Nursing Assistant Training

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. After successful completion of the course, students are required to take the Minnesota Nursing Assistant Test.

This class 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.



June - July 2027 — In-Person approx. $930

June 1st - July 6th, 2027 @ 9:00 am-3:00pm
Monday through Wednesday | In-Person **See calendar for details*

July - August 2027 — Hybrid approx. $930

July 7th - August 6th, 2027 @ 9:00 am-3:00pm
Monday through Friday | Online & In-Person **See calendar for details*

Location: ATCC Room 206
Instructor: Laca Evans

- *Fee includes tuition, books/materials, practice test & background study. Fees subject to change.*
- *Additional $13.50 out-of-pocket fee for fingerprinting and photo.*
- *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*

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:
Email: yvetteh@alextech.edu
Mail: Alexandria Technical & Community College

Attn: EDGE Center of Innovation
1601 Jefferson St, Alexandria, MN 56308

Fax: 320-762-4633
In Person: Office 207 Mon-Fri 7:30am-4:30pm

Questions?

Contact Yvette Halvorson, Nursing Assistant Coordinator | 320-762-4546 | yvetteh@alextech.edu
Laca Evans, Nursing Assistant Instructor | 320-762-4609 | laca.evans@alextech.edu
The EDGE Center of Innovation at 320-762-4510 or toll free 1-888-234-1313

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

ALEXANDRIA Technical & Community COLLEGE

Nursing Assistant Class Calendar
June/July 2027
Classroom Instructor: Laca Evans, RN, WCC

ALEXANDRIA Technical & Community COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 30	May 31 College Closed	June 1 Program Intro Unit 1 9AM-3PM **Introduction to Healthcare**	June 2 Unit 2&3 9 AM—3 PM Basic Human Needs/ Communication **Units 1 Quiz**	June 3	June 4	June 5
June 6	June 7 Unit 4 9 AM—3 PM Safe & Clean Environment **Units 2&3 Quiz**	June 8 Unit 5 9 AM—3 PM Vital Signs **Unit 4 Quiz**	June 9 Unit 6 9 AM—3 PM Personal Cares **Unit 5 Quiz**	June 10	June 11	June 12
June 13	June 14 Unit 6 cont. 9 AM—3 PM Personal Cares **Abbreviations Quiz**	June 15 Unit 7 9 AM—3 PM Activity/Exercise **Unit 6 Quiz**	June 16 Unit 8 9 AM—3 PM Nutrition **Unit 7 Quiz**	June 17	June 18 **College Closed**	June 19
June 20	June 21 **Employer Meet and Greet/ Skill Practice 9AM-1PM**	June 22 Unit 9 9 AM—3 PM Elimination **Unit 8 Quiz**	June 23 Unit 10 9 AM—3 PM Special Needs **Unit 9 Quiz**	June 24	Jun 25	June 26
June 27	June 28 Unit 11 **Unit 10 Quiz, Terms Quiz, Final Exam & Clinical Prep 7 AM— 2PM**	June 29 **Clinical** 7-1 PM	June 30 **Clinical** 7-1 PM	July 1 **Clinical** 7-1 PM	July 2	July 3
July 4	July 5 **College Closed**	July 6 **Mock Registry 9 AM—3 PM**	July 7	July 8 Final Testout 9AM– 3PM Attend only one day	July 9 Final Testout 9AM– 3PM Attend only one day	

Nursing Assistant Class/Instructor: Laca Evans, RN, WCC
July/August 2027 Hybrid
Grey days=In-person
White days= Online Work

Final Test-Out Dates

August 10, 11 (Only Attend One Day)

9 am-3 pm

ALEXANDRIA Technical & Community COLLEGE

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

Nursing Assistant Training Registration Form

ALEXANDRIA COLLEGE
1601 Jefferson Street | Alexandria MN 56308
320-762-4546 | Fax 320-762-4633
edge@alextech.edu

Session Date: _____

FIRST (LEGAL NAME) **MIDDLE**

LAST NAME

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

/ /

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**

Do not email credit card information.

Call the ATCC Business Office 320-762-4530 to make a payment .

Billing Information *(Prior approval required)*

Employers will be notified of non-participation in class.

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.

Office use Only:
YearTerm:_____ Course #: _____ Student ID#:_____

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