

# NURSING ASSISTANT TRAINING

These state-approved courses are offered in a class room 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.

## March / April Hybrid #415

March 2—April 6, 2026 Monday through  
Friday | Online & In-Person

[\\*See calendar for details](#)

## April / May Hybrid #416

April 13—May 11, 2026 Monday through  
Friday | Online & In-Person

[\\*See calendar for details](#)

**Fee:** \$890.42  
**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 \$270 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



### 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.
- 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.



## 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. Text books and materials included in class fee.

## Accommodations

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:

- Email: yvetteh@alextech.edu
  
- Mail: Alexandria Technical & Community College  
Attn: EDGE Center of Innovation  
1601 Jefferson Street  
Alexandria, MN 56308
  
- Fax: 320-762-4633 (Please include cover sheet)
  
- In Person: EDGE Center of Innovation  
Room 207 Main Building  
Office hours are M - F from 7:30 am to 4:00 pm

## Questions?

Contact The EDGE Center of Innovation 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



[www.alextech.edu/ctc](http://www.alextech.edu/ctc) • [edge@alextech.edu](mailto:edge@alextech.edu) • An Equal Opportunity Employer/Educator This document is available in alternative formats by calling 320.762.4673

# Nursing Assistant In-Person Class Calendar

## January/February 2026

Classroom Instructor: Laca Evans, RN, WCC



| <b>Sun</b> | <b>Mon</b>  | <b>Tue</b>  | <b>Wed</b>   | <b>Thu</b> | <b>Fri</b> | <b>Sat</b> |
|------------|---|---|--|------------|------------|------------|
| Jan 11     | Jan 12<br><br><b>Units 1</b><br>3:30-9 PM<br><b>Introduction to Healthcare</b>              | Jan 13  | Jan 14<br><br><b>Units 2&amp;3</b><br>3:30-9 PM<br><b>Basic Human Needs/ Communication</b><br><br><b>Unit 1 Quiz</b> | Jan 15     | Jan 16     | Jan 17     |
| Jan 18     | Jan 19<br><br><b>College Closed</b><br><br><b>MLK JR DAY</b>                                | Jan 20<br><br><b>Unit 4</b><br>3:30-9 PM<br><b>Safe &amp; Clean Environment</b><br><br><b>Units 2&amp;3 Quizzes</b> | Jan 21<br><br><b>Unit 5</b><br>3:30-9 PM<br><b>Vital Signs</b><br><br><b>Unit 4 Quiz</b>                             | Jan 22     | Jan 23     | Jan 24     |
| Jan 25     | Jan 26<br><br><b>Unit 6</b><br>3:30-9 PM<br><b>Personal Cares</b><br><br><b>Unit 5 Quiz</b> | Jan 27<br><br><b>Unit 6 cont.</b><br>3:30-9 PM<br><b>Personal Cares</b><br><br><b>Abbreviations Quiz</b>            | Jan 28<br><br><b>Unit 7</b><br>3:30-9 PM<br><b>Activity/Exercise</b><br><br><b>Unit 6 Quiz</b>                       | Jan 29     | Jan 30     | Jan 31     |
| Feb 1      | Feb 2<br><br><b>Unit 8</b><br>3:30-9 PM<br><b>Nutrition</b><br><br><b>Unit 7 Quiz</b>       | Feb 3   | Feb 4<br><br><b>Unit 9</b><br>3:30-9 PM<br><b>Elimination</b><br><br><b>Unit 8 Quiz</b>                              | Feb 5      | Feb 6      | Feb 7      |
| Feb 8      | Feb 9<br><br><b>Unit 10</b><br>3:30-9 PM<br><b>Special Needs</b><br><br><b>Unit 9 Quiz</b>  | Feb 10<br><br><b>Unit 10 Quiz, Terms Quiz, Final Exam &amp; Skill Practice</b><br>2 PM– 9 PM                        | Feb 11<br><br><b>Employer Meet and Greet/Clinical Prep</b><br><br>3:30-9 PM  | Feb 12     | Feb 13     | Feb 14     |

Nursing Assistant Class Calendar  
 January/February 2026  
 Classroom Instructor: Laca Evans, RN, WCC



| Sun    | Mon   | Tue   | Wed   | Thu   | Fri    | Sat    |
|--------|---|---|---|---|--------|--------|
| Feb 15 | Feb 16<br><b>College Closed</b><br><b>President's Day</b> | Feb 17<br><b>Clinical</b><br>3:30-8:30 PM                             | Feb 18<br><b>Clinical</b><br>3:30-8:30 PM                             | Feb 19<br><b>Clinical</b><br>3:30-8:30 PM                             | Feb 20 | Feb 21 |
| Feb 22 | Feb 23<br><b>Mock Registry</b><br><b>3:30-9 PM</b>        | Feb 24<br><b>Final Testout</b><br>3:30-8:30 PM<br>Attend only one day | Feb 25<br><b>Final Testout</b><br>3:30-8:30 PM<br>Attend only one day | Feb 26<br><b>Final Testout</b><br>3:30-8:30 PM<br>Attend only one day | Feb 27 | Feb 28 |
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Nurse Aide Hybrid Class Calendar

March/April 2026

Classroom Instructor: Laca Evans, RN, WCC



Shaded days=In-person

| Sun    | Mon  | Tue   | Wed   | Thu  | Fri   | Sat    |
|--------|--|---|---|--|---|--------|
| Mar 1  | Mar 2<br>Course opens online<br><b>In-Person Lab 3:30-9pm</b>              | Mar 3<br>Complete Unit 1&2 Online<br><b>Introduction/Basic Human Needs</b><br><b>Workbook Ch 3, 8</b> | Mar 4<br><b>In-Person Lab 3:30-9pm</b>                                  | Mar 5<br>Complete Unit 3 Online<br><b>Communication</b><br><b>Workbook Ch 4</b>            | Mar 6<br>Complete Unit 4 Online<br><b>Safe &amp; Clean Environment</b><br><b>Workbook Ch 5, 6</b>   | Mar 7  |
| Mar 8  | Mar 9<br><b>College Closed/ Spring Break</b>                               | Mar 10<br><b>College Closed/ Spring Break</b>   | Mar 11<br><b>College Closed/ Spring Break</b>                           | Mar 12<br><b>College Closed/ Spring Break</b>  | Mar 13<br><b>College Closed/ Spring Break</b>   | Mar 14 |
| Mar 15 | Mar 16<br><b>In-Person Lab 3:30-9pm</b><br><b>Week 1 Workbook Due</b>      | Mar 17<br>Complete Unit 5 Online<br><b>Vital Signs</b><br><b>Workbook Ch 14</b>                       | Mar 18<br><b>In-Person Lab 3:30-9pm</b>                                 | Mar 19<br>Complete Unit 6 Online<br><b>Personal Cares</b><br><b>Workbook Ch 13</b>         | Mar 20<br>Complete Unit 7 Online<br><b>Activity/Exercise</b><br><b>Workbook Ch 10, 21</b><br><b>ALL DISCUSSION POSTS DUES TODAY BY NOON</b> | Mar 21 |
| Mar 22 | Mar 23<br><b>In-Person Lab 3:30-9pm</b><br><b>Week 2 Workbook Due</b>      | Mar 24<br>Complete Unit 8&9 Online<br><b>Nutrition/ Elimination</b><br><b>Workbook Ch 15, 16, 17</b>  | Mar 25<br><b>In-Person Lab 3:30-9pm</b>                                 | Mar 26<br>Complete Unit 10 Online<br><b>Special Needs</b><br><b>Workbook Ch 18, 19, 20</b> | Mar 27<br><b>ALL MODULES, UNIT QUIZZES, TERMS, AND ABBREVIATIONS QUIZZES ARE DUE BY NOON TODAY!</b>   | Mar 28 |
| Mar 29 | Mar 30<br><b>Final Exam/Clinical Prep 2-9 PM</b><br><b>Week 3 Workbook</b> | Mar 31<br><b>Clinical</b><br>3:30-8:30 PM   | Apr 1<br><b>Clinical</b><br>3:30-8:30 PM                                | Apr 2<br><b>Clinical</b><br>3:30-8:30 PM   | Apr 3   | Apr 4  |
| Apr 5  | Apr 6<br>Mock Registry<br>3:30 PM—9PM                                      | Apr 7<br><b>Final Testout</b><br>3:30 PM—8:30 PM<br>Only attend one day                               | Apr 8<br><b>Final Testout</b><br>3:30 PM—8:30 PM<br>Only attend one day | Apr 9<br><b>Final Testout</b><br>3:30 PM—8:30 PM<br>Only attend one day                    | Apr 10  | Apr 11 |

# Nursing Assistant Hybrid Class Calendar

April/May 2026

Classroom Instructor: Laca Evans, RN, WCC

**Shaded days=In-person**



| Sun    | Mon   | Tue   | Wed  | Thu   | Fri   | Sat    |
|--------|---|---|--|---|---|--------|
| Apr 12 | Apr 13<br>Course opens online<br><b>In-Person Lab<br/>3:30-9pm</b>                | Apr 14<br>Complete Unit 1&2<br>Online<br><b>Introduction/Basic<br/>Human Needs</b><br><br><b>Workbook Ch 3, 8</b> | Apr 15<br><b>In-Person Lab<br/>3:30-9pm</b>                                  | Apr 16<br>Complete Unit 3<br>Online<br><b>Communication</b><br><br><b>Workbook Ch 4</b>               | Apr 17<br>Complete Unit 4<br>Online<br><b>Safe &amp; Clean Envi-<br/>ronment</b><br><br><b>Workbook Ch 5, 6</b>                                     | Apr 18 |
| Apr 19 | Apr 20<br><b>In-Person Lab<br/>3:30-9pm</b><br><br><b>Week 1 Workbook<br/>Due</b> | Apr 21<br>Complete Unit 5<br>Online<br><b>Vital Signs</b><br><br><b>Workbook Ch 14</b>                            | Apr 22<br><b>In-Person Lab<br/>3:30-9pm</b>                                  | Apr 23<br>Complete Unit 6<br>Online<br><b>Personal Cares</b><br><br><b>Workbook Ch 13</b>             | Apr 24<br>Complete Unit 7 Online<br><b>Activity/Exercise</b><br><b>Workbook Ch 10, 21</b><br><b>ALL DISCUSSION<br/>POSTS DUES TODAY<br/>BY NOON</b> | Apr 25 |
| Apr 26 | Apr 27<br><b>In-Person Lab<br/>3:30-9pm</b><br><br><b>Week 2 Workbook<br/>Due</b> | Apr 28<br>Complete Unit 8&9<br>Online<br><b>Nutrition/Elimination</b><br><br><b>Workbook Ch 15, 16,<br/>17</b>    | Apr 29<br><b>In-Person Lab<br/>3:30-9pm</b>                                  | Apr 30<br>Complete Unit 10<br>Online<br><b>Special Needs</b><br><br><b>Workbook Ch 18, 19,<br/>20</b> | May 1<br><b>ALL MODULES,<br/>UNIT QUIZZES,<br/>TERMS, AND AB-<br/>BREVIATIONS<br/>QUIZZES ARE DUE<br/>BY NOON TODAY!</b>                            | May 2  |
| May 3  | May 4<br><b>Final Exam/Clinical<br/>Prep<br/>2-9 PM</b><br><b>Week 3 Workbook</b> | May 5<br><b>Clinical</b><br><br>3:30-8:30 PM  | May 6<br><b>Clinical</b><br><br>3:30-8:30 PM                                 | May 7<br><b>Clinical</b><br><br>3:30-8:30 PM  | May 8   | May 9  |
| May 10 | May 11<br>Lab Practice<br>3:30—9 PM   | May 12<br><b>Final Testout</b><br>3:30 PM—8:30 PM<br><br>Only attend one day                                      | May 13<br><b>Final Testout</b><br>3:30 PM—8:30 PM<br><br>Only attend one day | May 14<br><b>Final Testout</b><br>3:30 PM—8:30 PM<br><br>Only attend one day                          | May 15  | May 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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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)*

*Employers will be notified of non-participation in class.*

**Contact Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City State Zip :** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

### 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.

 **ALEXANDRIA COLLEGE**  
Technical & Community

A member of Minnesota State