

Nursing Assistant & Home Health Aide



This 84-hour, 3-credit state approved course presents curriculum to develop skills, attitudes, and knowledge essential in giving direct and supportive care as a nursing assistant in long-term care, in assisted living, and as a home health aide. After successful completion of the course, students are required to take the Minnesota Nurse Assistant/Home Health Aide Exam.

This class meets OBRA requirements for training nurse assistants and home health aides and meets the Minnesota Department of Health (MDH) standards. Students practice skills in a supervised laboratory setting and in a clinical environment in long-term care.

Class Choices - *schedule dates and times will vary due to holidays, breaks, and clinical experience days.*

Sept 9 - Oct 3, 2019	M - TH	3:30 to 9:00 pm
Oct 14 - Nov 7, 2019	M - TH	3:30 to 9:00 pm
Nov 18 - Dec 12, 2019	M - TH	3:30 to 9:00 pm

Location: ATCC Room 206
Instructor: Christina Nessman
Fee: \$730.00*

Includes tuition, books, materials, and background study. Additional \$9.10 out-of-pocket fee for fingerprinting and photo. *Fees subject to change.*

Parking: Students may park in ATCC's North Parking Lot. A parking permit is required and will be provided to registered students.

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 working days prior to the start of class.

Certification Testing:

- Upon successful completion of the course, students will be scheduled for the Minnesota NA/HHA certification exam, typically on the Monday or Tuesday following the last class date.
- The fee for the certification exam is \$190*. This includes the written and skills test-out portion.
- (The re-testing fee is \$110 skills/\$100 written/\$190 re-test both*). *Fees subject to change.
- This fee is in addition to the cost of the course and is payable on or before the day of the exam.
- An oral version of the written exam is available upon request. (Request must be received two weeks prior to exam date)



Requirements

- A Mantoux test (tuberculosis skin test) must be completed no more than 90 days before the first day of clinical. A Mantoux test can be obtained at a healthcare clinic, through an employer, or an in-class option is available for a fee; check with the instructor for details.
- 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.
- Students are required to provide their social security number at registration.
- 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

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.

- Persons who are English Language Learners (ELL) are not considered disabled and must take the unit tests in writing to assure deliverance of safe care.
- Training programs are taught in English only, translation is not allowed.

Registration

Please register by completing the registration form. Print legibly, use your complete legal name and provide your home address. **Would you like us to bill your employer?** Just provide the employer billing information on the registration form. An invoice will be sent after the start of the course.

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: 320-762-4634
- ◇ 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.
yvetteh@alextech.edu



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This document is available in alternative formats by calling 888-234-1222 ext. 4673 or 320-762-4673.



MINNESOTA STATE

Oct/Nov 2019 CNA class

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14 Class 3:30-9 PM	15 Class 3:30-9 PM	16 Class 3:30-9 PM	17 Fall Break-College Closed	18	19
20	21 Class 3:30-9 PM	22 Class 3:30-9 PM	23 Class 3:30-9 PM	24 Class 3:30-9 PM	25 Class 3:30-9 PM	26
27	28 Class 3:30-9 PM	29 Class 3:30-9 PM	30 Class 3:30-9 PM	31 Class 3:30-9 PM	November 1	2
3	4 Class 3-9 PM	5 Class 5-9 PM	6 Class 5-9 PM	7 Class 5-9 PM	8	9
10	11 Final Testout 3:30-8 PM Only attend one Testout day	12 Final Testout 3:30-8 PM Only attend one Testout day	13	14	15	16

Nov/Dec 2019 CNA class

Sun	Mon	Tue	Wed	Thu	Fri	Sat
17	18 Class 3:30-9 PM	19 Class 3:30-9 PM	20 Class 3:30-9 PM	21 Class 3:30-9 PM	22 Class 3:30-9 PM	23
24	25 Class 3:30-9 PM	26 Class 3:30-9 PM	27	28	29	30
Thanksgiving Break						
<i>December 1</i>	2 Class 3:30-9 PM	3 Class 3:30-9 PM	4 Class 3:30-9 PM	5 Class 3:30-9 PM	6 Class 3:30-9 PM	7
8	9 Class 3-9 PM	10 Class 5-9 PM	11 Class 5-9 PM	12 Class 5-9 PM	13	14
15	16 Final Testout 3:30-8 PM Only attend one Testout day	17 Final Testout 3:30-8 PM Only attend one Testout day	18	19	20	21