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.

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

July 1 - 23, 2020  M - TH*  3:30 to 9:00 pm
July 20 - Aug 13, 2020  M - TH*  8:30 am to 2:30 pm

*Refer to calendars for exact dates/times

Location: ATCC Room 209/211
Instructor: Christina Nessman
Fee: $710.00*

Includes tuition, books and materials. Fees subject to change.

Parking: Students may park in ATCC’s North Parking Lot.

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.
• 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
• Students are required to provide their social security number at registration.
• The minimum age recommended to take this course is 16.
• COVID-19 screening is required daily to enter the classroom.

Items required the first day of class
• Social Security Number
• Fabric facemask*
• Eye glasses or safety glasses*
• Notebook
• Pen/Pencils
• 2” 3-ring binder for class packet
• Backpack/bag for materials you receive in class.

* Available for purchase at the Campus Store.
COVID-19 Communication

Your health and safety, and that of all ATCC students, faculty and staff is important. Health and safety are shared responsibilities. ATCC remains in contact with local, state and federal health officials for the latest pandemic information, and will provide updates when warranted. Student assumes responsibility to practice social-distancing, wear a facemask when social-distancing cannot be maintained, wash hands frequently with soap and water for at least 20 seconds or used hand sanitizer, cover cough and sneezes, monitor personal health paying attention to a new or worsening cough and new or worsening shortness of breath as well as the presence of fever, and report any changes while on campus. Stay at home if you are sick.

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. Are you sponsored by your employer? Provide the employer’s authorization and 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: 320-762-4633 (please include a cover sheet)

- In Person: Customized Training Center
  Room 207 Main Building

Questions?
Contact ATCC’s Customized Training Center at 320-762-4510 or toll free 1-888-234-1313. yvetteh@alextech.edu

A member of Minnesota State
An equal opportunity employer/educator
This document is available in alternative formats by calling 888-234-1222 ext. 4673 or 320-762-4673.
Registration Form

Please register me for:

Date(s):

Please PRINT name as it should appear on a certificate of completion and/or on your transcript.

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| City                  | State         | Zip Code    |
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Email Address:  

Gender  

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

Birth Date  

Social Security Number

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

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Please do not email credit card information.

Call 320-762-4510 or 888-234-1313 to make payment arrangements.

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.

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July 2020 CNA class

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Class 3:30-9 PM

Final Testout 3:30-8 PM

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