

Nursing Assistant Program Checklist and Additional Information

<input checked="" type="checkbox"/>	Task	Details	Deadline
<input type="checkbox"/>	Read Nursing Assistant Program Technical Standards (Functional Abilities)	Determine eligibility for program. <i>For any needed accommodations, contact Accommodations Office at 262.691.5210.</i>	Prior to applying for the Nursing Assistant Program. Bring to first day of class.
<input type="checkbox"/>	Set up a WCTC account to get your Username and ID	www.wctc.edu/registration Click on "Non-degree seeking, New User"	Prior to applying for the Nursing Assistant Program.
<input type="checkbox"/>	Schedule and take the Accuplacer Reading Test (or submit official ACT scores/college transcripts)	www.wctc.edu/testing or call the Assessment Center at 262.695.6215 Minimum Score: Accuplacer 55, ACT Reading 13, OR High School GPA 2.60.	Prior to applying for the Nursing Assistant Program.
<input type="checkbox"/>	Complete 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 at 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. Notification of registration eligibility will be sent to the email account listed on the application.
<input type="checkbox"/>	Register for a course	You may register: <ul style="list-style-type: none"> • 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 	Web registration for Fall 2018 opens July, 10, 2018 , at 7:00 a.m.; phone and in-person registration opens July 11, 2018. (Non-Applicable for Youth Option Students)
<input type="checkbox"/>	Health Requirements (HR) Long Term Care	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	Bring your textbook/workbook/DVD to first day of class.	First day of 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.



Important information for Nursing Assistant Class

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.**
 - » **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 documentation in to your instructor on the first day of class. The results are to be recorded on the **Health Division Health Requirement form.**

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.**

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.

