



Adult Education Catalog

For more information about the programs call us at 660-259-2264 to speak with the Adult Education Supervisor or Practical Nursing Coordinator. You can also email us at ppence@lexr5.org.

Practical Nursing

The role of the practical nurse is to provide quality care in all nursing situations with minimum and direct supervision and direction from a registered professional nurse and/or licensed physician.

Mission Statement:

The mission of the Practical Nursing Program is to prepare students to become competent licensed practical nurses that provide safe and quality care to individuals, families, and communities in a wide variety of health care settings within a culturally diverse society.

Objectives of the program:

- *Upon completion of the Lex La-Ray Technical Center Practical Nursing Program, the graduate Practical Nurse will be able to:*
- *Practice nursing that is client centered, caring, culturally sensitive and based on the physiological, psychological and spiritual needs of clients.*
- *Serve as a member of the interdisciplinary health care team to promote continuity of care.*
- *Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment.*
- *Promote quality improvement by contributing to the implementation of care-related plans to improve health care services.*
- *Provide a safe environment for clients, self, and others.*
- *Use information technology in the provision of client care.*
- *Provide selected health-related education with guidance.*
- *Practice nursing in a professional, ethical, legal manner.*
- *Use leadership skills in the provision of safe, quality client care.*

Quick Facts: Licensed Practical and Licensed Vocational Nurses	
2023 Median Pay	\$59,730 per year \$28.72 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2022	655,000
Job Outlook, 2022-32	5% (Faster than average)
Employment Change, 2022-32	34,900

Automotive Technology

This Automotive Technology program has been developed for students with a strong desire to become a quality auto service technician or to work in an automotive related field. Because of the increasing number of automobiles and the high cost of new cars and trucks, the industry needs trained technicians who can use modern electronic diagnostic equipment to diagnose and repair vehicles. More than 60,000 job openings exist in the automotive industry. Shops, parts suppliers, dealers, insurance claims departments, oil change, tire change...every aspect of the industry needs more new employees. There are a multitude of entry-level positions that lead to higher-earning career opportunities.

As the mechanical and electrical parts of the automobile become more complex, it is important to be vocationally trained. All students receive both technical and practical repair experience.

Skills you will learn if you select this course:

- Engine Repair
- Suspension and Steering
- Brakes
- Electrical/Electronic Systems
- Heating and Air Conditioning
- Engine Performance

You will have an opportunity to earn ASE certification in brakes, suspension and steering, engine repair, heating and air conditioning, electrical/electronic systems, and engine performance. Automatic transmission, manual transmission, maintenance and light repair.

Today's automotive technician must be a highly trained and skilled individual. To repair today's cars, technicians must be able to interpret pages and pages of service manuals and be familiar with the operations of a computer.

Quick Facts: Automotive Service Technicians and Mechanics	
2023 Median Pay	\$47,770 per year \$22.96 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2022	782,200
Job Outlook, 2022-32	2% (As fast as average)
Employment Change, 2022-32	12,800

Collision Repair

The Collision Repair Technology Program at Lex La-Ray Technical Center prepares students to work in collision repair shops and related fields.

Instruction utilizes and follows the I-CAR professional development program. Students will have the ability to qualify for I-CAR Certification Pro-Level I for refinish & non-structural technician. Students will also receive some training in Pro Level II & III.

The shop at Lex La-Ray Technical Center is one of the finest and uses I-Car techniques to repair frame and unibody-unicoupe type cars. It is equipped with the latest in air operated tools including portable grinders, polisher, sanders, drills. The latest in MIG welding and a Pro Spot Plug Welder are also available for use.

Frame and unibody structural repair is accomplished using a Precision Systems Rack. A computerized three dimensional measuring system for suspension, frame diagnosis and estimating is utilized.

Painting and re-finishing involves the latest techniques and equipment including a Kayco Side Draft paint booth. All types of plastic repair are taught including interior, exterior flexible bumpers, and composite plastics.

All priming and dry sanding operations are completed in a prep station. Students will have the opportunity to mix paint using DuPont paints. We use the latest e-coat primers, sealers, single stage and base/clear urethane topcoats.

Things you will learn if you select this course:

- ICAR MIG Welding
- Panel Repairs - Metal & Plastic
- Paint and Refinishing
- Exterior and Interior Trim
- Mechanical Services
- Frame and Unibody Construction/Repair
- Estimating is taught utilizing Mitchell Manuals and ADP online estimating.

Quick Facts: Automotive Body and Glass Repairers	
2023 Median Pay	\$48,450 per year \$23.29 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	See How to Become One
Number of Jobs, 2022	175,200
Job Outlook, 2022-32	1% (Little or no change)
Employment Change, 2022-32	2,300

Lex La- Ray Technical Center Admissions Policies

Post Secondary Admissions Policy:

- 1. Application*
- 2. Application fee of \$25.00*
- 3. Copies of transcript (or GED certificate) from all institutions previously attended*
- 4. Interview with Lex La-Ray Technical Center Staff*
- 5. 18 years of age or signed Parental Release Form on file with LLRTC*
- 6. Current on all state required immunizations; records must be submitted with an application*

Practical Nursing Admissions Requirements:

Step 1: Complete the online application @ <https://lexlaray.wufoo.com/forms/micp77n1vv53z0/> form per the deadlines indicated above. Include uploads of any health care certificates (examples: CNA, CMT, EMT, LIMA, Phlebotomy) to be included with your application. It is the applicant's responsibility to upload health care certificates at the time of application submission.

Step 2: \$45.00 application fee must be submitted to Lex La-Ray Technical Center per the deadlines indicated above. May be paid online, mailed, or in person.

Step 3: Take the ATI TEAS exam. ATI TEAS scores must be submitted per the deadlines indicated above.

- Only test scores dated on or after April 15, 2023 will be accepted.*
- Register for the ATI TEAS test online at www.atitesting.com after creating a user account on the ATI website. Registrants will need to visit the ATI "online store". Directions on how to sign up for ATI TEAS can be found at [How to register for an in-person TEAS Exam at an institution or testing center](#)*
- Scores taken at another institution may be forwarded to Lex La-Ray per file review deadlines indicated above. If taken at another institution, it is the applicant's responsibility to have scores sent to Lex La-Ray Technical Center.*
- Scores will be accepted from applicants who retake the test if a 30-day period has elapsed between testing dates, up to two times within a calendar year.*

Step 4: Lex La-Ray Practical Nursing Reference Forms. Completed reference forms (2) must be received by Lex La-Ray Technical Center per the deadlines indicated above. Reference forms will be emailed to references included on application form. It is the applicant's responsibility to check on the status of their references.

Step 5: Official/transcripts from all schools attended; high school and post-secondary. All transcripts must be received by Lex La-Ray Technical Center per the deadlines indicated above. These must be mailed, emailed, or faxed but must be official. (Include TOEFL and TSE scores if applicable.) It is the applicant's responsibility to check on the status of their transcripts.

Step 6: Complete the Family Care Safety Registry Form and submit it with the fee to the Missouri Department of Health and Senior Services before the deadlines listed above. All applicants must be registered with the FCSR. If the applicant is on the employee disqualification list or added to the list during the course of the program he/she is ineligible for completion of clinical experiences and therefore unable to complete the requirements for this program.

Lex La-Ray Technical Center Enrollment Periods:

Post-Secondary

February 1st up to one week prior to class begin date in August.

Practical Nursing

Enrollment begins January 1st, deadline to enroll is April 1st for the following academic year beginning in August.

Details for

enrollment information is listed in the PN Application Packet.

Lex La-Ray Technical Center Refund Policy

Refunds are calculated on the following schedule:

1. Withdrawal/dismissal prior to the beginning of the semester - full refund of paid tuition and fees (not including application fee) less a

\$100.00 Administrative Fee.

2. Withdrawal/dismissal prior to the completion of the second week of the semester - 50% of paid tuition

3. Withdrawal/dismissal prior to the completion of the fourth week of the semester - 25% of paid tuition

4. Withdrawal/dismissal after the fourth week of the semester - No refund

Refunds will be made within 45 days of last date of attendance. Last date of attendance is the last day the student was in attendance if

written notification has been provided to the school or the date the school terminates the student or the school determines withdrawal

by the student. Students do not have to request a refund and refunds will be automatic.

The above school refund policy is applicable to all 924-clock hour nursing adult students who execute a complete withdrawal or are dis-missed from coursework during an academic year. The student's withdrawal/dismissal date is the last day of attendance, as deter-mined in accordance with Title IV regulations:

The student submits a letter of withdrawal to the Adult Education Supervisor. The date of the letter will be considered the date of withdrawal.

If a student stops attending class without notification, the date of withdrawal will be the date the student reached the maximum absences allowed. A letter will be issued to the student stating the date of dismissal.

If a student is dismissed for reasons other than attendance, the date of the dismissal letter will be the last date of attendance. The date of the letter will correspond to the date the student was notified of their dismissal and informed they would not be allowed to return to class.

The last date of attendance will be recorded as the withdrawal date for deceased students.

For Practical Nursing Students:

If the PN student withdraws or is dismissed PRIOR to the 5th day of class (for refunds - "prior to the 5th day of class" is defined as anytime prior to August 27, 2021 at 3:30pm) a refund of paid tuition and fees will be issued minus a \$100 administrative fee.

If the PN student withdraws or is dismissed AFTER the 5th day of class, (for refunds - "prior to the 5th day of class" is defined as any time prior to August 27, 2021 at 3:30pm) the seat cannot be filled per Missouri State Board of Nursing Regulations. The student is responsible for the full tuition amount plus any books, supplies, fees, or dues charged to the Student Account on or before the last day of attendance. This is in accordance with the Enrollment Agreement signed by each PN student prior to the first day of class. Refer to the Enrollment Agreement for repayment requirements. A copy can be obtained from the Financial Aid Office.

The above school refund policy is applicable to all practical nursing adult students who execute a complete withdrawal or are dismissed from course work during an academic year. The student's withdrawal/dismissal date is the last day of attendance, as determined in accordance with Title IV regulations:

- *The student submits a letter of withdrawal to the Practical Nursing Coordinator or the Adult Education Supervisor. The date of the letter will be considered the date of withdrawal.*
- *If a student stops attending class without notification, the date of withdrawal will be the date the student reached the maximum absences allowed. A letter will be issued to the student stating the date of dismissal.*
- *If a student is dismissed for reasons other than attendance, the date of the dismissal letter will be the last date of attendance. The date of the letter will correspond to the date the student was notified of their dismissal and informed they would not be allowed to return to class.*
- *The last date of attendance will be recorded as the withdrawal date for deceased students.*

For students using Veteran Affairs Benefits, if benefits are received and the student DOES NOT attend or withdraws prior to the start date all benefits will be returned. If there is any tuition or fees on the student account, the student will be solely responsible for this.

For Lex La-Ray's full policies refer to the Post Secondary Handbook or the Practical Nursing Handbook.

2024-2025 Post-Secondary Program Costs

<i>Program</i>	<i>Full-time</i>	<i>Part-time</i>	<i>App. Fee</i>	<i>LLRTC Fees</i>	<i>Shop Fee</i>	<i>Total for Part-time</i>	<i>Total for Full-time</i>
<i>Collision Repair Technology</i>	<i>\$ 6,600.00</i>	<i>\$ 3,300.00</i>	<i>\$ 25.00</i>	<i>\$ 63.00</i>	<i>\$ 465.00</i>	<i>\$ 3,853.00</i>	<i>\$ 7,153.00</i>
<i>Automotive Technology</i>	<i>\$ 6,600.00</i>	<i>\$ 3,300.00</i>	<i>\$ 25.00</i>	<i>\$ 63.00</i>	<i>\$ 245.00</i>	<i>\$ 3,633.00</i>	<i>\$ 6,933.00</i>
<i>Practical Nursing</i>	<i>See Practical Nursing Program Cost Sheet</i>						<i>\$ 18,110.0</i>