Train to become a **Certified Nursing Assistant**

The need for dependable bedside nursing care is as prevalent as ever, ranging from hospitals to home health agencies to long-term care facilities. The Certified Nursing Assistant or CNA plays an important role, providing basic care while ensuring the safety and comfort of patients. M-TEC's training program prepares the student for immediate employment as a nursing assistant.

The Certified Nursing Assistant Program is designed to provide people an opportunity to develop the knowledge, skills, processes and understanding of becoming a Nursing Assistant. After successfully completing this course, the graduate will qualify to take the state competency evaluation test for nursing assistants.

The course consists of 120 total hours: 40 hours classroom lecture, 40 hours laboratory training, and 40 hours clinical training (at local nursing homes). Classroom and laboratory training takes place at the M-TEC at Bay College, 2000 North 30th Street, Escanaba, Michigan and at the West Campus, 2801 North US-2, Iron Mountain, Michigan.

Is Being a Nursing Assistant for Me?

This field is for you if you....

- Like people and communicate well with them.
- Have calm, reassuring manner.
- Have the ability to maintain composure in stressful situations.
- Want to provide personal service to those incapable of caring for themselves.
- Desire to assist individuals to regain and maintain lost functions to ensure the quality of daily living.
- Have good judgment and common sense.
- Have stamina, good physical condition, good health and personal hygiene.

Requirements for Program entry

- Be at least 18 years old, or have a high school diploma or GED.
- Have a medical examination satisfactorily completed before entrance to clinical area.
- Pass a criminal background check*

*Individuals with criminal abuse, theft or misuse of property records are denied access to nursing homes and therefore cannot complete the program.

Check the upcoming course link on website for the next scheduled class.

Tuition Information

Nursing Assistant tuition is $790 and is due at registration. Other needs include the textbook, blood pressure cuff, stethoscope, white uniform, white shoes, watch with second hand, and a physical exam.

The following agencies may be able to assist you with tuition information:

Michigan Works!
Alger County
Delta County
Dickinson County
Marquette County
Menominee County
Schoolcraft County
www.michiganworks.org

Hannahville Indian Education
906.466.2952

Registration Form Included in Packet!

It shall be the policy of the Bay de Noc Community College Board of Trustees to assure the provisions of equal opportunity and equal access in educational acts. These provisions apply in all areas of employment, student services, and instructional programs. Discrimination because of race, color, religion, sex, age, national origin, political affiliations, handicap, veteran, or marital status is prohibited.

Certified Nursing Assistant Payment Information

A completed application and payment **does not guarantee** admission to the CNA program. Admission is on a space-available, first-come basis. If the class is full or cancelled and you have paid, you will receive a full refund and be notified of the next class.

Bay College accepts cash, checks, money orders, electronic wire transfers as well as credit and debit card payments (including VISA, MasterCard, and Discover).

Payment made by any of the above methods is due in full at the time of registration. A student will only be considered registered when payment has been received. **Space will not be held for students who have not made payment.**

Students receiving financial assistance through a 3rd party agency will not be considered registered until written confirmation has been received from the 3rd party agency.

Cancellation Policy

Registrations not cancelled five business days before the class begins will not be entitled to a refund. A processing fee of $25 will be assessed for **all** cancellations.

Cost of Certified Nursing Assistant Program

Tuition: $790.00
(*Due at time of registration*)

Textbook & Workbook: $100.00
(*Purchased separately at the Bay College Bookstore)*

Stethoscope and Blood Pressure Cuff: $50.00
(Purchased separately at the Bay College Bookstore)

Each student is required to complete a medical/physical exam, white uniform/scrubs, white shoes, and a watch with a second hand prior to starting clinics.

Updated: November 2011

FAQ

FREQUENTLY ASKED QUESTIONS ABOUT THE CERTIFIED NURSING ASSISTANT PROGRAM

PLEASE NOTE:
Orientation is held on the first day of class. For your convenience, frequently asked questions are listed below:

1) **How much is the class? Additional costs?**
   - Tuition is $790**.**
   - Textbook and workbook may be purchased at the Bay College bookstore for approximately $100.00. The textbook is new as of Jan 1, 2011.
   - Stethoscope and Blood Pressure Cuff purchased at the Bay College bookstore for $50.00.
   - Physical, white shoes, white uniform/scrubs, and a watch with a second hand are needed for clinics, which are available locally at most mass retailers. Costs may vary.

   NOTE: Students **must** have a physical exam and **all** required medical documentation **one week prior to clinics**. A standard physical form will be provided upon acceptance into the CNA program. Under **no** circumstances will a student be allowed into clinics without a physical or with incomplete medical documentation. **No exceptions will be made.**

2) **Is financial aid available for this class?**
   You cannot use financial aid for this class; however, we do have a few options that you may find helpful:

   - **Michigan Works!**: Contact the Michigan Works office in your area or online at www.michiganworks.org.
   - **Tribal Assistance**: Contact Hannahville Indian Education at 906-466-2952.

3) **What do I need to bring to class on the first day?**
   - Blood Pressure Cuff and Stethoscope
   - Pen and pencil
   - A notebook
   - High-lighter
   - Textbook and workbook

4) **What should I wear to class?**
   - Comfortable street clothes

5) **What should I wear to clinic?**
   - White uniform/scrubs
   - White shoes
   - Watch with second display or second hand
   - Name tag, provided by M-TEC

6) **Will I be certified when I finish the class?**
   Upon successfully completing lecture, lab and clinics, you will be given a document stating you have passed a state approved CNA class. This document allows you to work as a Nursing Assistant for four months without being state certified. During this time your instructor will complete the necessary paperwork for you to take the State CNA exam. The fee for the State CNA exam is $176.50.

7) **If I do not work, how long do I have to take the state exam?**
   - If unemployed, you have 12 months from the completion of the class.
   - If employed as a Nursing Assistant during the 12 months following your training, you have 4 months to be state tested and become certified.

8) **Will the training transfer to another state? (If you are from another state or plan to move to another state)**
   - Every state handles transfers differently. For more information, log on to http://www.answers.com/topic/certified-nursing-assistant

9) **What if I can't make every class period?**
   Students are required to attend all 120 hours of training.

10) **If I do not pass the lecture/lab hours of training can I still attend clinical?**
    Students are required to pass the lecture/lab training with a minimum of 75% in order to move onto the clinical portion of training.

PLEASE STOP TO READ THIS IMPORTANT NOTICE

Please read this notice carefully. If after reading this notice you have any questions or concerns, please call Renée Lundberg, Manager, Grants and Programs, at 906-217-4224.

A. Nursing home clinical placement and employment:

The State of Michigan recently passed legislation (Public Act 303) **prohibiting** the clinical placement or employment of individuals who fall within the following categories:

a) Convicted of a felony or an attempt or conspiracy to commit a felony within the 15 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract.

b) A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult as that term is defined in Section 145m of the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a misdemeanor described in this subdivision, within the 10 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract.

There is also a statement regarding a procedure to perform criminal background checks on all on these individuals. Part of this procedure relates to individuals who have not resided in the State of Michigan for three years or more immediately preceding an offer of employment. Persons in this category are required to have both a name check and a national criminal history fingerprint check by the Federal Bureau of Investigation.

B. What does this mean for the Nursing Assistant Student?

All local nursing homes are asking Bay College to comply with this legislation by performing background checks on all students prior to clinical placement. Nursing homes, Long Term Care, Homes for the Aged, and AFC will not permit any individual to provide resident care in their facility who has not cleared the criminal background check requirements. Furthermore, not clearing the criminal background check could prevent you from completing the program and may also prevent future employment as a Certified Nursing Assistant.

C. Physical wellbeing:

At some point before the clinical portion of this Certified Nursing Assistant Training Program you are required to complete a physical form. The form provides a list of physical demands that are common to this profession. The form also asks you to determine if you are able to perform all of these physical demands. If you have any difficulty at all in performing any or all of these demands, you are required to submit additional documentation from your physician detailing specifically what your special needs are and what accommodation are needed. Please be aware that the type of special need you have may or may not affect your ability to complete the Certified Nursing Assistant Training Program and become employed within the health care community as a Nursing Assistant.

D. Latex allergies or sensitivities:

If you have a confirmed or suspected latex allergy/sensitivity, please be advised that necessary precautions must be taken for your protection. You must have a heightened awareness of what items contain latex, and take measures to avoid exposure. Depending on the severity of your condition, it may not be possible for the clinical facility to make accommodations for you, which could result in an inability to complete the Nursing Assistant Program or to seek employment in the health care community. Of course, this would be an extreme case of latex allergy and reaction.