



WCTC Nursing Assistant Program Checklist

✓	You will need to:	Details:	Deadline:
<input type="checkbox"/>	1) Read Nursing Assistant Program Functional Ability Criteria	Determine eligibility for program. Contact Trish Wittig at 262-691-5563 with any questions. For any needed accommodations, contact Accommodations Office at 262-691-5210.	Prior to applying for the Nursing Assistant Program. Bring to first day of class.
<input type="checkbox"/>	2) Set up a WCTC account to get your Username and ID	www.wctc.edu/registration Under create an account / new to WCTC – click on “instant”	Prior to applying for the Nursing Assistant Program.
<input type="checkbox"/>	3) Schedule and take the Accuplacer Reading Test (or submit <u>official</u> ACT scores/college transcripts)	www.wctc.edu/become-a-student/placement-testing or call the Assessment Center at 262.695.6215	Prior to applying for the Nursing Assistant Program.
<input type="checkbox"/>	4) Complete Nursing Assistant Application and return with a \$20 check or money order made out to WCTC	Complete paperwork and return it to office H101 in-person or via mail at this address: WCTC Attn: Nursing Assistant Program, H101 800 Main Street Pewaukee, WI 53072	Required prior to registering for a Nursing Assistant course. Notification of registration eligibility will be sent to the email account listed on the application.
<input type="checkbox"/>	5) Register for a course	www.wctc.edu/registration Click on the link above and follow the directions for Web-Registration or call Registration at 262.691.5578. You may also register in-person in Room C019.	Web registration for Spring 2018 opens 11/14/17 at 7 am. phone and in-person registration opens 11/15/17 . (Non-Applicable for Youth Option Students)
<input type="checkbox"/>	Health Requirements (HR) 6a) Long Term Care HR OR 6b) Acute Care HR	Process may take up to 3 weeks to complete. Bring documentation to first day of class.	TB skin testing must be completed by first day of class. Exceptions made for waitlisted students.
<input type="checkbox"/>	7) Purchase book, scrubs and supplies	Bring your textbook/workbook/DVD to first day of class.	First day of class.

Questions may be directed to Kim Bodus (262/691-5375)

IMPORTANT INFORMATION FOR NURSING ASSISTANT CLASS

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

- 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.**
 - 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.**

VERY IMPORTANT				
WCTC <u>requires</u> all students to have their TB skin test given and read <u>only</u> at one of these locations:				
ProHealth Works – Waukesha The Seeger Medical Office Building 20611 Watertown Road Suite J Scheduling Phone Number: 262.928.5900	ProHealth Works – Oconomowoc Oconomowoc Physician Center/ Parking Lot #2/ Door #2 1185 Corporate Center Drive Scheduling Phone Number: 262.928.5900	ProHealth Works – Mukwonago 240 W. Maple Avenue Scheduling Phone Number: 262.928.5900	ProHealth Works – New Berlin 13900 W. National Ave. Scheduling Phone Number: 262.928.5900	ProHealth Works – Watertown 109 Air Park Dr. Scheduling Phone Number: 262.928.5900
Waukesha County Public Health Center – 514 Riverview Ave., Waukesha, WI 53188 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 draw.**
- **Flu Vaccine**
 - All students **must show proof** of having a flu shot for the current flu season, and document it on the **NA Student Health Requirement form.** You may have this vaccine at any provider. **This MUST also be completed before the start of class.**
 - Note: Flu shots may be unavailable during the summer months. If you are scheduled for a summer Nursing Assistant course, this requirement is waived.

TEXTBOOK / STUDENT UNIFORM POLICY / SUPPLIES

- Purchase the *Essentials of Nursing Assistants (Mosby's – 5th Edition)* **textbook, workbook, and DVD** 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 (approximate cost \$35).

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

- As of January 2003, 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 to fill out an application and make arrangements to take the competency test.
- The test consists of two parts: written exam and skills evaluation. The fee for the test will be approximately \$115. To obtain more detailed information regarding the test, you can go to the Pearson VUE website www.pearsonvue.com. Once at the home page, click on “Search Nurse Aide Registry”, then scroll down to “Wisconsin Nurse Aides” and click on “Candidate Handbook”.