

UA COSSATOT NURSING ASSISTANT PROGRAM CONTINUING EDUCATION APPLICATION FOR ADMISSION

APPLYING TO THE NURSING ASSISTANT PROGRAM IS EASY! SIMPLY FOLLOW THESE STEPS.

STEP ONE: REVIEW TRAINING DATES, DAYS AND LOCATION

NURSING ASSISTANT PROGRAM

DATES/DAYS: June 3 - July 31 (Mondays & Wednesdays)

TIME: 8:00 am - 2:30 pm

REGISTER BY: May 24

COURSE NUMBER: CED 5004 01 233Q

LOCATION: Nashville

INSTRUCTOR: Melba Hess

STEP TWO: PROVIDE REGISTRANT INFORMATION

UA Cossatot has an open admission policy and does not discriminate against any individual on the basis of race, color, religion, national origin, age, sex, or disability. Some information is obtained for the sole purpose of state reporting and/or determining if the College is effectively reaching all segments of the population.

PLEASE PRINT.

SOCIAL SECURITY NUMBER _____ - _____ - _____

Have you taken courses at UA Cossatot before? Yes No

NAME _____
First Middle Last Maiden/Other Name Used

MAILING ADDRESS _____
City State Zip

E-MAIL ADDRESS(ES) _____

GENDER: Male (1) Female (2) BIRTHDATE ____ / ____ / ____

HOME PHONE _____ WORK PHONE _____

EMERGENCY CONTACT _____ EMERGENCY PHONE _____

ETHNICITY: Asian or Pacific Islander (1) Black [Non-Hispanic Origin] (2) Hispanic (3)
 American Indian or Alaskan Native (4) White [Non-Hispanic Origin] (5) Non-Resident Alien (6)
 Unknown (9)

RESIDENCY/CITIZENSHIP STATUS (required for financial aid recipients): Non-Permanent Resident/Non-US Citizen
 Permanent US Resident/US Citizen

HIGHEST LEVEL OF EDUCATION: High School GED Some College, _____ Credit Hours
 Associate's Degree Bachelor's Master's Doctorate

STEP THREE: CHOOSE A PAYMENT METHOD

A total of \$668 is due at time of registration. The course fee includes tuition and textbooks.

CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*

SPONSORSHIP. *Attach a Continuing Education Third Party Billing Application. This form can be found in the resource section at www.cccua.edu/conted or by request at ContinuingEducation@cccua.edu or (870)-584-1178. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.*

CREDIT/DEBIT CARD VISA Master Card Discover

Card # _____ Expiration Date _____

Cardholder's Signature _____

STEP FOUR: PROVIDE AUTHORIZATIONS & ACKNOWLEDGEMENTS

[APPLICANT] With my signature below, I hereby:

- ✓ Verify I have read, understand, accept and will comply with the Nursing Assistant Program Guidelines (Nursing Assistant TPG 06032024).
- ✓ Program representatives have answered any questions I have concerning the guidelines and how they apply to me to my satisfaction.
- ✓ Declare the information provided on this form is true and accurate to the best of my knowledge. I further understand that any misrepresentation or incorrect information provided can result in denied admission or withdrawal from the program.

Signature: _____ Date: _____

IF YOU WILL HAVE A SPONSOR FOR THE PROGRAM, PLEASE HAVE THE SPONSOR COMPLETE THE FOLLOWING PRIOR TO SUBMITTING THIS APPLICATION FOR ADMISSION.

If you have more than one sponsor, you may make a copy this page (Page 2 of 2, Nursing Assistant Program Application for Admission) and submit as many completed authorization and acknowledgements as you wish. Copies may also be obtained upon request to Continuing Education Services.

[SPONSOR] With my signature below, I hereby:

- ✓ Declare my organization will financially sponsor the registrant named in section two of the Nursing Assistant Program Application for Admission as is evidenced by the attached Continuing Education Third Party Billing Application.
- Note: Continuing Education Third Party Applications are available in the resource section at www.cccua.edu/conted or by request at ContinuingEducation@cccua.edu or (870) 584-1178.*
- ✓ Verify I have read, understand and accept the Nursing Assistant Program Guidelines (Nursing Assistant TPG 06032024).
 - ✓ Program representatives have answered any questions that I have concerning the guidelines to my satisfaction.

Printed Name of Authorized Agent: _____

Signature of Authorized Agent: _____ Date: _____

STEP FIVE: SUBMIT YOUR COMPLETED APPLICATION FORM ADMISSION

Submit a completed Nursing Assistant Program Application for Admission, proof of current flu vaccination, a completed baseline TB symptom/risk evaluation form and payment of tuition or a completed Continuing Education Third Party Billing Application to: Continuing Education Services, Cossatot Community College University of Arkansas, 183 College Drive, De Queen, AR 71832 or fax it to (870) 584-1178.

**The Following Nursing Assistant Program Resources
May Be Kept For Future Reference**

UA COSSATOT NURSING ASSISTANT PROGRAM GUIDELINES



The Nursing Assistant Program consists of 90 hours of instruction, including a balance between theory instruction and skills training. Skills training includes both skills demonstration in the classroom lab and skills performance in a clinical setting with residents in a long-term care facility. It prepares students for all aspects of nursing assisting. Successful completers are eligible to take the 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.

Course Cost

A total of \$668 is due at time of registration. The course fee includes tuition and textbooks.

Entrance Requirements

Cossatot Community College of the University of Arkansas seeks to meet the needs of the public by providing open enrollment into the Nursing Assistant Program. No transcripts or tests are required for admission into the program. To be admitted into the program you will need to:

- (1) Submit a completed Nursing Assistant Program Application for Admission along with the following attachments to Continuing Education Services:
 - a. Proof of current flu vaccination*
 - b. A completed baseline TB symptom/risk evaluation form*

- (2) Submit payment for tuition and textbook

OR

a completed Continuing Education Third Party Billing Application to Continuing Education Services on or before the "register by" date. This form can be found in the resource section at www.cccua.edu/conted or by request at ContinuingEducation@cccua.edu or (870)-584-1178. Tuition or textbook fees cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed as a third-party.

Sponsors complete the authorization and acknowledgment section of the Nursing Assistant Program Application for Admission to accept the Nursing Assistant Program Guidelines and a Continuing Education Third Party Billing Application to establish a billing agreement.

**Note: The clinical facilities that partner with UA Cossatot establish their own worksite policies; therefore, the requirements to participate in clinical training are subject to change. Currently, students participating in the required clinical training must provide: 1) proof of current flu vaccination and 2) a completed baseline TB symptom/risk evaluation form. Pending the results of your risk evaluation form you may be subject to further testing at the students cost. Additionally, students may be required to participate in daily COVID symptom screening prior to clinical training sessions and wear a surgical mask provided by the long term care facility during clinical training sessions.*

Enrollment

The submission of a completed Nursing Assistant Program Application for Admission along with payment of tuition and textbooks or third-party billing request to Continuing Education Services by the "register by" date are essential for processing requests for admission and enrollment into a course section. UA Cossatot seeks to provide learning opportunities for a variety of age groups. However, unless stated otherwise, students under the age of 18 will need prior approval from Continuing Education Services to register.

An admission advisor provides admission status updates as applicable. Applicants approved for admission may finalize enrollment in a course section by fulfilling all entrance requirements, including payment of tuition and textbooks. Class sizes are limited and filled on a first-come first-serve basis. Early enrollment is encouraged to best ensure acceptance into the program.

Course Materials

Students will need to bring a pen/pencil and paper to all classroom/lab sessions. A text, workbook, lab kit and student name tag will be provided at no additional cost.

Class Participation

Students are required to participate in 90 hours of instruction involving classroom lecture/lab in addition to clinical training with residents in a long-term care facility conducted in a long-term care facility.

Attendance Policy

The Nursing Assistant Program consists of 90 hours of fast-paced instruction that **must be completed in its entirety to successfully complete the program**. Prompt and full attendance is essential to student success. Therefore, if potential applicants have life or health conditions that might hinder attendance, they may wish to delay application until a strong commitment to attendance can be made.

If an emergency situation arises, students should contact Continuing Education Services as early as possible to better ensure arrangements can be made to make up missed instruction time. Students must complete all make-up classroom and/or lab instruction **prior to** clinical training. While every effort will be made to accommodate requests for make-up sessions, they cannot be guaranteed for a variety of reasons. Therefore, students who are late or miss class for any reason are not guaranteed they will be able to make up missed instruction. In some cases, make up sessions may only be available at a site distant from the student's home campus. Students are responsible for the cost of supplemental instruction, their own transportation and other associated costs should they accept these arrangements.

Students that are absent from two (2) or more sessions, without scheduling and/or attending make-up sessions, may be subject to expulsion from the program.

Clinical Dress Code

Students are preparing for professional careers, therefore each student is expected to maintain a neat, clean and professional appearance during clinical training. As such, students must:

- ✓ Be in full clinical attire (scrubs and closed toe shoes of any color/design)
- ✓ Long hair must be pulled back
- ✓ Avoid heavily scented lotions/perfumes or other potentially offensive odors
- ✓ Avoid dangling jewelry as they are not conducive to performing patient care
- ✓ An identification badge must be worn and remain visible to residents, family members, visitors and staff at all times during clinical training within a long-term care facility. This badge, required by the Arkansas Office of Long Term Care, will be provided by UA Cossatot.

Note: The clinical facilities that partner with UA Cossatot establish their own worksite policies; therefore, revisions to the dress code may be necessitated.

Conduct

UA Cossatot is committed to preserving peace, maintaining a civil and respectful academic atmosphere, supporting a moral and just climate, and protecting its property and that of its community members. As such, students are expected to comply with the student code of conduct found in the college's course catalog and handbook at www.cccua.edu/catalog. It is the responsibility of the student to carefully read the publication and be aware of the Student Code of Conduct, procedures and sanctions.

Additionally, students are expected to maintain strict client confidentiality and demonstrate high ethical and professional standards while guests at clinical training locations. Failure to comply with the code of conduct or other Nursing Assistant Program guidelines may result in withdrawal from the program. There is a no tolerance policy related to resident neglect or abuse, misappropriation of resident property or lack of confidentiality.

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. Online or web-enhanced classes will continue as scheduled at the discretion of the faculty member.

Certification

Graduates will receive a Certificate of Completion from UA Cossatot and be eligible 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.

Refund Policy

Tuition is fully refundable up to the "register by" date. Our goal is to ensure the greatest opportunity for participation in courses; however, late registration cannot be guaranteed and is non-refundable. A full refund of tuition will be issued automatically, and registrants will be notified, if a class is cancelled by UA Cossatot due to insufficient enrollment or other unforeseeable reason prior to the start of the course. UA Cossatot reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

It was and will not be possible for the College to foresee, plan for, or mitigate all the consequences unforeseeable circumstances may have or cause. 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, tuition 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.

Requirements for Successful Completion

- ✓ Prompt and full attendance is required at every session (classroom lecture/lab and clinical sessions) to fulfill the training requirements set forth in the Nursing Assistant Training Program regulations published by the Arkansas Office of Long Term Care
- ✓ Complete all required quizzes and assignments
- ✓ Demonstrate acceptable performance of each skill/procedure
- ✓ Demonstrate safe practice
- ✓ Comply with program guidelines

- ✓ Complete all classroom and lab instruction prior to clinical training
- ✓ Achieve a passing grade of 76% or greater

General Information

- 1) A criminal history record could make an individual unemployable even after successful completion of the program. Details related to disqualification of employment may be found on pages 4-6 of the Rules and Regulations for Conducting Criminal Records Checks for Employees of Long Term Care Facilities and may be reviewed online at: <https://veterans.arkansas.gov/assets/uploads/2017/02/20170208131933-rules-and-regulations-for-conducting-criminal-record-checks-for-employees-of-long-term-care-facilitiespdf.pdf>
- 2) UA Cossatot continues to monitor the prevailing health conditions for our local. Faculty, staff, students and visitors will be required to wear face coverings while in campus facilities when prevailing local health conditions warrant it.

UA COSSATOT NURSING ASSISTANT TRAINING SCHEDULE

Location: 1558 Highway 371 West, Nashville, Arkansas

Monday	June 3	8:00am - 2:30pm	Classroom/Lab
Wednesday	June 5	8:00am - 2:30pm	Classroom/Lab
Monday	June 10	8:00am - 2:30pm	Classroom/Lab
Wednesday	June 12	8:00am - 2:30pm	Classroom/Lab
Monday	June 17	8:00am - 2:30pm	Classroom/Lab
Wednesday	June 19	8:00am - 2:30pm	Classroom/Lab
Monday	June 24	8:00am - 2:30pm	Classroom/Lab
Wednesday	June 26	8:00am - 2:30pm	Classroom/Lab
Monday	July 1	8:00am - 2:30pm	Classroom/Lab
Wednesday	July 3	8:00am - 2:30pm	NO CLASS
Monday	July 8	8:00am - 2:30pm	Classroom/Lab
Wednesday	July 10	8:00am - 2:30pm	Classroom/Lab
Monday	July 15	8:00am - 2:30pm	Classroom/Lab
Wednesday	July 17	8:00am - 2:30pm	Classroom/Lab
Monday	July 22	8:00am – 10:00am 10:00am – 10:30am	Classroom/Lab Certification Prep
Wednesday	July 24	8:00am - 2:30pm	Clinical Training, Location TBA
Monday	July 29	8:00am - 2:30pm	Clinical Training, Location TBA
Tuesday	July 31	8:00am - 2:00pm	Clinical Training, Location TBA

**Clinical training sessions are scheduled to be held at Dierks Health & Rehab Center, located at 402 S. Arkansas Avenue in Dierks, AR, and may be subject to change due to unforeseeable circumstances. If it becomes necessary to conduct clinical training at an alternate location, clinical training sessions may be reassigned to another long-term care facility within the UA Cossatot service area.*