



**CRUSOE-HOLIFIELD
PRACTICAL NURSING
PROGRAM**

Application Packet

Mission Statement

The American workforce needs have changed drastically over the course of history in our country. This creates a constant need for highly trained individuals in numerous areas that must be met. Lively Technical Center strives constantly to provide the training to meet these needs. It is our hope that we provide the training, skills and knowledge that will make you successful in the workplace. Lively Technical Center welcomes you.

Lively Technical Center's Mission is to provide career oriented education to the community.

The Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; 770.396.3898.

AdvancED Florida (SACSCASI) University of West Florida, 11000 University Parkway, Pensacola, FL 32514 800.865.9068

Lively is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida Board of Cosmetology, The Florida State Board of Nursing, The Federal Aviation Administration, The Florida Real Estate Commission, The Florida Department of Insurance, The Florida of Business and Professional Regulation, The American Heart Association, The Florida Department of Transportation, The Department of Highway Safety and Motor Vehicles, The Florida Rider Training Program, The Motorcycle Safety Foundation, The HVAC Excellence for Heating & Air, ASE Certified, NATEF and The Lively Technical Center Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, 727.210.2350

**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.





500 North Appleyard Drive
Tallahassee, Florida 32304

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Rocky Hanna

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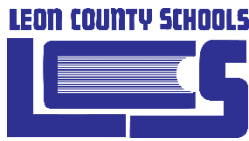
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Vernea Randolph

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Randy Free
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DIRECTOR HEALTH EDUCATION
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Nondiscrimination Notification and Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. Admission policies and practices are outlined in the Lively Technical Center Course Catalog/Student Handbook, as well as at www.livelytech.com.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers
Equity Coordinator and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Martha Fletcher
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7160
fletcherm@leonschools.net

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district’s nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student’s ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



A message from the Principal

Lively Technical Center provides a safe, innovative and challenging learning environment for all students, with a range of personnel available to provide support services.

Lively enjoys a well-deserved reputation of academic excellence. The highly skilled and professional staff specializes in teaching, evidenced by a long history of outstanding results. Our dedicated and talented teaching and support staff are justifiably proud of all that Lively has to offer. We also encourage personal development through student participation in a wide range of hands on activities.

All students are expected to achieve their personal best and it is our aim to work with the community and students to enable a successful transition to employment, training or further education at the completion of their time at Lively.

I encourage you to browse this site to get a sense of our community and the many options we offer our students. I hope you will take the opportunity to contact us and arrange a visit so that you can see for yourself why Lively Technical Center is leading the way in Vocational Education.

Mrs. Vernea Randolph, Principal





Crusoe-Holifield Practical Nursing Program Application Packet

PROGRAM DESCRIPTION:

The Crusoe-Holifield Practical Nursing Program is designed to prepare students for successful passage of the NCLEX-PN and future employment as a Licensed Practical Nurse. Clinical experiences are included as an integral part of this program. The program is approved by the Florida State Board of Nursing.

PROGRAM BEGINS	Fall Semester: August (Day/Night Program) Spring Semester: January (Day Only)	
PROGRAM LENGTH	Day program: Three semesters	Evening program: Four semesters
PROGRAM HOURS	Day program (30 hrs.) Monday – Thursday	2 days in Classroom: 8am-4pm *2 days of Clinical: 6:45am - 3:15pm
	Evening program (28.5 hrs.) Monday – Wednesday, Friday, and Saturday	3 nights in Classroom: 6pm-10pm *2 days of Clinical: Friday, 6pm – 10pm Saturday, 6:45am-3:15pm
PROGRAM LOCATION	Lively Technical Center Health Education Department, Building 15 500 North Appleyard Drive Tallahassee, FL 32304 (850) 487-7449 Clinical Locations – Various	

**Times and dates may vary*

GENERAL REQUIREMENTS

Applicants seeking admission to the Practical Nursing Program must:

- Be at least 18 years of age.
- Complete and return the application to the Lively Health Education Department.
- Have a high school diploma or equivalent.
- Provide three letters of reference (see page 6, section #4).
- Attend a general information program session. (after the application deadline)
- Pass random drug screenings throughout the program. Students with positive drug screen results will be withdrawn from the program.
- Pass a Level 2 criminal background screening prior to enrollment, at the student's expense*. In order to participate in the mandatory clinical practicum, as well as to obtain licensure, students must have a clear background.

**No refunds will be issued.*

Applicants must successfully complete all of the required criteria and have all relevant documentation on file with the Lively Technical Center (LTC) Health Education Department, by the designated semester due date. Meeting the criteria for selection does not guarantee admission to the Crusoe-Holifield Practical Nursing Program. Final selection will be based on the qualified applicant pool and space available.

Note: #1 through #5 below must be completed and submitted by the designated semester due date. Late and/or incomplete packets will not be considered.

1. PERSONAL INFORMATION FORM (Page 9)

2. TESTING

- A. TEST OF ADULT BASIC EDUCATION (TABE), LEVEL A.** TABE exit requirements for the Practical Nursing Program are 11.0 in Reading, Language and Total Math. TABE scores are valid for two (2) years. You may be EXEMPT from TABE testing if you:
- possess a college degree (associates of applied science or higher)
 - have taken one of the following within the last two years: CPT, Accuplacer, ACT, SAT, PERT,
 - earned a valid Florida standard public high school diploma (Student must have entered 9th grade in 2003-04 school year or any year thereafter. Please verify official transcript with Student Services)
 - Have taken and pass the GED in 2014 or later. (Please verify official transcript with Student Services)
 - are an active duty member of any branch in US Armed Services
 - passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled

B. ATI-TEAS (ASSESSMENT TECHNOLOGY INSTITUTE - TEST OF ESSENTIAL ACADEMIC SKILLS).

- Applicants must take the ATI-TEAS Nursing Entrance Exam
- ATI-TEAS scores are valid for two (2) years; however, only the most recent score will be considered for admission
- Two retakes are permissible in a 12 month period; applicants are encouraged to test early
- There is an \$80.00 fee for this exam
- Applicants must go to the Registration window in Building 8 to pay for the exam then report to the Testing Center.
- The current desired proficiency level for the PN program is 55.0
- Study guides are available for purchase in the LTC Bookstore
- Once accepted, students will also be required to take ATI Standardized NCLEX-PN Testing Preparation Exams throughout the Program.

For more information, please contact The Testing Center at: 850-487-7467

Regular Hours of Operation: Monday-Thursday, 7:30am-4:30pm and Friday 7:30am-2:00pm

Summer Hours of Operation: Monday-Thursday, 7:30am-5:30pm

3. HEALTH REQUIREMENTS

Applicants are required to complete a Student Health Assessment Record by a Healthcare Provider (not more than 6 months old; see page 11). If, after acceptance, a student's health status changes, further documentation may be required stating the student is physically able to continue the program. Applicants are also required to provide proof of the following current immunizations:

- Tetanus, within the past 10 years (Td or Tdap)
- MMR x2 (given on or after the applicant's first birthday). Official documentation of immunity is also acceptable.
- Hepatitis B series. Official documentation of immunity is also acceptable.
- Varivax x2
- PPD/Tuberculin skin test within past 12 months.*

*PPD/Tuberculin skin testing is valid for one (1) year from date of administration. Students will be required to maintain current PPD/Tuberculin skin testing throughout the duration of the program. Students who test positive for tuberculosis must show proof of a negative chest x-ray taken within the past year to satisfy this requirement.

4. REFERENCES Applicants must submit three current reference letters:

- Two professional references (recent employers, former teachers, counselors, etc.)
- One personal reference (may not be family member)

5. ACADEMIC TRANSCRIPT Students are required to submit proof of an academic high school diploma, general equivalency diploma (GED), or a validated foreign transcript. Additional forms of academic transcripts may be required for the LTC registration process.

6. **ORIENTATION** After being accepted into the LTC Practical Nursing Program, applicants will be notified about attending a mandatory orientation. The date(s) and time(s) of these meetings will be given to all accepted students within their acceptance letter. For further information, please contact the LTC Health Education Department at 850-487-7449.

THINGS TO DO AFTER YOU HAVE BEEN ACCEPTED:

7. **CRIMINAL BACKGROUND CHECK:** If accepted into the program, students must undergo a Level 2 criminal background check prior to registration for the program. All students must pass the background check. Instructions for obtaining the background screening will be included with the Practical Nursing Program acceptance letter.
8. **DRUG SCREENING:** Drug screening is not required prior to admission into the program. However, all students must submit to and *pass* two random drug screenings after entering the Practical Nursing Program and prior to having access to the clinical health care facilities utilized in the Program. This is a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirement demanded of all acute care facilities in Florida. Students who do not pass a random drug screening will be withdrawn from the program.
9. **CPR:** CPR for Healthcare Providers (BLS) prior to the start of the program, no exceptions. Certification is valid for two years and must be maintained throughout program. BLS classes can be taken at:

Southeastern School of Health

243 Office Plaza Drive

Tallahassee, FL,

850-222-0020

www.southeasternschool.org

DISABILITY SUPPORT SERVICES:

If you have question regarding adult students with disabilities and accommodations, please contact LTC Student Services in Building 9 or at 850-487-7473.

FINANCIAL AID:

Financial Aid is available for this program based on eligibility. Qualifying students may be awarded a Federal Pell Grant based on their current FAFSA submission provided through the Federal Student Aid, U.S Department of Education. Lively does not provide loans. Third party loans and other personal financial arrangements are a personal decision of the student and not handled at Lively Technical Center. Additionally, Lively accepts other funding options (Florida Prepaid, CareerSource, VA, etc.). The Financial Aid Office is located in Student Services, Building 9, phone number 850-487-7431 or 850-487-7421 and/or via email at LTCFinAid@leonschools.net. Please direct all financial aid questions directly to their office.

ACCEPTANCE INTO PROGRAM:

Applicants who have met the requirements for placement will be placed into a ranking system and chosen based on the number of available slots. Students accepted will then need to complete the LTC registration process through Student Services. Once approved applicants have completed their LTC registration process and the LTC PN program has reached its capacity, the program selection and registration will be closed. If any additional slots become available, prospective students will be contacted by the LTC Health Education Department. Students will be notified and given the opportunity to be placed on a waiting list or explore other program options.

ACCEPTANCE/REGISTRATION:

Applicants who are selected will be notified within thirty (30) days of application submission. If an applicant is selected and does not complete the registration process, the applicant must reapply.

The following fees are non-refundable:

- Immunizations
- ATI-TEAS Assessment
- TABE Assessment
- CPR
- Level 2 Background Check



Form is an interactive PDF or you may print with blue or black ink.



PERSONAL INFORMATION

Date _____

Date of Birth _____ Place of Birth _____

Last Name _____ First Name _____ MI _____

Address _____ City/State _____ Zip _____

Home # () _____ Work # () _____ Cell # () _____

Email Address _____

Emergency Contact _____ Phone# () _____

EDUCATION

High School _____ City/State _____

Highest grade completed _____ Year _____ Circle one: Diploma GED

Previous Nursing School _____ City/State _____

College _____ Degree awarded _____ City/State _____

Military _____

Education as Certified Nursing Assistant, Patient Care Assistant, Patient Care Technician or Medical Assistant

Name of School _____

Certification Awarded Yes No Date the Certificate was awarded _____

Proof Required at time of Application

EMPLOYMENT RECORD

Present _____ Title/Position _____

Dates of Employment: From _____ to _____

Previous _____ Title/Position _____

Dates of Employment: From _____ to _____

Previous _____ Title/Position _____

Dates of Employment: From _____ to _____

The information on this application is true and factual.

Signature: _____ Date: _____

Program Enrollment Option: Day Program Night Program





Crusoe-Holifield Practical Nursing Program

Student Health Assessment Record

THIS FORM MUST BE COMPLETED BY YOUR HEALTH CARE PROVIDER. Any falsification of this record will result in immediate dismissal from the program (if accepted).

NAME (please print): _____
Last First MI

DATE OF BIRTH: ____/____/____ Male ___ Female ___

1. **MMR** (Need proof of two MMR vaccines or one mumps, two measles, and one rubella. Any person born before 1/1/57 will need proof of rubella immunization or positive titer.)
 Date of MMR #1: _____ Date of MMR #2: _____
OR
 Antibody titers:
 Mumps titer date: _____ Results: Immunity/Not immune
 Rubeola titer date: _____ Results: Immunity/Not immune
 Rubella titer date: _____ Results: Immunity/Not immune
 If not immune, will require MMR x2.

2. **Tetanus** (Td or Tdap with the last ten years): Date: _____

3. **Hepatitis B series:**

 Hepatitis B #1 date Hepatitis B #2 date Hepatitis B #3 date
OR
 Antibody titer date: _____ Results: Immunity/Not immune

4. **Varicella:** History of having Chicken Pox is not accepted.
 Date of 1st dose: _____ Date of 2nd dose: _____
OR
 Varicella titer date: _____ Results: _____ (Lab value)

5. **PPD** (TB Skin Test): Date taken: _____
 Results: Positive Negative
Chest x-ray, if positive PPD: Date: _____ Results: _____

The signature below indicates that I have examined this candidate and find HIM/HER physically able to perform the duties of a Practical Nurse without limitations.

Verified by:

Name of Physician's Office/Health Center

Date

Address of Office

Physician's Signature



Change Your Life



2017-2018 Course Offerings

Day Courses:

Accounting Operations
Administrative Office Specialist
Air Conditioning, Refrigeration
and Heating Technology
Applied Academics for Adult
Education
Automotive Service Technology
CNG/LPG Technology
Aviation Maintenance
Technology
Airframe Maintenance
Technician
Powerplant Maintenance
Technician
Barbering
Carpentry
Commercial Foods and
Culinary Arts
Commercial Photography
Technology
Cosmetology
Digital Design
Digital Media/Multimedia Design
Electricity
Legal Administrative Specialist
Massage Therapy
Medical Administrative Specialist
Medical Assisting
Patient Care Technician

Pharmacy Technician
Practical Nursing
Web Development
Welding Technology
Welding Technology -
Advanced

Evening Courses:

Air Conditioning, Refrigeration
and Heating Technology
(Coming Soon!)
Commercial Driver License
Course and Test for
Commercial Driver License
Course
Cosmetology
Facial Specialty
Financial Aid Workshop
Motorcycle Basic Rider Training
Nail Specialty
Nursing Assistant (Coming
Soon!)
TABE Prep Course (AAAE)
Cricut Class (Coming soon!)
Compressed Natural Gas (CNG)
Training and Fuel System
Inspector Training
Dual Enrollment Courses
IV Therapy for Practical Nurses

Financial Aid available for most programs

Veterans Benefits are also accepted

Certificate Programs · Continuing Education · Dual Enrollment
· Short Courses

"The Leon County School District does not discriminate against any person on the basis of race, color, national origin, sex (including transgender, gender nonconforming status, sexual orientation and diverse gender identities) marital status, age, ethnicity, religion, military status, pregnancy, disability or genetic information."

Lively Technical Center's Mission is to provide
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the latest information



LivelyTech.com

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850.487.7555



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