

Nursing Assistant Program Checklist and Additional Information

<input checked="" type="checkbox"/>	Task	Details	Deadline
<input type="checkbox"/>	Read and complete the Nursing Assistant Functional Ability Criteria form	Determine eligibility for the Program before applying. <i>For any needed accommodations, contact Accommodations Office at 262.691.5318.</i>	Bring signed copy the first day of class.
<input type="checkbox"/>	Set up a WCTC student account to get your Username and ID	Click on the following link to set up your student account and ID: Student Account	Prior to applying for the Nursing Assistant Program.
<input type="checkbox"/>	Schedule and take the Accuplacer Reading Test (or submit official ACT scores/ official high school or college transcripts) to Admissions, Building C, Room C-019.	Go to www.wctc.edu/testing or call the Assessment Center at 262.695.6215 Admissions 262.691.5200 <u>Minimum Score:</u> Accuplacer 55, ACT Reading 13, OR High School GPA 2.60. You will not be able to apply or register for a course until this step is completed.	Prior to applying for the Nursing Assistant Program.
<input type="checkbox"/>	Complete the Nursing Assistant Application and return with a \$20 check or money order made out to WCTC	<u>After completing steps above</u> , complete and return paperwork in-person or via mail to: Waukesha County Technical College Attn: Nursing Assistant Program, H-101 800 Main Street Pewaukee, WI53072	Required prior to registering for a Nursing Assistant course. You will be emailed when this step is complete and you have a permit to register.
<input type="checkbox"/>	Register for a CNA course	You may register: Online at www.wctc.edu/registration and follow the directions for Web-Registration • By phone at 262.691.5578 • In-person in room C-019	This does not apply to Start College Now students who are entering the Program through their High School.
<input type="checkbox"/>	Health Requirements Described on the next page.	Process may take up to 3 weeks to complete. Bring documentation to first day of class.	Completed health requirements due by the first day of class. Exceptions made for waitlisted students.
<input type="checkbox"/>	Purchase book, scrubs and supplies Royal blue scrubs must be purchased through the WCTC bookstore	Bring your textbook and workbook to first day of class.	First day of class.



Nursing Assistant Program Checklist and Additional Information (Continued)

IMPORTANT INFORMATION: PLEASE READ CAREFULLY

Mandatory Attendance

- Attendance for this course is regulated by the State of Wisconsin. All scheduled classes are **mandatory** and students must be on time for each session. **There are no make-up sessions.**
- Missing a class will result in a withdrawal (and partial or no refund of your tuition).
- If you fail to attend class the first day, you will be dropped from the class.
- In order to receive a 100% refund of your tuition, you must notify the Registration Department at 262.691.5578 **before** the first day of class. Refunds are subject to a \$3.00 processing fee.

Health Requirements

- Long Term Health Care Requirements (nursing home)
 - » **A two-step TB skin test** (NOT a one-step) or Quantiferon blood test is required, with written documentation on the Health Requirement form.
 - » A two-step skin test will require a total of **four (4)** visits to the clinic where you are receiving the test. **This process may take up to 3 weeks to complete.**
 - » **Flu vaccine required for spring and fall classes only.**
 - » You will turn the TB test documentation in to your instructor on the first day of class. The results are to be recorded on the **NA Student Health Requirement form** (available at H-101).

TB SKIN TEST OR HEALTH REQUIREMENTS TO BE COMPLETED AT A SITE BELOW					
ProHealth Works – Waukesha The Seeger Medical Office Building 20611 Watertown Rd. Suite J 262.928.5900	ProHealth Works – Oconomowoc Oconomowoc Physician Center Parking Lot #2/ Door #2 1185 Corporate Center Dr. 262.928.5900	ProHealth Works – Mukwonago 240 W. Maple Ave. 262.928.5900	ProHealth Works – New Berlin 13900 W. National Ave. 262.928.5900	ProHealth Works – Watertown 109 Air Park Dr. 262.928.5900	Waukesha County Public Health Center 514 Riverview Ave. 262.896.8430

There is a \$15.00 charge per test at ProHealth. The Public Health Center charges \$20.00 per test.

- If you have had a two-step TB test in the past, bring in a document stating this. If you CAN produce this document, you must have a one-step TB skin test, with documentation, within six (6) months of the start of the clinical portion of the nursing assistant class.
- Failure to have the TB skin test(s) completed before the first day of class will result in you having a QUANTIFERON BLOOD TEST drawn through ProHealth Works for \$78.00 + fee of blood drawn.**



Nursing Assistant Program Checklist and Additional Information (Continued)

Textbook/Student Uniform Policy/Supplies

- Purchase the Essentials of Nursing Assistants (Mosby's – 6th Edition) **textbook and workbook** ahead of time at the WCTC bookstore (Pewaukee Campus). **YOU MUST BRING THE TEXTBOOK, WORKBOOK, AND DVD TO THE FIRST DAY OF CLASS.** The cost is approximately \$105.
- First Day and Classroom Day: No special uniform is required.
- Skill and Clinical Day Uniform: **Royal blue scrub top and pants, white shoes and a watch** with a second hand and a flexible watchband. Purchase the specific uniform scrubs for the Nursing Assistant Program through the WCTC bookstore.

Insurance Benefit

- All students are required to purchase risk insurance. (The cost is \$6.00 and is included in your registration fee.) You will be insured for any accidents that might occur at your clinical site.

Competency Testing (State Exam) - Becoming a CNA

- The Department of Health Services requires that all candidates who complete a nursing assistant training program have mandatory competency testing before they can be placed on the nurse aide registry. This means that after you finish your program here, you will have need to make arrangements to take the competency test.
- The test consists of two parts: Written and skills evaluation. The fee for the test will be approximately \$125. As of September 1, 2018 all testing will be conducted through Headmaster. To obtain more detailed information regarding the test, you can go to the Headmaster website www.hdmaster.com. Once on the home page click on "Wisconsin" under the Nurse Aide tab. Locate the "candidate handbook" under the candidate information tab. Once you have successfully completed the course, you may go to www.wi.tmunivers.com to register to test.