

NURSING ASSISTANT PROGRAM

CONTINUING EDUCATION APPLICATION FOR ADMISSION

APPLYING TO THE NURSING ASSISTANT PROGRAM IS EASY! SIMPLY FOLLOW THESE STEPS.

STEP ONE: REVIEW TRAINING DATES, DAYS AND LOCATION

NURSING ASSISTANT PROGRAM (CED 5004 03 202Q)

DATES/DAYS: May 17 – June 22 (Monday – Thursday)
No Class May 31

TIME: 8:00 AM - 2:30 PM

16 hours of clinical training will be conducted in a long term care facility within the UA Cossatot service area.

INSTRUCTOR: Melba Hess

LOCATION: Nashville

REGISTER BY: May 7

STEP TWO: PROVIDE REGISTRANT INFORMATION

UA Cossatot 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.

SOCIAL SECURITY NUMBER _____ - _____ - _____

Have you taken courses at UA Cossatot before? Yes No

NAME _____

First

Middle

Last

Maiden/Other Name Used

MAILING ADDRESS _____

City

State

Zip

E-MAIL ADDRESS(ES) _____

GENDER: Male (1) Female (2)

BIRTHDATE ____/____/____

HOME PHONE _____

WORK PHONE _____

EMERGENCY CONTACT _____ EMERGENCY PHONE _____

ETHNIC: Asian or Pacific Islander (1)

Black [Non-Hispanic Origin] (2)

Hispanic (3)

American Indian or Alaskan Native (4)

White [Non-Hispanic Origin] (5)

Non-Resident Alien (6)

Unknown (9)

RESIDENCY/CITIZENSHIP STATUS (required for financial aid recipients): Non-Permanent Resident/Non-US Citizen

Permanent US Resident/US Citizen

STEP THREE: CHOOSE A PAYMENT METHOD

The \$645 course fee includes tuition, supplies, and insurance. The required textbooks may be purchased from Continuing Education Services at the time registration for \$46.00 or from the student's textbook provider of choice. Additional details are available in the Nursing Assistant Program Guidelines.

CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*

SPONSORSHIP. *A letter of authorization on the sponsoring organization's letterhead, training voucher or purchase order must accompany this request. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed as a third-party.*

CREDIT/DEBIT CARD VISA Master Card Discover

Card # _____ Expiration Date _____

Cardholder's Signature _____

STEP FOUR: COMPLETE A TRAINING PROGRAM GUIDELINES AND ACCEPTANCE FORM

Read and complete a Nursing Assistant Program Guidelines and Acceptance Form.

STEP FIVE: SUBMIT YOUR COMPLETED APPLICATION PACKET

Submit: 1) a completed Nursing Assistant Program Application for Admission, 2) a completed Nursing Assistant Program Guidelines and Acceptance Form, 3) negative TB skin test results, and 4) payment of tuition to: Continuing Education Services, Cossatot Community College University of Arkansas, 183 College Drive, De Queen, AR 71832 or fax it to (870) 584-1149. 20210113



NURSING ASSISTANT PROGRAM GUIDELINES & ACCEPTANCE FORM

COSSATOT COMMUNITY COLLEGE
UNIVERSITY OF ARKANSAS

The Nursing Assistant Program 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 setting with residents in a long-term care facility. Upon successful completion of the program students receive a certificate of completion and become eligible to sit for the Arkansas Nurse Aid Competency Exam (*consisting of two tests, a written knowledge test and a clinical skills performance-based test*) administered by Headmaster. Headmaster has partnered with the Arkansas Department of Human Services, Office of Long Term Care, to provide nurse aide testing and registry services to the Arkansas health care community. To learn more about the Arkansas Nurse Aid Competency Exam and scheduling an exam, a link to Headmaster's Arkansas Nursing Assistant Candidate Handbook and other resources are available at: https://www.hdmaster.com/testing/cnatesting/arkansas/AR_CNA_Home.htm

Course Cost

A course fee of \$645 is due at time of registration and includes tuition, insurance and lab fees. Students are responsible for purchasing the required textbooks, which may be purchased from Continuing Education Services at the time registration for \$46.00 or from the student's textbook provider of choice. Additional details regarding the required texts are in the "Course Materials" section below.

Entrance Requirements

Cossatot Community College of the University of Arkansas seeks to meet the needs of the public by providing open enrollment into the Nursing Assistant Program. No transcripts or tests are required. Enrollment is limited to 12 students per class.

To be admitted into the program you will need to:

- (1) Submit a completed Application packet to Continuing Education Services, including:
 - ▶ Completed Nursing Assistant Program Application for Admission
 - ▶ Completed Nursing Assistant Program Guidelines and Acceptance Form
- (2) Submit a Certificate of Health-Tuberculosis valid for the duration of the course, documenting a negative skin test tuberculosis result as required to participate in clinical training. Program applicants may obtain a skin test for tuberculosis from a healthcare provider of their choice.
- (3) Submit payment of tuition or authorized sponsorship to Continuing Education Services on or before the "register by" date. *Sponsors complete the sponsor section of the Nursing Assistant Program Guidelines & Acceptance Form to authorize third-party billing. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed as a third-party.*

Attendance Policy

The Nursing Assistant Program consists of 90 hours of fast-paced instruction that **must be completed in its entirety to successfully complete the program**. Prompt and full attendance is essential to student success. Consequently, students that fail to attend a training session(s) will not receive a certificate of completion for the 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 best ensure arrangements can be made to make-up missed instruction time. Students must complete all make-up classroom and/or lab instruction **prior to** clinical training. Make-up sessions are subject to the availability of an instructor and are not guaranteed; therefore, students who are late or miss class for any reason are not guaranteed they will be able to make up missed instruction time or successfully complete the course. Students that are absent from two (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 only be available 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.

Class Participation

Students are required to participate in 90 hours of instruction involving classroom lecture/lab and clinical training with residents in a long-term care facility.

Dress Requirements/Student Conduct

Students are preparing for professional careers, therefore each student is expected to dress and groom themselves in accordance with accepted social and business standards. The following dress and grooming guidelines are applicable to all in-person sessions:

- Heavy perfume or other potentially offensive odors are not acceptable.
- Students are not to 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 are required to wear scrubs and their student identification badge visible to residents, family members, visitors and staff at all times during clinical training within a long-term care facility.

In addition to complying with the student code of conduct found in the college's course catalog and handbook, students are expected to be continually mindful 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 program guidelines will result in termination from the program.

Note: Students have access to the college's course catalog and handbook at www.cccua.edu/catalog. 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 the classroom, lab and clinical training sessions in their entirety
- (2) Complete all required quizzes and assignments
- (3) Complete all required clinical skills
- (4) Demonstrate safe practice
- (5) Comply with program guidelines
- (6) Achieve a passing grade of 76% or greater

Certifications

Upon successful completion of this course, students will be awarded a *certificate of completion* issued from Cossatot Community College University of Arkansas. Students successfully completing the program will be eligible to sit for The Arkansas Nurse Aid Competency Exam at an additional cost. The Arkansas Department of Human Services, Office of Long Term Care, has partnered with Headmaster to offer nurse aide testing and registry services to the Arkansas health care community. A test must be scheduled within one year of the date of training program completion or another Arkansas DHS approved training program must be completed in order to be eligible to schedule testing.

Course Materials

- (1) Students will be provided with a student identification badge, at no additional cost, prior to the first day of clinical training. Students are required to wear the identification badge visible to residents, family members, visitors and staff at all times during clinical skills training within a long-term care facility.
- (2) Students will need to bring a pen/pencil and paper to all classroom/lab sessions.
- (3) Students will be required to have a watch with a second hand during clinical training sessions.
- (4) Students will be required to bring the following textbook and workbook s to all training sessions:

Hartman’s Nursing Assistant Care: The Basics (Fifth Edition) by Harman Publishing, Inc., ©2019
ISBN: 978-1-60425-100-5-2000

Workbook for Hartman’s Nursing Assistant Care: The Basics (Fifth Edition) by Harman Publishing, Inc., ©2019
ISBN: 978-1-60425-101-2

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 cancelled until weather and road conditions improve. We strive to distribute announcements regarding closures to our students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through College social media accounts and over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7.

Registration/Refund Policy

UA Cossatot 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. Class sizes are limited and filled on a first-come first-serve basis. Early registration is encouraged to best ensure acceptance into the program.

The **submission of a completed Nursing Assistant Program Application for Admission, Nursing Assistant Program Guidelines and Acceptance Form, negative TB skin test results, along with payment of tuition** (or an authorized sponsorship) **to Continuing Education Services by the “register by” date are essential for processing requests for admission and registration into a course.** Incomplete application packets cannot be processed for admission and will be placed on hold pending completion. In fairness to all potential students, seats in the course cannot be held under any circumstances. **Applicants will be notified and added to the course roster upon acceptance into the program.**

Tuition is fully refundable up to the “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 UA Cossatot due to insufficient enrollment or other unforeseeable reason. UA Cossatot reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

NURSING ASSISTANT PROGRAM GUIDELINES ACCEPTANCE FORM

[APPLICANT] With my signature, I attest that:

- ✓ I have read, understand, accept and will comply with the Nursing Assistant Program Guidelines. Program representatives have answered any questions I have concerning the guidelines and how they apply to me to my satisfaction.

- ✓ I have supplied accurate information in my application for admission into the Nursing Assistant Program and supporting documents. Furthermore, I understand this information is subject to verification and if for any reason information is found to be untrue, I will have not met the program admission requirements or, if accepted, will be subject to dismissal from the program.

Print Name: _____

Signature: _____ **Date:** _____

IF YOU WILL HAVE A SPONSOR FOR THE PROGRAM, PLEASE HAVE THE SPONSOR COMPLETE THE FOLLOWING PRIOR TO SUBMITTING THIS DOCUMENT. If you have more than one sponsor, additional Nursing Assistant Program Guidelines and Acceptance Forms may be obtained upon request to Continuing Education Services.

[SPONSOR] With my signature, I attest that:

- ✓ I will sponsor the above named applicant in the Nursing Assistant Program and grant permission for Cossatot Community College of the University of Arkansas to bill my organization upon acceptance of the applicant into the program as is evidenced by the attached letter of authorization on my organization's letterhead, training voucher or purchase request including: 1) my organizations name, 2) primary contact along with his/her email and telephone number, 3) my organization billing address, 4) the name of the sponsored student and 5) the total amount to be paid by my organization.

- ✓ I have read, understand and accept the Nursing Assistant Program Guidelines. Program representatives have answered any questions that I have concerning the guidelines to my satisfaction.

Printed Name of Authorized Agent: _____

Signature of Authorized Agent: _____ **Date:** _____