



# Ohio Institute of Allied Health

School of Integrative Healthcare

## Practical Nursing Admissions Policies

Non-Discrimination – OIAH is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

Acceptance to OIAH is based on the following requirements:

1. Must be a U.S. citizen or permanent resident or the United States of America. All applicants must provide a valid driver's license, state ID with photo or valid passport, and a verifiable Social Security Number.
2. Completed application to attend OIAH along with a \$100 application fee.
3. The applicant must be a high school graduate or possess the equivalent of a high school diploma. Applicants must provide a high school diploma, high school transcript, or other acceptable documentation issued by an authorized state education agency (i.e., General Education development (GED)). International transcripts/documents must be officially translated into English and officially certified as the equivalent of high school completion in the United States of America.
4. Must take the ATI Test of Essential Academic Skills (TEAS) administered at the college. The test measures preparedness for nursing school through testing of reading, math, science, and English language usage. More information about TEAS is available at <https://www.atitesting.com/TEAS>. Should an applicant not attain at least a 50% score in Math, the applicant will be required to attend Math Boot Camp. Applicants will participate to refresh their math skills.
5. The applicant must submit to fingerprinting and BCI/FBI background check for compliance with Ohio Administrative Code 4723.28 ORC. If an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Director of Nursing Education before entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing website. Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing. 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. If background results are delayed by the Ohio Attorney General's Office, a student may be tentatively accepted pending results, however, will not be able to attend clinical.
6. Applicants must obtain a negative non-DOT 10-panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.
7. Upon acceptance, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. Students may be randomly selected to complete drug and/or alcohol screening throughout the program without cause. A positive result from a screening could result in dismissal from the program.
8. Upon acceptance, the student must successfully complete an American Heart Association Health Care Provider CPR or BLS class or already have a current American Heart Association CPR or BLS card for Health Care Providers. This must be provided two weeks prior to clinicals.
9. Upon acceptance, 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 two weeks prior to the start of clinicals. Clinical sites may require additional vaccination and/or testing. Students will be responsible for completing clinical site health requirements one week prior to the start of the clinical rotation.
10. Students should note that courses will require use of the internet. Student should make arrangements for:
  - a. Internet access
  - b. A computer/tablet with a minimum of Windows 10 or equivalent operating system.
  - c. Basic computer skills, such as, navigating the internet, sending emails, using attachments, and using a word processing program.



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11. Students that fail to comply with health requirements and CPR certification two weeks prior to the start of clinicals, may be administratively withdrawn.
12. Meeting all minimum admissions requirements does not guarantee admission to the nursing programs. The college may reject any applicant, except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin.

## **Transfer Credit Policy**

The philosophical framework of Ohio Institute of Allied Health incorporates holistic and modern client-centered care to facilitate a unique approach to health care delivery. Transfer credit for any coursework from other schools will be accepted only at the discretion of the Director of Nursing Education and with approval from the Admissions Committee.

Prospective students must fill out Transfer Request forms and provide official transcript(s), course descriptions and/or course syllabus, and/or other documentation to aid in the decision-making process may be required. The Ohio Institute of Allied Health accepts transfer credits at the discretion of the Director of Nursing. Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university
2. Credit will be granted only for a grade of a "B" or better.
3. Approval of all courses is based on an official transcript, course syllabi, and/or course descriptions. provided by the student, prior to the start of the first class or the end of the first quarter.
4. 12 Credit hours will be considered for transfer credit.
5. Quarter hours will be multiplied by 2/3 to determine the equivalent number of semester hour credits.
6. Transfer courses accepted will be included in the cumulative credits earned but neither grades nor grade points earned at other institutions will be used in the computation of the OIAH grade point average.
7. Nursing courses over 3 years old and General Education credits over 10 years old will be not accepted.

OIAH PN diploma graduates who wish to enroll in another program at the school may have classes from their OIAH PN program transferred into their new program. Students must have graduated from the OIAH PN program within 5 years of applying to the new program.

OIAH RN graduates within 5 years of graduating or graduates before 5 years of graduating and who currently practice as an LPN returning to complete the OIAH Associate Degree RN Program may have classes from their previous program transferred into the degree program.

OIAH RN diploma graduates will need to complete the following courses to complete requirements for the OIAH Associate Degree RN Program:

- NRS 230 Nursing II
- PSY 201 Health Psychology
- NRS 231 Pharmacology
- ALG 201 Algebra
- NRS 251 Professional Practice
- NRS 252 Nutrition for Health

## **Federal Financial Aid**

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.



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## **Orientation**

All students are required to attend new student orientation. Orientation will familiarize new students with OIAH policies and procedures. Topics include but are not limited to:

- Program expectations
- Student services
- Attendance policies
- Clinical training policies
- Time management policies
- Drug and alcohol policies
- Grading scale policy
- Student safety and evacuation policies and procedures

## **Americans with Disabilities Act (ADA)**

OIAH is dedicated to providing education services to students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (both as amended). The facility is equipped with ramp access from the parking lot, extra-wide hallways and doors, ADA required door handles, and a restroom to accommodate disabled students.

Due to the nature of the vocational training programs, disabled students (mental and physical) must be evaluated for their ability to benefit from the training. Disabled students who are deemed unable to benefit from the training will be encouraged to seek other career paths.

If you are interested in attending the college but need reasonable accommodations, you should schedule an appointment with the Director of Nursing Education. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at OIAH, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability
- how the diagnosis was determined (what tests were given and the results)
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the Director of Nursing Education. The initial meeting, formal request, and response from the college must take place prior to the pre-enrollment process.

Please note, to be eligible for Federal Title IV Student Aid, you must be able to benefit with the reasonable accommodations.



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## **General Policies**

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.

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 three issued uniforms.
- f. Any other cost that is not specifically identified above as being part of OIAH tuition and fees.

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.

More detailed information can be found in the catalog at <https://www.oiah.edu/academics/catalog/>.

**By signing, I am acknowledging that I have reviewed and agree to comply with all general admission policies as stated above.**

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