

CONTINUING EDUCATION APPLICATION FOR ADMISSION

90-Hour Nursing Assistant Training Program

Office Use Only: Statement Issued Paid, Receipt # _____

1 COMPLETE REGISTRANT INFORMATION BELOW

CCCUA has an open admission policy and does not discriminate against any individual on the basis of race, color, religion, national origin, age, sex, or disability. Some information is obtained for the sole purpose of state reporting and/or determining if the College is effectively reaching all segments of the population.

Have you taken courses at CCCUA before? Yes No SOCIAL SECURITY NUMBER _____ - _____ - _____

NAME _____
First Middle Last Maiden/Other Name Used

MAILING ADDRESS _____ HOME PHONE _____

_____ WORK PHONE _____
City State Zip

E-MAIL ADDRESS(ES) _____

GENDER: Male (1) Female (2) ETHNIC: Asian or Pacific Islander (1) Black [Non-Hispanic Origin] (2)
 Hispanic (3) American Indian or Alaskan Native (4)
BIRTHDATE ____ / ____ / ____ Non-Resident Alien (6) White [Non-Hispanic Origin] (5)
 Unknown (9)

COUNTY _____ EMERGENCY CONTACT _____
Where you live now

EMERGENCY PHONE _____

2 SELECT TRAINING LOCATION

NURSING ASSISTANT TRAINING PROGRAM

Days: _____ Course Code: _____
Dates: _____ Location: _____
Times: _____ Contact Hours: 90
Instructor: _____ Register by: _____

3 CHOOSE PAYMENT METHOD

Tuition Insurance Lab Fees Student Identification Badge COURSE FEE \$ _____ plus books

Note: The following required course materials are not included in the course fee...text, workbook, pencil/pen, paper, hair brush, toothbrush, toothpaste, dental floss, fingernail clippers, nail file, and nail brush for students own personal use are required for classroom and lab sessions; a watch with a second hand and scrubs required for clinical training sessions. See the Nursing Assistant Training Program guidelines for more details.

CASH, CHECK, or MONEY ORDER. Please make checks and money orders payable to CCCUA.

SPONSORSHIP. A letter of authorization on the sponsoring organization's letterhead or a purchase order from the sponsoring organization must accompany this billing request. Please include the organization's name, address, and contact name.

CREDIT/DEBIT CARD VISA Master Card Discover

Card # _____ Expiration Date _____
Cardholder's Signature _____

Please refer to the Nursing Assistant Training Program Guidelines for the Registration/Refund Policy.

4 ATTACH THE FOLLOWING DOCUMENTS TO THE APPLICATION FOR ADMISSION

Please note that ALL documents listed below are required. Applications submitted without the required documentation can not be processed. You may refer to the Nursing Assistant Training Program Guidelines for more detailed information on the below requirements.

- COMPLETED NURSING ASSISTANT TRAINING PROGRAM GUIDELINES
- NEGATIVE TB TEST RESULTS

CONGRATULATIONS! You are ready to submit your admission packet to the CCCUA office of Workforce Development and Continuing Education.



NURSING ASSISTANT TRAINING PROGRAM GUIDELINES

COSSATOT COMMUNITY COLLEGE
UNIVERSITY OF ARKANSAS

Nursing Assistant Training Program

The training course consists of a balance between theory instruction and skills training. Skills' training includes both skills demonstration in the classroom lab and skills performance in a clinical area with residents in a long-term care facility. Upon successful completion of the training program students will receive a certificate of completion and become eligible to take the Arkansas competency examination (*consisting of two tests, a written knowledge test and a clinical skills performance-based test*) administered onsite* and/or at an Arkansas regional test site location (*Texarkana, Little Rock, and others*) by Prometric. The Arkansas Department of Human Services (DHS), Office of Long Term Care (OLTC) has contracted with Prometric to develop and administer its Nursing Assistant Competency Exam and to manage the Nursing Assistant (NA) Registry.

Course Cost

The cost of the class is \$ _____, payable in full at time of registration. The cost of the course includes instruction, insurance, and lab fees. Students are responsible for purchasing the text book and workbook which are available for purchase from Continuing Education Services.

Entrance Requirements

Cossatot Community College of the University of Arkansas (Cossatot) seeks to meet the needs of the public by providing open enrollment into the Nursing Assistant Training Program. No transcripts or tests are required (*with the exception of students taking the course for credit---see Credit for Courses on page 3*). Enrollment is limited to 12 students per class.

The following must be submitted to Cossatot's office of Continuing Education Services to complete the registration process...

- (1) Completed Application packet.
 - Completed *Application for Admission* form
 - Signed, and dated *Nursing Assistant Training Program Guidelines* document
- (2) Documentation of a negative TB test administered taken within the last 12 months. Certificate of Health-Tuberculosis must be valid for a minimum of one year from the date issued. Program applicants may obtain a TB test from De Queen Medical Center, personal physician, or other healthcare provider.
- (3) Payment of tuition OR company billing information (A *letter of billing authorization on company letterhead or company purchase order must accompany the completed Application Packet. Please include company name, billing address, contact name, and the name of the student(s) being sponsored.*)

Certifications

Upon successful completion of this course, students will be awarded a certificate of completion issued from UA Cossatot. Successful students will also be eligible to challenge the Arkansas Certified Nursing Assistant examination Prometric to obtain Arkansas certification at an **additional cost**.

Course Materials

- (1) Students will be provided a student identification card, at no additional cost, prior to the first day of clinical training (*students are required to wear their student identification badge visible to residents, family members, visitors, and staff at all times during clinical skills training in a clinical area with residents*).

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- (2) Students will need to bring pen/pencil and paper to all classroom/lab sessions.
- (3) Students will be required to wear scrubs during clinical training sessions.
- (4) Students will be required to have a watch with a second hand during clinical training sessions.
- (5) Students will be required to bring the following course text and workbook to all training sessions:

Hartman's Nursing Assistant Care – The Basics – 3rd Edition
By Hartman Publishing, Inc. with Jetta Fuzy, RN, MS
ISBN: 978-1-60425-014-5 | Hartman Publishing | © 2010

Workbook for Hartman's Nursing Assistant Care – The Basics – 3rd Edition
By Hartman Publishing, Inc.
ISBN: 978-1-60425-015-2 | Hartman Publishing | © 2010

Attendance Policy

This is a fast-pace intensive course and students are expected to be present for each class. Students are required to be **prompt** and **attend every** class. Students enrolled in the Nursing Assistant Training Program must participate in the 90 hour training program in its entirety to meet the Arkansas Office of Long Term Care requirements. Consequently, students that fail to attend a training session(s) will not receive a certificate of completion for the training course. It is imperative that you understand this requirement. If you have life or health conditions that might hinder attendance, you may wish to delay application until a strong commitment to attendance can be made.

If an emergency situation arises, students must call Continuing Education Services as early as possible prior to the start of class to make arrangements to make-up missed instruction, at the convenience of the instructor. Students must complete all make-up classroom and/or lab instruction **prior to clinicals**. Any student who misses class for any reason is not guaranteed that they will be able to make up the work or successfully complete the course. Students that are absent from (2) or more sessions, without scheduling and /or attending make-up sessions, may be subject to expulsion from the program.

If provision for supplemental training is requested and/or required in order to meet course requirements, the student shall be responsible for the costs incurred including payment of a classroom instructor hired by Continuing Education Services. In some cases, a supplemental instruction experience may be available only at a site distant from the student's home campus. Students are responsible for their own transportation and other associated costs should they accept these arrangements.

Dress Requirements/Student Conduct

Please understand you are expected to dress and groom yourself in accordance with accepted social and business standards. You are expected to adhere to the grooming guidelines in class:

- Heavy perfume or other potentially offensive odors are not acceptable.
- Please do not come to class smelling of cigarettes; breath should be fresh after coming in from break.
- Hair should be clean and pulled back if long.
- Professional business attire should be worn during the pinning ceremony.

Students of the Nursing Assistant Training Program are preparing for professional careers; therefore each student is expected to dress appropriately. Students are required to wear scrubs and their student identification badge visible to residents, family members, visitors, and staff at all times during clinical skills training in a clinical area with residents. Failure to observe the dress code and/or failure to comply with other guidelines of the Nursing Assistant Program will result in termination from the program.

Students are also encouraged to keep in mind that they are guests of each facility in which clinical training is conducted. Consequently, students are also expected to maintain strict client confidentiality and demonstrate high ethical and professional standards. The misappropriation of resident property, failure to observe the dress code and/or failure to comply with other guidelines of the Nursing Assistant Training Program will result in termination from the program.

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Note: Students can find a copy of the school's student handbook/catalog at cccu.edu. It is the responsibility of the student to carefully read the publication and be aware of the rules, regulations, etc.

Requirements for Successful Completion

- (1) Attend required class and clinical hours.
- (2) Complete all required quizzes and assignments.
- (3) Complete all required clinical skills.
- (4) Demonstrate safe clinical practice.
- (5) Comply with Nursing Assistant Training Program Guidelines.
- (6) Achieve a passing grade of 76% or greater.

Credit for Courses

Participants of the Nursing Assistant Training Program, whom hold a high school diploma or GED, may apply to receive college credit hours. Additional fees may apply to participants seeking college credit. For information about receiving college credit hours, contact the office of Workforce Development and Continuing Education at (870) 584-4471 or (800) 844-4471.

Inclement Weather

In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be in danger, classes may be cancelled until weather and road conditions improve. We strive to the announcements regarding closures out to students, faculty, and staff in timely fashion. Announcements regarding College closing will be made over the following radio stations; in De Queen KDQN 92.1, and in Nashville KMTB 99.5, and on the following television stations, KARK Channel 4 from Little Rock and TKBS Channel 3 from Shreveport.

Registration/Refund Policy

Register early to ensure enrollment. Payment of tuition and a completed registration form must be received by Continuing Education Services to enable processing of registration requests. CCCUA seeks to provide learning opportunities for a variety of age groups. However, unless stated otherwise, students under the age of 18 will need prior approval from Continuing Education Services to register.

Refund of tuition is fully refundable or transferable up to "register by" date. Our goal is to ensure the greatest opportunity for participation in courses; however, late registration cannot be guaranteed and is non-refundable.

A full refund of tuition will be issued automatically and registrants will be notified, if a class is cancelled by CCCUA due to insufficient enrollment or other unforeseeable reason. CCCUA reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

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*Nursing Assistant Training Program
Signature Form*

I understand that upon successful completion of the course of study, I will be eligible to take an Arkansas recognized certifying examination.

I acknowledge that the information I have supplied in this application form is correct to the best of my knowledge and understand that any falsification of information on this form may be cause for rejection as an applicant. I understand that this information is subject to verification.

I have read the Nursing Assistant Training Program Guidelines and fully understand them. Program representatives have answered any questions that I have concerning the guidelines, and how they apply to me, to my satisfaction. It is my belief that I can satisfy each of the technical standards based on my existing skills and abilities, or through the use of corrective devices.

I, have read, understand, and _____ agree to the statements above.

(Print Name)

Applicant's Signature _____ Date _____

Return this signature sheet along with the Nursing Assistant application form to:

Zebbie Minton
Continuing Education Coordinator
Cossatot Community College University of Arkansas
183 College Drive
De Queen, AR 71832
by the specified application deadline.

If you will have a sponsor for the program, please have your sponsor complete the following prior to submitting this document.

Name of Sponsoring Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature of Sponsor Representative: _____ Date: _____

Class size is limited and filled on a first-come-first-served basis. You must have ALL of the above returned to us before you will be placed on the class roster. If *any* materials are missing, we will mail a letter indicating what the missing document(s) is/are. Because we want to be fair to all potential students, we cannot hold spots under any circumstances.