

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 2026 In-Person \$887.68

June 1 - July 6, 2026

Monday through Wednesday | In-Person **See calendar for details*

July / August Hybrid \$877.18

July 7 - August 10, 2026

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

Location: ATCC Room
Instructor: 206 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 2026

Classroom Instructor: Laca Evans, RN, WCC



Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 31	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 Unit 4 9 AM—3 PM Safe & Clean Environment Units 2&3 Quiz	June 4	June 5	June 6
June 7	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 Unit 6 cont. 9 AM—3 PM Personal Cares Abbreviations Quiz	June 11	June 12	June 13
June 14	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 Employer Meet and Greet/ Skill Practice 9AM-1PM	June 18	June 19 College Closed	June 20
June 21	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 Unit 11 Unit 10 Quiz, Terms Quiz, Final Exam & Clinical Prep 7 AM— 2PM	June 25	June 26	June 27
June 28	June 29 Clinical 7-1 PM	June 30 Clinical 7-1 PM	July 1 Clinical 7-1 PM	July 2	July 3 College Closed	July 4
July 5	July 6 Mock Registry 9 AM—3 PM	July 7 Final Testout 9AM– 3PM Attend only one day	July 8 Final Testout 9AM– 3PM Attend only one day	July 9 Final Testout 9AM– 3PM Attend only one day	July 10	

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

July/August 2026 Hybrid

Grey days=In-person

White days= Online Work



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

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

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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: _____

*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 #: _____

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 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 EDGE Center for Innovation 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.