

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.

Aug/Sept/Oct 2026 In-Person

August 24th - October 5th, 2026

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

Oct/Nov Hybrid

October 6th - November 9th, 2026

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

Nov/Dec Hybrid

November 10th - December 14th, 2026

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

Aug/Sept/Oct 2026

Classroom Instructor: Laca Evans, RN, WCC



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug 23	Aug 24 Program Orientation Unit 1 3:30-9 PM Introduction to Healthcare	Aug 25	Aug 26 Units 2&3 3:30-9 PM Basic Human Needs/Communication Unit 1 Quiz	Aug 27	Aug 28	Aug 29
Aug 30	Aug 31 Unit 4 3:30-9 PM Safe & Clean Environment Units 2&3 Quizzes	Sept 1	Sept 2 Unit 5 3:30-9 PM Vital Signs Unit 4 Quiz	Sept 3	Sept 4	Sept 5
Sept 6	Sept 7 College Closed Labor Day	Sept 8 Unit 6 3:30-9 PM Personal Cares Unit 5 Quiz	Sept 9 Unit 6 cont. 3:30-9 PM Personal Cares Abbreviations Quiz-	Sept 10	Sept 11	Sept 12
Sept 13	Sept 14 Unit 7 3:30-9 PM Activity/Exercise Unit 6 Quiz	Sept 15	Sept 16 Unit 8 3:30-9 PM Nutrition Unit 7 Quiz	Sept 17	Sept 18	Sept 19
Sept 20	Sept 21 Unit 9 3:30-9 PM Elimination Unit 8 Quiz	Sept 22 Unit 10 3:30-9 PM Special Needs Unit 9 Quiz	Sept 23 Employer Meet and Greet/ Skill Practice 3:30-9 PM	Sept 24	Sept 25	Sept 26

Nursing Assistant Class Calendar

Aug/Sept/Oct 2026

Classroom Instructor: Laca Evans, RN, WCC



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sept 27	Sept 28 Unit 10 Quiz, Terms Quiz, Final Exam & Clinical Prep 2 PM– 9 PM	Sept 29 Clinical 3:30-8:30 PM	Sept 30 Clinical 3:30-8:30 PM	Oct 1 Clinical 3:30-8:30 PM	Oct 2	Oct 3
Oct 4	Oct 5 Mock Registry 3:30-9 PM	Oct 6 Final Testout 3:30-8:30 PM Attend only one day	Oct 7 Final Testout 3:30-8:30 PM Attend only one day	Oct 8 Final Testout 3:30-8:30 PM Attend only one day	Oct 9	Oct 10

Nursing Assistant Class Calendar

October/November 2026 Hybrid

Grey days=In-person



White days= Online Work (Approximately 2 hours per unit)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct 4	Oct 5	Oct 6 Course opens online Program Orientation 3:30-9pm	Oct 7 Unit 1&2 Online Introduction/Basic Human Needs Workbook Ch 3, 8	Oct 8 Unit 3 Online Communication Workbook Ch 4	Oct 9 Unit 4 Online Safe & Clean Environment Workbook Ch 5, 6	Oct 10
Oct 11	Oct 12 In-Person Lab 3:30-9pm	Oct 13 In-Person Lab 3:30-9pm	Oct 14 Unit 5 Online Vital Signs Workbook Ch 14	Oct 15 No School Fall Break	Oct 16 No School Fall Break	Oct 17
Oct 18	Oct 19 In-Person Lab 3:30-9pm	Oct 20 In-Person Lab 3:30-9pm	Oct 21 Unit 6 Online Personal Cares Workbook Ch 13	Oct 22 Unit 7 Online Activity & Exercise Workbook Ch 10, 21	Oct 23 Unit 8 Online Nutrition Workbook Ch 15 Discussion Posts Due by Noon Today!	Oct 24
Oct 25	Oct 26 In-Person Lab 3:30-9pm	Oct 27 In-Person Lab 3:30-9pm	Oct 28 Unit 9 Online Elimination Workbook Ch 16, 17	Oct 29 Unit 10 Online Special Needs Workbook Ch 18, 19, 20	Oct 30 ALL QUIZZES AND UNIT MODULES DUE BY NOON TODAY!	Oct 31
Nov 1	Nov 2 Final Exam/Clinical 2-8:30PM All Workbook Chapters Due Today!	Nov 3 Nursing Home Clinical 3:30-8:30pm	Nov 4 Nursing Home Clinical 3:30-8:30pm	Nov 5 Nursing Home Clinical 3:30-8:30pm	Nov 6	Nov 7
Nov 8	Nov 9 Mock Registry In-Person Lab 3:30—9 PM	Nov 10 Final Testout 3:30—8:30 PM Only attend one day	Nov 11 No School Veteran's Day	Nov 12 Final Testout 3:30—8:30 PM Only attend one day	Nov 13 Final Testout 12:00 PM– 5:00PM Only attend one day	Nov 14

Nursing Assistant Class Calendar

November/December 2026 Hybrid

Grey days=In-person



White days= Online Work (Approximately 2 hours per unit)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Nov 8	Nov 9	Nov 10 Course opens online Program Orientation 3:30-9pm	Nov 11 No School Veteran's Day	Nov 12 Unit 1&2 Online Introduction/Basic Human Needs Workbook Ch 3&8	Nov 13 Unit 3 Online Communication Workbook Ch 4	Nov 14
Nov 15	Nov 16 In-Person Lab 3:30-9pm	Nov 17 In-Person Lab 3:30-9pm	Nov 18 Unit 4 Online Safe & Clean Envi- ronment Workbook Ch 5, 6	Nov 19 Unit 5 Online Vital Signs Workbook Ch 14	Nov 20 Unit 6 Online Personal Cares Discussion Posts Due by Noon Today! Workbook Ch 13	Nov 21
Nov 22	Nov 23 In-Person Lab 3:30-9pm	Nov 24 In-Person Lab 3:30-9pm	Nov 25 Unit 7 Online Activity & Exercise Workbook Ch 10, 21	Nov 26 No School Thanksgiving Break	Nov 27 No School Thanksgiving Break	Nov 28
Nov 29	Nov 30 In-Person Lab 3:30-9pm	Dec 1 In-Person Lab 3:30-9pm	Dec 2 Unit 8 Online Nutrition Workbook Ch 15	Dec 3 Unit 9 online Elimination Workbook Ch 16, 17	Dec 4 Unit 10 3:30-9 PM Special Needs Workbook Ch 18, 19, 20 ALL QUIZZES AND UNIT MODULES DUE BY NOON TODAY!	Dec 5
Dec 6	Dec 7 Final Exam Clinical Prep 2-8:30PM All Workbook Units Due Today	Dec 8 Nursing Home Clinical 3:30-8:30 PM	Dec 9 Nursing Home Clinical 3:30-8:30 PM	Dec 10 Nursing Home Clinical 3:30-8:30 PM	Dec 11	Dec 12
Dec 13	Dec 14 Mock Registry In-Person Lab 3:30—9 PM	Dec 15 Final Testout 3:30—8:30 PM Only attend one day	Dec 16 Final Testout 3:30—8:30 PM Only attend one day	Dec 17 Final Testout 3:30—8:30 PM Only attend one day	Dec 18	Dec 19

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)

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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.