



# Certified Nursing Assistant Program

## Certified Nursing Assistant Training Program

The need for dependable bedside nursing care is as prevalent as ever, ranging from hospitals to home health agencies to long-term care facilities. The Certified Nursing Assistant or CNA plays an important role, providing basic care while ensuring the safety and comfort of patients. M-TEC's training program prepares the student for immediate employment as a nursing assistant.

The Certified Nursing Assistant Program is designed to provide people an opportunity to develop the knowledge, skills, processes and understanding of becoming a Nursing Assistant. After successfully completing this course, the graduate will qualify to take the state competency evaluation test for nursing assistants.

The course consists of 120 total hours: 40 hours classroom lecture, 40 hours laboratory training, and 40 hours clinical training (at local nursing homes). Classroom and laboratory training takes place at the M-TEC at Bay College, 2000 North 30th Street, Escanaba, Michigan and at the West Campus, 2801 North US-2, Iron Mountain, Michigan.

## Is Being a Nursing Assistant for Me?

*This field is for you if you....*

- Like people and communicate well with them.
- Have calm, reassuring manner.
- Have the ability to maintain composure in stressful situations.
- Want to provide personal service to those incapable of caring for themselves.
- Desire to assist individuals to regain and maintain lost functions to ensure the quality of daily living.
- Have good judgment and common sense.
- Have stamina, good physical condition, good health and personal hygiene.
- Are energetic, spontaneous, and have a good sense of humor.

## Requirements for Program entry

- Be at least 18 years old, or have a high school diploma or GED.
- Have a medical examination satisfactorily completed before entrance to clinical area.
- Pass a criminal background check\*

\*Individuals with criminal abuse, theft or misuse of property records are denied access to nursing homes and therefore cannot complete the program.

## Tuition Information

Tuition cost at time of registration is \$770. A tuition reimbursement may be available for qualified students. Other needs include the textbook, white uniform, white shoes, watch with second hand, and a physical exam.

The following agencies may be able to assist you with tuition information:

### **Michigan Works!**

Alger County  
Delta County  
Dickinson County  
Marquette County  
Menominee County  
Schoolcraft County

[www.michiganworks.org](http://www.michiganworks.org)

Hannahville Indian Education  
906.466.2952

**Registration Form  
On Back**

To register, please complete and mail or fax to:  
**M-TEC – Certified Nursing Assistant Program**  
 Escanaba, MI 49829  
 Phone 906.789.6902 Fax 906.789.6921/6911

## Register Today!



\*Required information to complete your registration

*Name		ID #
*Home Address		
*City/State/Zip		
Phone (daytime)	E-Mail	
*Birthdate		
Occupation		
Employer's Name		
Employer's Address	City/State/Zip	
<b>This area is optional:</b>		
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <b>Spec Accommodations:</b> _____ <b>Ethnicity:</b> <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> International Student <input type="checkbox"/> Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White, Non-Hispanic		
<b>METHOD OF PAYMENT</b>		
<input type="checkbox"/> <b>CHECK #</b> _____		
<input type="checkbox"/> <b>CASH</b> – Receipt # _____ Total Amount Enclosed \$ _____		
<input type="checkbox"/> <b>PURCHASE ORDER #</b> _____		
Purchase Order must be attached and Employers information above must be filled in.		
<input type="checkbox"/> <b>CREDIT CARD: <input type="checkbox"/> VISA   <input type="checkbox"/> MASTERCARD   <input type="checkbox"/> DISCOVER</b>		
# _____ / _____ / _____ / _____		
Exp. Date _____ / _____		
Cardholder Signature _____		
<b>Cancellation Policy:</b> Registrations not cancelled five (5) business days before each workshop begins will not be entitled to a refund. Substitute registrants are welcome. A processing fee of \$25 will be assessed for any cancellations.		



# FAQ

## FREQUENTLY ASKED QUESTIONS ABOUT THE CERTIFIED NURSING ASSISTANT PROGRAM

### PLEASE NOTE:

Orientation is held on the first day of class. For your convenience, frequently asked questions are listed below:

#### 1) How much is the class? Additional costs?

- Tuition is \$770.
- Textbook and workbook may be purchased at the Bay College bookstore for approximately \$125.00.
- Physical, white shoes, white uniform/scrubs, and a watch with a second hand are needed for clinics, which are available locally at most mass retailers. Costs may vary.

**NOTE:** Students **must** have a physical exam and **all** required medical documentation **one week prior to clinics**. A standard physical form will be provided upon acceptance into the CNA program. Under **no** circumstances will a student be allowed into clinics without a physical or with incomplete medical documentation. **No exceptions will be made.**

#### 2) Is financial aid available for this class?

You cannot use financial aid for this class; however, we do have a few options that you may find helpful:

- **Michigan Works!:** Contact the Michigan Works office in your area or online at [www.michiganworks.org](http://www.michiganworks.org).
- **Tribal Assistance:** Contact Hannahville Indian Education at 906-466-2952.

#### 3) What do I need to bring to class on the first day?

- Pen and pencil
- A notebook
- High-lighter
- Textbook and workbook

#### 4) What should I wear to class?

- Comfortable street clothes

**5) What should I wear to clinic?**

- White uniform/scrubs
- White shoes
- Watch with second display or second hand
- Name tag, provided by M-TEC

**6) Will I be certified when I finish the class?**

Upon successfully completing lecture, lab and clinics, you will be given a document stating you have passed a state approved CNA class. This document allows you to work as a Nursing Assistant for four months without being state certified. During this time your instructor will complete the necessary paperwork for you to take the State CNA exam. The fee for the State CNA exam is \$176.50.

**7) If I do not work, how long do I have to take the state exam?**

- If unemployed, you have 12 months from the completion of the class.
- If employed as a Nursing Assistant during the 12 months following your training, you have 4 months to be state tested and become certified.

**8) Will the training transfer to another state? (If you are from another state or plan to move to another state)**

- Every state handles transfers differently. For more information, log on to <http://www.answers.com/topic/certified-nursing-assistant>

**PLEASE STOP TO READ THIS IMPORTANT NOTICE**

Please read this notice carefully. If after reading this notice you have any questions or concerns, please call Renée Lundberg, Manager, Grants and Programs, at 1-800-221-2001, Ext. 1535 or 1-906-789-6902, Ext.1535.

**A. Nursing home clinical placement and employment:**

The State of Michigan recently passed legislation (Public Act 303) **prohibiting** the clinical placement or employment of individuals who fall within the following categories:

- a) Convicted of a felony or an attempt or conspiracy to commit a felony within the 15 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract.
- b) A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult as that term is defined in Section 145m of the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a misdemeanor described in this subdivision, within the 10 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract.

There is also a statement regarding a procedure to perform criminal background checks on all on these individuals. Part of this procedure relates to individuals who have not resided in the State of Michigan for three years or more immediately preceding an offer of employment. Persons in this category are required to have both a name check and a national criminal history fingerprint check by the Federal Bureau of Investigation.

**B. What does this mean for the Nursing Assistant Student?**

All local nursing homes are asking Bay College to comply with this legislation by performing background checks on all students prior to clinical placement. Nursing homes, Long Term Care, Homes for the Aged, and AFC will not permit any individual to provide resident care in their facility who has not cleared the criminal background check requirements. Furthermore, not clearing the criminal background check could prevent you from completing the program and may also prevent future employment as a Certified Nursing Assistant.

**C. Physical well being:**

At some point before the clinical portion of this Certified Nursing Assistant Training Program you are required to complete a physical form. The form provides a list of physical demands that are common to this profession. The form also asks you to determine if you are able to perform all of these physical demands. If you have any difficulty at all in performing any or all of these demands, you are required to submit additional documentation from your physician detailing specifically what your special needs are and what accommodation are needed. Please be aware that the type of special need you have may or may not affect your ability to complete the Certified Nursing Assistant Training Program and become employed within the health care community as a Nursing Assistant.

**D. Latex allergies or sensitivities:**

If you have a confirmed or suspected latex allergy/sensitivity, please be advised that necessary precautions must be taken for your protection. You must have a heightened awareness of what items contain latex, and take measures to avoid exposure. Depending on the severity of your condition, it may not be possible for the clinical facility to make accommodations for you, which could result in an inability to complete the Nursing Assistant Program or to seek employment in the health care community. Of course, this would be an extreme case of latex allergy and reaction.

**Manager, Grants and Programs**

Renée Lundberg

906-789-6902, Ext 1535

1-800-221-2001, Ext 1535

**Program Coordinator**

Mary Schwalbach, R.N.

906-789-6902, Ext 1185

1-800-221-2001, Ext. 1185



## Certified Nursing Assistant Training Program M-TEC at Bay College

### Application for Criminal Background & Information Check

As part of the Certified Nursing Assistant Training Program screening process for clinical placement, I understand that a conviction only criminal history file search will be conducted.

State of Residence: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Print The Information Below:

Bay College Student ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Gender: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Previous Last Name(s) used in the last 15 years: \_\_\_\_\_

\_\_\_\_\_