

NURSING ASSISTANT TRAINING

This state-approved course is offered in a classroom setting with students practicing skills in a supervised laboratory and clinical environment in long-term care. Training presents curriculum to develop skills, attitudes, and knowledge essential in giving direct and supportive care as a nursing assistant in long-term care and assisted living.

This class meets OBRA requirements for training nurse assistants and the Minnesota Department of Health (MDH) standards. Students who successfully complete the program will receive a certificate of completion and be eligible to take the Nursing Assistant Competency Evaluation to be placed on the Minnesota Nursing Assistant Registry.

June / July 2025 | In-Person #064

June 2 - July 14, 2025

Mondays & Tuesdays | 9:00 am to 3:00 pm **See calendar for details*

July / August 2025 | Hybrid #065

July 15 - August 12, 2025

Monday through Friday | Online & In-Person **See calendar for details*

Fee: \$831.25
Location: ATCC Room 206
Instructor: Laca Evans

- Fee includes tuition, books, materials, practice test, and background study.
- Additional \$10.50 out-of-pocket fee for fingerprinting and photo.
- Fees subject to change.
- State Nursing Assistant Exam is an additional \$260 testing fee due at exam registration.
- The hybrid class requires use of a laptop or computer with access to high-speed internet; Chromebooks and tablets do not work
- Students are able to rent an ATCC laptop at an additional cost of \$25/week through ATCC Student Help Desk

Cancellation: Since space in this course is limited and in high demand, we ask that you call our office as soon as possible if you do not plan to attend. To receive a full refund, we require notification three business days prior to the start of class.



Requirements

- A Mantoux test (tuberculosis skin test) is required and will be offered at class.
- The process to obtain a MDH background study with fingerprinting and photo identification will be started on the first day of class.
- Signature-bearing picture ID, (driver's license preferred) required on the first day of class.
- The minimum age recommended to take this course is 16.

Items required the first day of class

- Signature-bearing picture ID (drivers license preferred)
- Social Security Number
- Notebook
- Pen/Pencils
- **Parking Permit:** Students may park in ATCC's North Parking Lot. A parking permit is required and will be provided to registered students.



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Expected Attendance Requirements

Students are expected to be in 100% attendance during classroom, skills, and clinical work experience. Any skills practice/lab/clinical time missed will require the student to pay for private tutor time with the instructor.

A calendar listing all training dates and times, as well as topics covered, will be provided to the student the first day of class. Text books and materials included in class fee.

Accommodations for the written tests can be made for students with a current Individual Education Plan (IEP) through the school system with a disability diagnosis from health provider. Training programs are taught in English only, translation is not allowed.

Registration

Please register by completing the registration form. Legal name, date of birth, and email address are all required fields on the individual student profile.

Return completed registration forms using one of these options:

- ◇ Mail: Alexandria Technical & Community College
Attn: Customized Training Center
1601 Jefferson Street
Alexandria, MN 56308
- ◇ Fax: 320-762-4633 (please include a cover sheet)
- ◇ In Person: Customized Training Center
Room 207 Main Building
Office hours are M - F from 7:30 am to 4:00 pm

Questions?

Contact ATCC's Customized Training Center at 320-762-4510 or toll free 1-888-234-1313

Yvette Halvorson, Coordinator | 320-762-4546 | yvetteh@alextech.edu

Laca Evans, Instructor | 320-762-4609 | laca.evans@alextech.edu

Alexandria College is committed to an equitable, diverse, and inclusive environment.

www.alextech.edu/customizedtraining • atcc-customized@alextech.edu • 320.762.4510 • An Equal Opportunity Employer/Educator • This document is available in alternative formats by calling 888.234.1222 ext. 4673 or 320.762.4673. Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community. www.alextech.edu/EEO



A member of Minnesota State

Nursing Assistant Class Calendar

June/July 2025

Classroom Instructor: Laca Evans, RN, WCC



Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 1	June 2 Units 1&2 9AM-3PM Introduction to Healthcare/Basic Hu- man Needs	June 3 Unit 3 9 AM—3 PM Communication Units 1&2 Quiz	June 4	June 5	June 6	June 7
June 8	June 9 Unit 4 9 AM—3 PM Safe & Clean Environment Unit 3 Quiz	June 10 Unit 5 9 AM—3 PM Vital Signs Unit 4 Quiz	June 11	June 12	June 13	June 14
June 15	June 16 Unit 6 9 AM—3 PM Personal Cares Unit 5 Quiz	June 17 Unit 6 cont. 9 AM—3 PM Personal Cares Abbreviations Quiz- zes	June 18	June 19 College Closed Juneteenth	June 20	June 21
June 22	June 23 Unit 7 9 AM—3 PM Activity/Exercise Unit 6 Quiz	June 24 Unit 8 9 AM—3 PM Nutrition Unit 7 Quiz	June 25 Employer Meet and Greet/ Skill Practice 9AM-1PM	June 26	June 27	June 28
June 29	June 30 Unit 9 9 AM—3 PM Elimination Unit 8 Quiz	July 1 Unit 10 9 AM—3 PM Special Needs Unit 9 Quiz	July 2	July 3	July 4 College Closed Independence Day	July 5

Nursing Assistant Class Calendar

June/July 2025

Classroom Instructor: Laca Evans, RN, WCC



Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 6	July 7 Unit 11 Unit 10 Quiz, Terms Quiz, Final Exam & Clinical Prep 7 AM— 2PM	July 8 Clinical 7-12:30 PM	July 9 Clinical 7-12:30 PM	July 10 Clinical 7-12:30 PM	July 11	July 12
July 13	July 14 Mock Registry 9 AM—2:30 PM	July 15 Final Testout 9AM– 3PM Attend only one day	July 16 Final Testout 9AM– 3PM Attend only one day	July 17 Final Testout 9AM– 3PM Attend only one day	July 18	July 19
July 20	July 21	July 22	July 23	July 24	July 25	July 26
July 27	July 28	July 29	July 30	July 31	Aug 1	Aug 2
Aug 3	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9

Nursing Assistant Class/Instructor: Laca Evans, RN, WCC

July/August 2025 Hybrid

Grey days=In-person

White days= Online Work



Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 13	July 14	July 15 Course opens online In-Person Lab 9am-3pm	July 16 Complete Unit 1&2 Online Introduction/Basic Human Needs Workbook Ch 3, 8	July 17 Complete Unit 3 Online Communication Workbook Ch 4	July 18 Complete Unit 4 Online Safe & Clean Environ- ment Workbook Ch 5, 6	July 19
July 20	July 21 In-Person Lab 9am-3pm Week 1 Workbook Due	July 22 In-Person Lab 9am-3pm	July 23 Complete Unit 5 Online Vital Signs Workbook Ch 14	July 24 Complete Unit 6 Online Personal Cares Workbook Ch 13	July 25 Complete Unit 7 Online Activity/Exercise Workbook Ch 10, 21 ALL DISCUSSION POSTS DUES TO- DAY BY NOON	July 26
July 27	July 28 In-Person Lab 9am-3pm Week 2 Workbook Due	July 29 In-Person Lab 9am-3pm	July 30 Complete Unit 8&9 Online Nutrition/Elimination Workbook Ch 15, 16, 17	July 31 Complete Unit 10 Online Special Needs Workbook Ch 18, 19, 20	Aug 1 ALL MODULES, UNIT QUIZZES, TERMS, AND AB- BREVIATIONS QUIZZES ARE DUE BY NOON TODAY!	Aug 2
Aug 3	Aug 4 Final Exam Clinical Prep 7am-2pm Week 3 Workbook Due	Aug 5 Nursing Home Clinical 7—12:30 PM	Aug 6 Nursing Home Clinical 7—12:30 PM	Aug 7 Nursing Home Clinical 7—12:30 PM	Aug 8	Aug 8
Aug 10	Aug 11 Mock Registry In-Person Lab 9am-1pm	Aug 12 Mock Registry In-Person Lab 9am-1pm	Aug 13 Final Testout 9 AM—3 PM Only attend one day	Aug 14 Final Testout 9 AM—3 PM Only attend one day	Aug 15 Final Testout 9 AM—3 PM Only attend one day	Aug 16

Nursing Assistant Training Registration Form

CUSTOMIZED TRAINING CENTER
Alexandria Technical & Community College
1601 Jefferson Street | Alexandria MN 56308
320-762-4510 | 888-234-1313 | Fax 320-762-4633
atcc-customized@alextech.edu

Session Date: _____

FIRST (LEGAL NAME)

MIDDLE

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LAST NAME

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Home Address _____ Daytime Phone _____

City _____ State _____ Zip Code _____

Email Address: _____

We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date

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Providing this information assists us in maintaining accurate records. Data will remain confidential. Do not email SSN information.

Payment \$ _____ *Make checks payable to ATCC or Alexandria Technical & Community College*

Cash Check Number: _____

VISA MasterCard Discover

Card No: _____

Expiration Date: ____ / ____

Name on Card: _____

*PLEASE do not email credit card information.
Call 320-762-4510 or 888-234-1313 to make payment arrangements.*

Billing Information *(Prior approval required)*

Contact Name: _____

Organization: _____

Billing Address: _____

City State Zip : _____

Phone #: _____

Email: _____

Policy

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Accommodations and Dietary Restrictions - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.

This document is available in alternative formats by calling 1-888-234-1222 ext. 4673 or 320-762-4673.
Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community.

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