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.

January-February 2027 **In-Person** **approx. $937**
January 11th - February 16th, 2027 @ 3:30-9:00 pm
Monday through Wednesday| In-Person **See calendar for details*

February-April 2027 **In-Person** **approx. $930**
February 22nd - April 5th, 2027 @ 3:30-9:00 pm
Monday through Wednesday | Online & In-Person **See calendar for details*

April-May 2027 **Hybrid** **approx. $930**
April 12th - May 10th, 2027 @ 3:30-9:00 pm
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
January/February 2027
Classroom Instructor: Laca Evans, RN, WCC

ALEXANDRIA Technical & Community COLLEGE

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
Jan 10	Jan 11 Units 1 3:30-9 PM **Introduction to Healthcare**	Jan 12 Units 2&3 3:30-9 PM **Basic Human Needs/ Communication** **Unit 1 Quiz**	Jan 13 Unit 4 3:30-9 PM **Safe & Clean Environment** **Units 2&3 Quizzes**	Jan 14	Jan 15	Jan 16
Jan 17	Jan 18 **College Closed** **MLK JR DAY**	Jan 19 Unit 5 3:30-9 PM **Vital Signs** **Unit 4 Quiz**	Jan 20 Unit 6 3:30-9 PM **Personal Cares** **Unit 5 Quiz**	Jan 21	Jan 22	Jan 23
Jan 24	Jan 25 Unit 6 cont. 3:30-9 PM **Personal Cares** **Abbreviations Quiz**	Jan 26 Unit 7 3:30-9 PM **Activity/Exercise** **Unit 6 Quiz**	Jan 27 Unit 8 3:30-9 PM **Nutrition** **Unit 7 Quiz**	Jan 28	Jan 29	Jan 30
Jan 31	Feb 1 Unit 9 3:30-9 PM **Elimination** **Unit 8 Quiz**	Feb 2 Unit 10 3:30-9 PM **Special Needs** **Unit 9 Quiz**	Feb 3 **Unit 10 Quiz, Terms Quiz, Final Exam & Skill Practice** 2-9 PM	Feb 4	Feb 5	Feb 6
Feb 7	Feb 8 **Clinical Prep/Clinical** 2 -8:30PM	Feb 9 **Clinical** 3:30-8:30 PM	Feb 10 **Clinical** 3:30-8:30 PM	Feb 11 **Clinical** 3:30-8:30 PM	Feb 12	Feb 13
Feb 14	Feb 15 **College Closed** **President's Day**	Feb 16 **Mock Registry** **3:30-9 PM**	Feb 17	Feb 18 Final Testout 3:30-8:30 PM Attend only one day	Feb 19 Final Testout 12:00-5:00 PM Attend only one day	

Nursing Assistant Class Calendar
Feb-April 2027
Classroom Instructor: Laca Evans, RN, WCC

ALEXANDRIA Technical & Community COLLEGE

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
Feb 21	Feb 22 Units 1 3:30-9 PM **Introduction to Healthcare**	Feb 23 Units 2&3 3:30-9 PM **Basic Human Needs/ Communication** **Unit 1 Quiz**	Feb 24 Unit 4 3:30-9 PM **Safe & Clean Environment** **Units 2&3 Quizzes**	Feb 25	Feb 26	Feb 27
Feb 28	Mar 1 Unit 5 3:30-9 PM **Vital Signs** **Unit 4 Quiz**	Mar 2 Unit 6 3:30-9 PM **Personal Cares** **Unit 5 Quiz**	Mar 3 Unit 6 cont. 3:30-9 PM **Personal Cares** **Abbreviations Quiz**	Mar 4	Mar 5 **No School March 8-12 Spring Break**	Mar 6
Mar 14 **Note: Spring Break Week Skipped on Calendar**	Mar 15 Unit 7 3:30-9 PM **Activity/Exercise** **Unit 6 Quiz**	Mar 16 Unit 8 3:30-9 PM **Nutrition** **Unit 7 Quiz**	Mar 17 Unit 9 3:30-9 PM **Elimination** **Unit 8 Quiz**	Mar 18	Mar 19	Mar 20
Mar 21	Mar 22 Unit 10 3:30-9 PM **Special Needs** **Unit 9 Quiz**	Mar 23 **Unit 10 Quiz, Terms Quiz, Final Exam & Skill Practice** 3:30--9 PM	Mar 24 **NA Employee Meet and Greet/Skill Practice** 3:30--8 PM	Mar 25	Mar 26	Mar 27
Mar 28	Mar 29 **Clinical** 3:30-8:30PM	Mar 30 **Clinical** 3:30-8:30 PM	Mar 31 **Clinical** 3:30-8:30 PM	Apr 1 **Clinical** 3:30-8:30 PM	Apr 2	Apr 3
Apr 4	Apr 5 **Mock Registry 3:30-9 PM**	Apr 6	Apr 7 Final Testout 3:30-8:30 PM Attend only one day	Apr 8 Final Testout 3:30-8:30 PM Attend only one day	Apr 9	April 10

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

ALEXANDRIA Technical & Community COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
April 11	April 12 Course Orientation **3:30-9 PM**	April 13 **In-Person Lab** **3:30-9 PM**	April 14 Complete Units 1&2 Online **Introduction/ Basic Human Needs** **Workbook Ch 3&8**	April 15 Complete Unit 3 Online **Communication** **Workbook Ch 4**	April 16 Complete Unit 4 Online **Safe & Clean Environ-ment** **Workbook Ch 5, 6**	April 17
April 18	April 19 **In-Person Lab** **3:30-9 PM**	April 20 **In-Person Lab** **3:30-9 PM**	April 21 Complete Unit 5 Online **Vital Signs** **Workbook Ch 14**	April 22 Complete Unit 6 Online **Personal Cares** **Workbook Ch 13**	April 23 Complete Unit 7 Online **Activity/Exercise** **Workbook Ch 10, 21** **Discusssion Posts Due Today**	April 24
April 25	April 26 **In-Person Lab** **3:30-9 PM**	April 27 **In-Person Lab** **3:30-9 PM**	April 28 **In-Person Lab** **3:30-9 PM**	April 29 Complete Unit 8&9 Online **Nutrition/Elimination** **Workbook Ch 15, 16, 17**	April 30 Complete Unit 10 Online **Special Needs** **Workbook Ch 18, 19, 20** **Modules and Quizzes Due Today!**	May 1
May 2	May 3 **Final Exam** **Clinical Prep** **2 PM—9 PM** **Workbook Due Today!**	May 4 **Nursing Home Clinical** **3:30 PM –8:30 PM**	May 5 **Nursing Home Clinical** **3:30 PM –8:30 PM**	May 6 **Nursing Home Clinical** **3:30 PM –8:30 PM**	May 7	May 8
May 9	May 10 **Mock Registry** **In-Person Lab** **3:30-9 PM**	May 11	May 12 Graduation	May 13 **Final Testout** **3:30-9 PM** Only attend one day	May 14 **Final Testout** 12 PM—5 PM Only attend one day	May 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**

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