UA COSSATOT
Nursing Assistant Course Guide

The Nursing Assistant course offers a blend of theory instruction and skills training to prepare participants for all aspects of nursing assistance. Students gain practical experience through both lab-based demonstrations and clinical practice with residents in a long-term care facility. Upon successful completion, students are eligible to sit for the Arkansas State Competency Exam.

Classroom and lab instruction is a prerequisite to clinical training and will be delivered on a UA Cossatot campus. Clinical training will be conducted in a long-term care facility within the UA Cossatot service area. Prompt and full attendance required at every session to fulfill the training requirements set forth in the Nursing Assistant Training Program regulations published by the Arkansas Office of Long-Term Care ($660 | 90 clock hours | 9 Continuing Education Units)

Cost

The course fee is $660, due by the close of the regular registration period. That price includes everything — tuition, textbooks, and an equipped lab bag — so you'll have everything you need to jump right in and make the most of your learning experience.

Entrance Requirements

At Cossatot Community College of the University of Arkansas, we're dedicated to equipping students with real-world skills and launching them into rewarding careers. Our Nursing Assistant course is designed for compassionate, driven individuals who are eager to make a positive impact in the lives of others.

Eligible participants will:

1. Be at least 18 years old
2. Have a current flu vaccination and be free from tuberculosis infection

If you're ready to take the next step, we welcome you to join us.

Note: *Clinical facilities that partner with UA Cossatot establish their own policies and requirements. Because these requirements are determined by the clinical site, they are subject to change.*

At this time, students participating in required clinical training must provide:

1. *Proof of current influenza (flu) vaccination.*
2. *A completed baseline TB symptom and risk assessment form.*

Based on the results of the TB risk assessment, additional testing may be required at the student's expense.

Students may also be required to:

- *Complete symptom screenings before clinical training sessions (such as screenings for flu, COVID-19, or other communicable illnesses).*
- *Wear a surgical mask provided by the clinical facility during clinical training sessions.*

College staff will communicate any updates to clinical requirements as soon as they are received from our partner facilities. Failure to meet required clinical site requirements may affect a student's ability to participate in clinical training.

Application for Admission & Enrollment

Applying is simple — no transcripts or tests needed! Just complete and submit a Workforce and Continuing Education Application for Admission. You may complete it online, send it by fax or mail, or drop it off in person — whatever works best for you. And if you need any help along the way, our advisors are here to support you throughout the process.

After your application has been received and processed by the Office of Workforce and Continuing Education, a member of our team will contact you to assist with any remaining admission requirements and guide you through the enrollment process. Please note that your admission to UA Cossatot will remain in pending status until all required documents have been received. At UA Cossatot, we're committed to helping you gain valuable skills, achieve your goals, and unlock new opportunities.

Just a quick note: To secure your seat in the course once registered, please ensure that one of the following is in place by the close of regular registration: full payment of the course fee OR a verified sponsorship. Because enrollment is limited, registrations that do not have payment arrangements finalized by the deadline may be cancelled and the seat offered to another applicant. Please also note that course fees cannot be deferred for students who are reimbursed directly by an employer or other organization, and individual billing is not available.

Technical Requirements & Course Materials

To help you get the most out of each session, please be sure to bring along a pen or pencil and some paper. That's it! We'll take care of the rest and make sure you're supported every step of the way.

Attendance Requirements

To meet Arkansas Office of Long Term Care requirements, students must attend and complete all 90 hours of training. We know life can be unpredictable, but being present and engaged is key to making the most of this fast-paced, intensive course. We ask all students to arrive on time and participate fully in every training session. Missing class — even just a portion — can make it tough to keep up and meet the learning outcomes needed for a Certificate of Completion. If you have any life or health circumstances that may affect your ability to attend, it might be best to wait until you can commit fully.

Since we want to make the most of every training opportunity, students who don't attend on the first day may be marked as "no-shows" and withdrawn from the course to open up their seat for someone else.

Emergencies happen, and if you ever need to miss class, please reach out to your instructor as soon as possible. We'll do our best to make arrangements for you, but make-up sessions depend on instructor availability and aren't always guaranteed. That means missing class — whether for an emergency or otherwise — could impact your ability to finish the course successfully.

If make-up sessions are needed to meet course requirements, students will be responsible for instructor compensation, their own transportation, and all other related expenses. If Workforce and Continuing Education staff are working with a student due to an emergency or personal challenges affecting their attendance or academic performance, documentation will be required to verify the nature of the absence.

We want you to have the best learning experience possible, so if you ever need support, please don't hesitate to reach out!

Dress Code & Student Conduct

As future professionals, it's important for students to present themselves in a way that reflects the standards of the workplace in the classroom and clinical settings.. To help everyone put their best foot forward, here are a few thoughtful guidelines for in-person sessions:

1. Please avoid wearing strong perfumes or any scents that might be overwhelming to others.
2. If you leave campus for a break, make sure your breath is fresh and you don't smell of smoke when returning to class.
3. Hair should be clean and, if long, pulled back.
4. Avoid dangling jewelry as they are not conducive to performing patient care
5. Be in full clinical attire when in a clinical setting (scrubs and closed toe shoes of any color/design)
6. Wear an identification badge that remains visible to residents, family members, visitors and staff at all times during clinical training. This badge, required by the Arkansas Office of Long Term Care, will be provided by UA Cossatot.

Students are expected to work together to maintain a respectful, welcoming, and professional learning environment. Not following these guidelines, or any others set by the course, could lead to dismissal — something we definitely want to avoid!

> ***Note:*** *Clinical facilities that partner with UA Cossatot establish their own policies and requirements. Because these requirements may change, dress code standards are subject to revision. College staff will communicate any updates to the dress code as soon as they are received from our partner facilities. Students must follow all clinical site dress code requirements to participate in clinical training.*

What It Takes to Successfully Complete the Course

Upon successful completion of this course, students will be awarded a certificate of completion issued from Cossatot Community College University of Arkansas and will have met the training requirements to sit for the Arkansas Nurse Aid Competency Exam administered by Headmaster. Headmaster has partnered with the Arkansas Department of Human Services, Office of Long-Term Care, to provide nurse aide testing and registry services to the Arkansas health care community.

To earn your Certificate of Completion, here's what you'll need to do:

1. Attend required training sessions — Prompt and full attendance is required at every session, classroom lecture/lab and clinical sessions, to fulfill the training requirements set forth in Arkansas' *Nursing Assistant Training Program Regulations*.
2. Stay on top of coursework — complete all assignments and quizzes
3. Demonstrate acceptable performance of each skill/procedure
4. Prioritize safety — always follow safe practices
5. Follow the course guidelines to keep things running smoothly
6. Complete all classroom and lab instruction prior to clinical training
7. Work hard and aim high — achieve a passing grade of 76% or greater

By meeting these requirements, you'll set yourself up for success in the course and beyond.

Grades Recorded on Workforce Completion Report

The following grading system is used to evaluate students:

GRADE	RANGE	CONTINUING EDUCATION UNITS
P (Pass)	76% or Above	9.0
F (Fail)	75% or Below	0.0
W (Withdrew)	Not Applicable	0.0

Refund Policy

We understand that plans can change, and we want to make sure our refund process is as clear and kind as possible.

- **Full Refund Available**: You'll receive a full refund of the course fee if you cancel by the published regular registration deadline. We want to give everyone the best chance to join courses.
- **Late Registration**: While we try our best to accommodate everyone, late registrations can't be guaranteed and are non-refundable.
- **Course Cancellations**: If a class needs to be cancelled by UA Cossatot before it begins — due to low enrollment or unexpected circumstances — you'll be notified and the full course fee will be automatically refunded.
- **Unforeseen Events**: Should an unforeseeable event impact training, when feasible, training events and services are not cancelled but rescheduled as soon as practical. In the event a course is cancelled after it has started, the course fee is prorated excluding nonreturnable books, supplies and equipment. The rate is computed by dividing the total hours of scheduled training and services divided by the percentage of hours not rendered.

We're here to support your learning journey with care and transparency. If you ever have questions, the Workforce and Continuing Education staff are just an email, text or call away.

Dropping a Course

If you need to drop a course, you can do so up to 5 business days before the start date by reaching out to the Office of Workforce and Continuing Education to complete the process. Once dropped, your name will be removed from the course roster.

Withdrawing from a Course

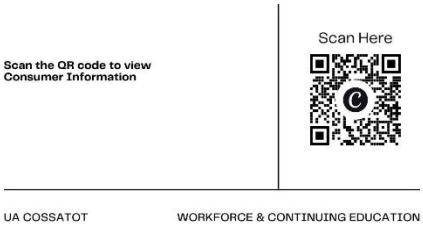
If you ever find yourself needing to withdraw from a course, it's important to reach out to the Office of Workforce and Continuing Education to make it official. Students who withdraw before the course ends will receive a "W" (withdraw) grade. However, if a student doesn't go through the proper withdrawal process, they'll end up with an "F" (fail) grade instead. Taking the time to complete the withdrawal process can make a big difference, so don't hesitate to connect with the Office of Workforce and Continuing Education for guidance.

Administrative Withdraw from a Course

Students who don't show up when training begins or miss two (2) or more sessions without scheduling a make-up session, may be administratively withdrawn**.**

Staying Informed

The Workforce and Continuing Education webpage — https://www.cccua.edu/community-workforce/continuing-education/index.html — provides the most up-to-date information on a wide range of topics, including federal and state policies, college policies, workforce and continuing education program management, disability services, student academic integrity, the student code of conduct, annual security and fire safety reports, and other important resources.



Because information may be updated periodically, students should refer to the online version to ensure they have the most current information. Alternative formats of these materials are available upon request by contacting the Office of Workforce and Continuing Education at (870) 584-1178.

Students are responsible for staying informed regarding the information contained in this online resource and other official communications issued by the College. Communication venues include but are not limited to email, USPS, written announcements, oral announcements, and web statements. Keeping up with these updates ensures you have the latest information needed for success.

Inclement Weather

In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be cancelled until weather and road conditions improve. We strive to distribute announcements regarding closures to our students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through College social media accounts and over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7.