



# NURSING ASSISTANT PROGRAM APPLICATION FOR ADMISSION

Applying is easy! Simply follow these steps.

UA Cossatot offers equal opportunity for admission. Programs and activities of UAC are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. 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.

## STEP ONE: PROVIDE REGISTRANT INFORMATION

Please print.

Course Number: CED 5004     Q

Name: \_\_\_\_\_  
First Middle Last Suffix

Social Security Number: \_\_\_\_\_ [OR] Individual Taxpayer ID: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender:  Male  Female  Prefer Not to Share

E-mail Address: \_\_\_\_\_ Phone Number (### - ### - ####): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Residency Status:  Non-US Resident  Permanent US Resident/US Citizen  
County of Residence: \_\_\_\_\_ State of Residence: \_\_\_\_\_  
Ethnicity:  Hispanic  Asian  Black  American Indian  White  Native Hawaiian  Prefer Not to Share

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Secondary Education: (SELECT ONE)

- Still in High School, Anticipated Year of Graduation (YYYY): \_\_\_\_\_  
High School (FULL NAME) \_\_\_\_\_ State \_\_\_\_\_
- No High School Diploma or GED - 21 years of age or younger
- No High School Diploma or GED - 22 years of age or older
- Graduated High School - Year (YYYY): \_\_\_\_\_  
High School (FULL NAME) \_\_\_\_\_ State \_\_\_\_\_
- Received GED Diploma - Year (YYYY): \_\_\_\_\_
- Received HiSet Diploma - Year (YYYY): \_\_\_\_\_
- Completed Home School - Year (YYYY): \_\_\_\_\_

### Post-Secondary Education: (SELECT THE HIGHEST LEVEL COMPLETED)

- Some College - No Credential
- Certificate of Proficiency / Technical Certificate / Other Certificate
- Associate Degree
- Bachelor's Degree
- Advanced Degree / Master's / Professional / Doctoral Degree
- Not Applicable

### Post-Secondary Institution (PSI) last attended, if applicable

(FULL NAME) \_\_\_\_\_ State \_\_\_\_\_

### What occupation do you plan to pursue with the skills you're learning? (SELECT ONE)

- I plan to use these skills as a Nursing Assistant (SOC 31-1131).
- I plan to use these skills in the following occupation: \_\_\_\_\_
- I'm not sure yet what occupation I want to pursue. (SOC 000000).

**What is primary activity of the employer where you expect to apply the skills you're learning—what the employer mainly does or sells?** If you're considering multiple sectors, pick up to three. If you're not sure yet, select "Other Services."

(SELECT 1 – 3 ON THE LIST)

**Agriculture, Forestry, Fishing and Hunting**

- Crop Production (NAICS 111000)
- Animal Production & Aquaculture (NAICS 112000)
- Forestry & Logging (NAICS 113000)
- Fishing, Hunting & Trapping (NAICS 114000)
- Support Activities for Agriculture & Forestry (NAICS 115000)

**Mining**

- Oil and Gas Extraction (NAICS 211000)
- Mining - except Oil & Gas (NAICS 212000)
- Support Activities for Mining (NAICS 213000)

**Utilities**

- Utilities (NAICS 221000)

**Construction**

- Construction of Buildings (NAICS 236000)
- Heavy & Civil Engineering Construction (NAICS 237000)
- Specialty Trade Contractors (NAICS 238000)

**Manufacturing**

- Food Manufacturing (NAICS 311000)
- Beverage & Tobacco Product Manufacturing (NAICS 312000)
- Textile Mills (NAICS 313000)

**Wholesale Trade**

- Merchant Wholesalers, Durable Goods (NAICS 423000)
- Merchant Wholesalers, Nondurable Goods (NAICS 424000)
- Wholesale Trade Agents and Brokers (NAICS 425000)

**Retail Trade**

- Motor Vehicle and Parts Dealers (NAICS 441000)
- Building Material and Garden Equipment and Supplies Dealers (NAICS 444000)
- Food and Beverage Retailers (NAICS 445000)
- Furniture, Home Furnishings, Electronics, and Appliance Retailers (NAICS 449000)

**Transportation and Warehousing**

- Air Transportation (NAICS 481000)
- Rail Transportation (NAICS 482000)
- Water Transportation (NAICS 483000)
- Truck Transportation (NAICS 484000)
- Transit and Ground Passenger Transportation (NAICS 485000)
- Pipeline Transportation (NAICS 486000)
- Scenic and Sightseeing Transportation (NAICS 487000)
- Support Activities for Transportation (NAICS 488000)

**Information**

- Motion Picture and Sound Recording Industries (NAICS 512000)
- Publishing Industries (NAICS 513000)
- Broadcasting and Content Providers (NAICS 516000)
- Telecommunications (NAICS 517000)
- Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services (NAICS 518000)
- Web Search Portals, Libraries, Archives, and Other Information Services (NAICS 519000)

**Finance and Insurance**

- Monetary Authorities-Central Bank (NAICS 521000)
- Credit Intermediation and Related Activities (NAICS 522000)
- Securities, Commodity Contracts, and Other Financial Investments and Related Activities (NAICS 523000)
- Insurance Carriers and Related Activities (NAICS 524000)
- Funds, Trusts, and Other Financial Vehicles (NAICS 525000)

**Real Estate Rental and Leasing**

- Real Estate (NAICS 531000)
- Rental and Leasing Services (NAICS 532000)
- Lessors of Nonfinancial Intangible Assets-except Copyrighted Works (NAICS 533000)

**Professional, Scientific, and Technical Services**

- Professional, Scientific, and Technical Services (NAICS 541000)

**Management of Companies and Enterprises**

- Management of Companies and Enterprises (NAICS 551000)

**Administrative and Support and Waste Management and Remediation Services**

- Administrative and Support Services (NAICS 561000)

**Educational Services**

- Educational Services (NAICS 611000)

**Health Care and Social Assistance**

- Ambulatory Health Care Services (NAICS 621000)

**Arts, Entertainment, and Recreation**

- Performing Arts, Spectator Sports, and Related Industries (NAICS 711000)

**Accommodation and Food Services**

- Accommodation (NAICS 721000)
- Food Services and Drinking Places (NAICS 722000)

**Other Services (except Public Administration)**

- Repair and Maintenance (NAICS 811000)
- Personal and Laundry Services (NAICS 812000)
- Religious, Grantmaking, Civic, Professional, and Similar Organizations (NAICS 813000)
- Private Households (NAICS 814000)
- I do not yet have a plan to work within a specific industry.

**Public Administration**

- Executive, Legislative, and Other General Government Support (NAICS 921000)
- Justice, Public Order, and Safety Activities (NAICS 922000)
- Administration of Human Resource Programs (NAICS 923000)
- Administration of Environmental Quality Programs (NAICS 924000)
- Administration of Housing Programs, Urban Planning, and Community Development (NAICS 925000)
- Administration of Economic Programs (NAICS 926000)
- Space Research and Technology (NAICS 927000)
- National Security and International Affairs (NAICS 928000)

## STEP TWO: PROVIDE ACKNOWLEDGEMENTS

### [APPLICANT] By signing below, I confirm:

- I've read and understand the Nursing Assistant Program Guidelines (V08212025), and any questions I had were fully addressed by the Continuing Education team.
- I have earned a high school diploma or General Education (GED) Certification or will or obtain these credentials within year of completing the program
- The information provided on this form is true and accurate to the best of my knowledge. I understand that providing any false or misleading information could lead to denied admission or withdrawal from the program.

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

*If you will have a sponsor for the program, that's great! Please have the sponsor's authorized agent complete the following section.*

### [SPONSOR] By signing below, I confirm:

- Our organization will be sponsoring the registrant listed in section one of the Nursing Assistant Program Application for Admission. This is supported by the attached Continuing Education Third Party Billing Application.

*Need a copy of the Third Party Billing Application? It can be found in the resource section at [www.cccua.edu/conted](http://www.cccua.edu/conted), or is available upon request to Continuing Education Services at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or (870) 584-1178.*

- I've read and understand the Nursing Assistant Program Guidelines (V08212025), and any questions I had were fully addressed by the Continuing Education team.

Printed Name of Authorized Agent: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP THREE: CHOOSE A PAYMENT METHOD

The full course fee is \$731, and it's due at the time of registration. That price includes everything—tuition, textbooks, and equipped lab bag—so you'll have what is needed to jump right in and make the most of your learning experience.

- CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*
- SPONSORSHIP. *Attach a Continuing Education Third Party Billing Application. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.*
- CREDIT/DEBIT CARD  VISA  Master Card  Discover  
Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_

## STEP FOUR: SUBMIT APPLICATION FOR ADMISSION

Submit a fully completed Nursing Assistant Program Application for Admission to Continuing Education Services along with payment of tuition or a completed Third Party Billing Agreement.

Fax: (870) 584-1178

In-Person: Any UA Cossatot Location

Mail: UA Cossatot, 183 College Drive, De Queen, AR 71832

# UA COSSATOT NURSING ASSISTANT PROGRAM GUIDELINES

The Nursing Assistant Program offers a blend of theory instruction and skills training to prepare participants for all aspects of nursing assistance. Students gain practical experience through both lab-based demonstrations and clinical practice with residents in a long-term care facility. Upon successful completion, students are eligible to sit for the Arkansas State Competency Exam.

Classroom and lab instruction is a prerequisite to clinical training and will be delivered on a UA Cossatot campus. Clinical training will be conducted in a long-term care facility within the UA Cossatot service area. **Prompt and full attendance required at every session to fulfill the training requirements** set forth in the Nursing Assistant Training Program regulations published by the Arkansas Office of Long-Term Care (90 clock hours; 9 Continuing Education Units)

## **Cost**

The full course fee is \$642, and it's due at the time of registration. That price includes everything—tuition, textbooks and equipped lab bag—so you'll have what is needed to jump right in and make the most of your learning experience.

## **Entrance Requirements**

The Nursing Assistant Program is designed for compassionate, motivated individuals who want to make a difference in the lives of others. To be admitted, applicants must meet the following requirements and submit a completed Nursing Assistant Program Application for Admission:

1. Age: At least 17 years old
2. Education: High school diploma or General Education Development (GED) Certification or on target to obtain these credentials within year of completing the program
3. Health\*: Have a current flu vaccination\* and be free from tuberculosis infection

If you're ready to take the next step, we welcome you to join us.

*\*Note: The clinical facilities that partner with UA Cossatot establish their own worksite policies; therefore, the requirements to participate in clinical training are subject to change. Currently, students participating in the required clinical training must provide: 1) proof of current flu vaccination and 2) a completed baseline TB symptom/risk evaluation form. Pending the results of your risk evaluation form you may be subject to further testing at the students cost. Additionally, students may be required to participate in daily COVID symptom screening prior to clinical training sessions and wear a surgical mask provided by the long term care facility during clinical training sessions.*

## **Application for Admission**

Applying is simple — no transcripts or tests needed! Just fill out a Nursing Assistant Program Application for Admission and submit it to Continuing Education Services along with the following supporting documents. You can send it by fax, mail, or drop it off in person — whatever works best for you.

1. Proof of current flu vaccination
2. Completed baseline TB symptom/risk evaluation

And if you need any help along the way, our Continuing Education advisors are here to support you throughout the process.

## **Enrollment**

We're thrilled you're considering joining our Nursing Assistant Program! Classes are kept small to give students a quality learning experience. To make sure you don't miss out, we encourage you to send in your application early.

Getting started is easy! Just complete and submit your Application for Admission to Continuing Education Services. Once it's in, one of our friendly admission advisors will keep you informed about your admission status. If accepted, you'll wrap up enrollment by submitting either the course fee or, if you have a sponsor, a Third-Party Billing Application.

Have a Sponsor? That's great news! To make sure everything's set up smoothly, please ask your sponsor's authorized representative to:

1. Fill out the "SPONSOR" section of your Application for Admission
2. Submit A Third-Party Billing Application to arrange direct billing  
The billing application can be found in the Resources section at [www.cccua.edu/conted](http://www.cccua.edu/conted).

If you need assistance with any part of the process, please reach out to Continuing Education Services at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or give us a call at (870) 584-1178—a staff member will be more than happy to assist!

Just a quick note: The course fee cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.

## **Course Materials**

Please be sure to bring along a pen or pencil and some paper. That's it! We'll take care of the rest and make sure you're supported every step of the way.

## **Attendance Requirements**

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. If you have any life or health circumstances that may affect your ability to attend, it might be best to wait until you can commit fully.

Emergencies happen, and if you ever need to miss class, please reach out to your instructor as soon as possible. We'll do our best to make arrangements for you, but make-up sessions depend on instructor availability and aren't always guaranteed. That means missing class — whether for an emergency or otherwise — could impact your ability to finish the course successfully.

If make-up sessions are needed to meet course requirements, students will be responsible for instructor compensation, their own transportation, and all other related expenses. If Continuing Education Services is working with a student due to an emergency or personal challenges affecting their attendance or academic performance, documentation will be required to verify the nature of the absence.

We want you to have the best learning experience possible, so if you ever need support, please don't hesitate to reach out!

## **Dropping a Course**

If you need to drop a course, you can do so **up to 5 business days before the start date** by reaching out to **Continuing Education Services** to complete the process. Once dropped, your name will be removed from the course roster.

### **Withdrawing from a Course**

If you ever find yourself needing to withdraw from a course, it's important to reach out to Continuing Education Services to make it official. Students who withdraw before the course ends will receive a "W" (withdraw) grade on their transcript. However, if a student doesn't go through the proper withdrawal process, they'll end up with an "F" (fail) grade instead, which will be reflected on their transcript. Taking the time to complete the withdrawal process can make a big difference, so don't hesitate to connect with Continuing Education Services for guidance.

### **Administrative Withdraw from a Course**

Students who **don't show up when training begins** or miss two (2) or more sessions, without scheduling a make-up session, may be **administratively withdrawn**.

### **Dress Code & Student Conduct**

Students are preparing for professional careers, therefore each student is expected to maintain a neat, clean and professional appearance during clinical training. As such, students must:

- ✓ Be in full clinical attire (scrubs and closed toe shoes of any color/design)
- ✓ Long hair must be pulled back
- ✓ Avoid heavily scented lotions/perfumes or other potentially offensive odors
- ✓ Avoid dangling jewelry as they are not conducive to performing patient care
- ✓ An identification badge must be worn and remain visible to residents, family members, visitors and staff at all times during clinical training within a long-term care facility. This badge, required by the Arkansas Office of Long Term Care, will be provided by UA Cossatot.

*Note: The clinical facilities that partner with UA Cossatot establish their own worksite policies; therefore, revisions to the dress code may be necessitated.*

Students are expected to work together to maintain a respectful, welcoming, and professional learning environment. Not following these guidelines, or any others set by the program, could lead to dismissal—something we definitely want to avoid!

### **What It Takes to Successfully Complete the Program**

Graduates will receive a Certificate of Completion from UA Cossatot and be eligible to sit for the Arkansas Nurse Aid Competency Exam 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 earn your Certificate of Completion, here's what you'll need to do:

1. Attend required training sessions — Prompt and full attendance is required at every session (classroom lecture/lab and clinical sessions) to fulfill the training requirements set forth in the Nursing Assistant Training Program regulations
2. Stay on top of coursework — complete all assignments and quizzes
3. Demonstrate acceptable performance of each skill/procedure
4. Prioritize safety — always follow safe practices
5. Follow the program guidelines to keep things running smoothly
6. Complete all classroom and lab instruction prior to clinical training
7. Work hard and aim high — achieve a passing grade of 76% or greater

By meeting these requirements, you'll set yourself up for success in the program and beyond.

### **Grades Recorded on College Non-Credit Transcript**

The following grading system is used to evaluate students:

GRADE	RANGE	CONTINUING EDUCATION UNITS
P (Pass)	76% or Above	9.0
F (Fail)	75% or Below	0.0
W (Withdrew)	Not Applicable	0.0

### **Refund Policy**

We understand that plans can change, and we want to make sure our refund process is as clear and kind as possible.

- **Full Refund Available:** You'll receive a full refund of the course fee if you cancel by the published "register by" date. We want to give everyone the best chance to join courses.
- **Late Registration:** While we try our best to accommodate everyone, late registrations can't be guaranteed and are non-refundable.
- **Course Cancellations:** If a class needs to be cancelled by UA Cossatot before it begins—due to low enrollment or unexpected circumstances—you'll be notified and the full course fee will be automatically refunded.
- **Unforeseen Events:** Should an unforeseeable event impact training, when feasible, training events and services are not cancelled but rescheduled as soon as practical. In the event a course is cancelled after it has started, tuition is prorated excluding nonreturnable books, supplies and equipment. The rate is computed by dividing the total hours of scheduled training and services divided by the percentage of hours not rendered.

We're here to support your learning journey with care and transparency. If you ever have questions, Continuing Education Services is just a call or email away.

### **Resources**

Staying informed is key to navigating your academic journey with confidence. The section of the college website — found at <https://www.cccua.edu/community-workforce/continuing-education/index.html> — offers essential details about the College, specifically the Department of Public Services and Workforce Development. This resource provides the most up-to-date information on a wide range of topics, including federal and state policies, College policies, non-credit program management, disability services, student academic integrity, the student code of conduct, graduation, and more.

This online version of the informational resources will be updated, as necessary, to provide the most current and accurate information available. Therefore, this version should be referenced in order to have the most up to date information. Alternative formats of this information may be received by contacting Continuing Education Services at 800-844-4471.

Students are responsible for staying informed about the content in this resource, as well as other official communications from the College. These communications may be sent via email, USPS mail, written and oral announcements, and web updates. Keeping up with these updates ensures you have the latest information needed for success.

### **Incllement 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.

# UA COSSATOT CLINICAL MEDICAL ASSISTANT SCHEDULE

**Location: 183 College Drive, De Queen, AR 71832**

Monday	August 10	6:00pm – 8:00pm - Zoom
Tuesday	August 11	5:30pm – 8:30pm - In Person Labs
Wednesday	August 12	6:00pm – 8:00pm - Zoom
Thursday	August 13	6:00pm – 8:00pm - Zoom
Monday	August 17	6:00pm – 8:00pm - Zoom
Tuesday	August 18	5:30pm – 8:30pm - In Person Labs
Wednesday	August 19	6:00pm – 8:00pm - Zoom
Thursday	August 20	6:00pm – 8:00pm - Zoom
Monday	August 24	6:00pm – 8:00pm - Zoom
Tuesday	August 25	5:30pm – 8:30pm - In Person Labs
Wednesday	August 26	6:00pm – 8:00pm - Zoom
Thursday	August 27	6:00pm - 8:00pm – Zoom
Monday	August 31	6:00pm – 8:00pm - Zoom
Tuesday	September 1	5:30pm – 8:30pm – In Person Labs
Wednesday	September 2	6:00pm - 8:00pm – Zoom
Thursday	September 3	6:00pm – 8:00pm – Zoom
Monday	September 7	6:00pm – 8:00pm - Zoom
Tuesday	September 8	5:30pm – 8:30pm – In Person Labs
Wednesday	September 9	6:00pm – 8:00pm - Zoom
Thursday	September 10	6:00pm – 8:00pm – Zoom
Monday	September 14	6:00pm – 8:00pm - Zoom
Tuesday	September 15	5:30pm – 8:30pm – In Person Labs
Wednesday	September 16	6:00pm – 8:00pm - Zoom
Thursday	September 17	6:00pm – 8:00pm – Zoom
Monday	September 21	6:00pm – 8:00pm - Zoom
Tuesday	September 22	5:30pm – 8:30pm – In Person Labs
Wednesday	September 23	6:00pm – 8:00pm - Zoom
Thursday	September 24	6:00pm – 8:00pm – Zoom
Monday	September 28	6:00pm – 8:00pm - Zoom
Tuesday	September 29	5:30pm – 8:30pm – In Person Labs
Wednesday	September 30	6:00pm – 8:00pm - Zoom
Thursday	October 1	6:00pm – 8:00pm – Zoom
Monday	October 5	6:00pm – 8:00pm - Zoom
Tuesday	October 6	5:30pm – 8:30pm – In Person Labs
Wednesday	October 7	6:00pm – 8:00pm - Zoom

Thursday	October 8	6:00pm – 8:00pm - Zoom
Monday	October 12	6:00pm – 8:00pm - Zoom
Tuesday	October 13	5:30pm – 8:30pm – In Person Labs
Wednesday	October 14	6:00pm – 8:00pm - Zoom
Thursday	October 15	6:00pm – 8:00pm - Zoom
Monday	October 19	6:00pm – 8:00pm - Zoom
Tuesday	October 20	5:30pm – 8:30pm – In Person Labs
Wednesday	October 21	6:00pm – 8:00pm - Zoom
Thursday	October 22	6:00pm – 8:00pm - Zoom
Monday	October 26	6:00pm – 8:00pm - Zoom
Tuesday	October 27	5:30pm – 8:30pm – In Person Labs
Wednesday	October 28	6:00pm – 8:00pm - Zoom
Thursday	October 29	6:00pm – 8:00pm - Zoom
Monday	November 2	6:00pm – 8:00pm - Zoom
Tuesday	November 3	5:30pm – 8:30pm – In Person Labs
Wednesday	November 4	6:00pm – 8:00pm - Zoom
Thursday	November 5	6:00pm – 8:00pm - Zoom
Monday	November 9	6:00pm – 8:00pm - Zoom
Tuesday	November 10	5:30pm – 8:30pm – In Person Labs
Wednesday	November 11	6:00pm – 8:00pm - Zoom
Thursday	November 12	6:00pm – 8:00pm - Zoom
Monday	November 16	6:00pm – 8:00pm - Zoom
Tuesday	November 17	5:30pm – 8:30pm – In Person Labs
Wednesday	November 18	6:00pm – 8:00pm - Zoom
Thursday	November 19	6:00pm – 8:00pm - Zoom
Monday	November 30	6:00pm – 8:00pm - Zoom
Tuesday	December 1	5:30pm – 8:30pm – Final