Not Included in Enrollment Fees:
  - One pair of pewter gray scrubs - costs vary, approximately \$40-\$50 (only needed for clinicals)
  - Two-step TB test - prices average about \$15-\$40 per test depending on provider.
  - Background Check
  - Up to date immunizations - costs vary
  - At completion of course, the written certification test is approximately \$40 and taken at EOC's Testing Center
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### Requirements to Apply to LTCNA Program

- High School Graduate or GED
- Minimum Age of 18
- Basic Computer Skills
- Access to Email and Laptop, Desktop, or Tablet on a Daily Basis with Internet Connection



### **Required Immunizations**

- A two-step TB (tuberculosis) skin test within the last 12 months
- Hepatitis B immunization
- MMR (Measles [Rubeola], Mumps, Rubella) immunization
- Tetanus, Diphtheria, Pertussis (DPT or Tdap) immunization
- Varicella immunization

### **Required Background Checks**

Each student is to complete a background check which needs to be started prior to the first day of class. EOC Tech uses Akila Protective Services (APS) to process the background checks for LTCNA students. Each student will complete the provided APS Disclosure and Authorization Form and pay the \$30 background check fee directly to Akila Protective Services via Venmo or by credit card (3% processing fee for credit card transaction). We encourage each student enrolling in the program to request your background check as soon as possible, but it must be completed before the first night of class. You will not receive the results of this background check, and they will be sent directly to EOC Technology Center.

If your employer has recently completed your background check, please contact your employer to see if they are willing to send a copy of your completed background check report directly to EOC Tech's Business Development & Training Center. Please contact our office for further details.

\*\*\*In Oklahoma, employers in long-term care facilities cannot hire or contract with someone who has been convicted of certain felonies or misdemeanors within the last seven years. \*\*\*

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## **APPLICATION PROCESS FOR HYBRID LTCNA PROGRAM**

**Step 1:** Please turn in the completed Application Form to Megan Bain at EOC Tech's Business Development & Training Center **before Friday, May 16, 2025**. You can also scan and email the form to [mbain@eocotech.edu](mailto:mbain@eocotech.edu).

**Step 2:** Once the completed Application Form is received, EOC Tech will contact the enrollee to confirm receipt of the application and provide the student with further directions to obtain their background check.

**Step 3:** After the application has been received and confirmed, the applicant is required to pay a \$300 deposit (1/2 of the tuition amount) in order to reserve their spot in the Summer LTCNA Program (**SPACE IS LIMITED**). Full payment must be received before May 29, 2025.

**If you have questions, please contact Megan Bain at # (405) 390-5335 or [mbain@eocotech.edu](mailto:mbain@eocotech.edu).**

# APPLICATION FOR EOC TECH'S HYBRID, LTCNA PROGRAM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

## Highest Education Level you have Completed (check one):

High School Diploma/GED     Some College     Associate's Degree     Bachelor's Degree

## Do you have access to a computer, laptop or tablet with internet connection on a daily basis in order to complete the LTCNA coursework through the Canvas platform?

Yes, I have access to a computer, laptop, or tablet with internet connection.

No, I currently do not have a computer and/or access to the internet but I will by the beginning of the Hybrid LTCNA program in June 2025.

## Do you have any accommodations/access requirements that you would like EOC Tech to be aware of?

Yes  No    If yes, please explain: \_\_\_\_\_

## How do you plan to pay for the Hybrid LTCNA program?

Personal Payment in Full (cash, check or credit card)

Self-Pay - Payment Plan (\$300 deposit made at time of enrollment with balance due before May 29, 2025)

Employer Paying for Program

Tribal Assistance (Need Award Letter)

Due to the hybrid, fast-paced structure of this program, I understand that I am **required** to log a minimum of 9 hours per week in the online Canvas database, attend in-person class on Wednesdays from 3:00pm to 9:00pm for lab skills practice and assessments, and participate in the 16 hours of clinicals rotations.

I do understand that a student may be dismissed from the nurse aide program for any of the following reasons: lack of attendance at class or clinicals, fraud in documentation, suspicion of intoxication or drug usage, violation of the confidentiality agreement, lack of communication with instructor, and/or physical or verbal abuse.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_