



NURSA 1105
Certified Nursing Assistant Training Program

Program Information & Registration Packet

Fall 2023

Registration Deadlines:

1st 8 week & 16 week sessions: 8/09/23

2nd 8 week session: 10/02/2023

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks (initiated during C.N.A. student orientation and not required prior to C.N.A. course registration) and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Certified Nursing Assistant (NURSA 1105) Registration Checklist

Students must complete the following Registration Checklist to be granted permission to register for the Certified Nursing Assistant CNA Program. **Registration is on a first-come first-serve basis, so please complete all steps as soon as possible.** You can complete registration requirements in any order that is convenient for you. As long as ALL are complete prior to the deadline.

1. Attend a mandatory Certified Nursing Assistant (CNA) [Advising Session](#) via Zoom within a 12-month period prior to the registration deadline. This is the recommended first step.
2. If you have not been admitted to College of DuPage, please complete the **non-refundable** \$20 fee [College of DuPage General Admissions Application](#) online. **This application is for general admissions to College of DuPage only.** After applying to the college you will be issued a cod email. All communications will come to your COD email account.

Any student under the age of 18 will need to contact the early admissions department before enrolling and refer to the following website, https://www.cod.edu/academics/academic_opportunities/high_school_students/new.aspx, for details.

3. Take the **ACCUPLACER Reading Test***. A minimum score of 246 is required. **Non-native speakers** need to take the ESL ACCUPLACER Reading Skills Test and score 102 or higher. Keep a copy of the test results for your records. [Practice tests](#) are available. **A photo ID is required to test.** Visit the [Testing Center website](#) for hours and locations. *ACCUPLACER testing is available on a walk-in basis at all five COD testing centers. You must show a photo ID and let Testing staff know that you are applying to the Certified Nursing Assistant Program. To view the hours of operation, go to www.cod.edu/testing. For questions, contact academicstesting@cod.edu.*

Students are **not required to test if they meet any of the criteria listed below.*

- College-level credit totaling 12 semester hours with at least a “C” cumulative average (2.0 cumulative GPA).
- College certificate, Associate degree, BA/BS degree, Graduate degree.
- 2.6 cumulative non-weighted GPA on a 4.0 scale, or equivalent, with a minimum of 7 high school semesters. Proof of GPA must be provided.[^]
- ACT composite score of 20 or higher. Proof of score must be provided.
- SAT total score of 950 or higher. Proof of score must be provided.
- SAT verbal/critical reading score of 500. Proof of score must be provided. (Taken before March 2016)
- TOEFL score of 550 paper/pencil, 213 computer-based or 79 Internet-based. Proof of score must be provided.
- IELTS score of 6.5 or higher. Proof of score must be provided.
- ACCUPLACER Reading test transferred from another institution with a minimum cut-off score.

[^] Grade point average must be from a high school in the United States or a country with English as an official language. Special education and ESL/ELS coursework are not eligible. Students from more than one high school must submit transcripts from all high schools and GPA must be re-calculated

IMPORTANT NOTE: *If using college coursework to meet the reading academic requirement:*

- Submit the Prerequisite Evaluation Request form to the Records office in addition to your acceptable proof of meeting this prerequisite. For questions concerning prerequisites, please contact the Records office at (630) 942-3830 or prereq@cod.edu. To submit online, click here: [Prerequisite Evaluation Request](#).
- Transcripts evaluated for transfer credit in the past may still need re-evaluation for this program's specific requirements. **When in doubt, fill it out!** The Degree Audit (accessible from myACCESS) will show what courses students have taken here at COD and those courses accepted for transfer credit.
- After you register for CastleBranch, your records will be evaluated and approved for qualification. You will be notified if further work or corrections are needed to meet a requirement.

4. Drug Test & Medical Document Manager

Go to: www.CastleBranch.com

Click on Place Order at the top of the screen

Order Package Code: **CY64FALL**

This code allows you to order & pay for the below items (\$49.50 total). **PLEASE NOTE: There will be an order deadline of the Friday prior to the registration deadline to ensure there is enough time to process all requirements. This is also the last day to complete the drug screen.**

- 1st 8-week or 16-week sessions (August start) – Register for CastleBranch by **8/4**
- 2nd 8-week session (October start) – Register for CastleBranch by **9/29**

If you have questions about ANY part of the process, please contact nursinghealth@cod.edu.

- a) **Drug Test** – Must be completed *within 3 PRIOR months of program start. Do NOT wait until the last minute to complete this. Results can take a minimum 2-5 business days to process and be ready for clearance.* We cannot predict or determine when results will be received. Registration will not be permitted without acceptable results.
- 1st 8-week or 16-week sessions (August start) – Complete between **5/21 and 8/4**
 - 2nd 8-week session (October start) – Complete between **7/16 and 9/29**

Once you place the order & pay, please go to your “To-Do List” in your Castle Branch account and print the “Registration Form”. Take this form and government issued ID to one of the locations listed on the bottom of the Registration form. Please note that if your results are returned as ‘dilute negative’ you will need to re-pay and re-take the drug test.

- b) **Medical Document Manager** – Please complete the follow steps below and read all directions in each requirement in CastleBranch carefully. **Uploads can be completed in ANY order.** Please try to complete quickly to ensure there is time for potential necessary corrections or resubmissions. Review and clearance is a manual process, not immediate.
- i. **Select part of term: 16-week and 1st 8-week or 2-week. This will determine your deadlines and orientation date.**
 - ii. Sign policy forms

- iii. *Health Care Worker Background Check Form* – MUST be typed
- iv. Upload Health Insurance Card – visit [Student Insurance website](#) for options
- v. Upload COVID Vaccine documentation
- vi. Uploading Edward Corporate Health Chart Review

5. Health Requirements

Health requirements are necessary to protect students, patients, and faculty in the lecture, lab, and clinical settings. **Completion time for the health requirements may take anywhere from 1-3 weeks and is individual for each student. Please start early and plan accordingly.** Deadline extensions will NOT be provided. Please direct any questions regarding these requirements to nursinghealth@cod.edu.

Summary of Health Requirements:

- Schedule a Physical Exam appointment with your **own Healthcare Provider** (encouraged so that you can use your own health insurance) **OR** with **Edward Corporate Health (ECH)** – locations listed below. (ECH does not accept insurance but does have reduced pricing listed in the [Health Requirement Packet](#)). **Review the packet carefully for full requirements, details, and forms.**
 - Physical Exam must be done **within the last year** (Please have your healthcare provider use the physical exam forms found on pages 9 & 10 in the [Health Requirement packet](#)).
- QuantiFERON TB Gold Blood Test: **Dated 12/15/22 or later.**
- TDAP vaccine. Dated within 10 years, including booster if older than 10 years.
- COVID 19 Vaccine. No waivers or exceptions.
- Flu Vaccine for **2023-2024 flu season.**
 - a. 16-week and first 8-week sessions: If you were vaccinated for 2022-23 flu season upload documentation. A renewal date will be set for 10/1/23. Registration for these sessions will be permitted without the flu vaccine. It will be required by 10/1 to remain in the program.
 - b. Second 8-week session: documentation required to register.
- Hepatitis B Immune IGg Titer (blood test)*
- Varicella Immune IGg Titer (blood test)*
- MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)*

***NOTE:** You must have IGg titers for Hep B, MMR & Varicella completed. Proof of the vaccine series will not be acceptable. **Negative titers will require starting vaccination or booster series prior to chart review.**

- 6. **Schedule an in-person Chart Review appointment with Edward Corporate Health (ECH).** After you complete all the necessary health requirements by visiting your own healthcare provider or ECH form in Step 5 above, you need to schedule an in-person **Chart Review [appointment with Edward Corporate Health](#)**, using only one of the locations listed below. Only documentation from the locations below will be accepted. A document from your primary physician is not acceptable. You must have documentation of all vaccines, TB test, titers, and any additional vaccines/boosters required for negative titers PRIOR to going to your chart review. You should

schedule your chart review for the earliest possible date you know you will be ready. Please plan accordingly to upload your chart review before the registration deadline.

Cost of Chart Review: \$30

1. Naperville (630) 527-7299 (press 2 to schedule an appointment)
2. Bolingbrook (630) 527-7299 (press 2 to schedule an appointment)
3. Addison (331) 221-0570 (press 2 to schedule an appointment)
4. Elmhurst (331) 221-0570 (press 2 to schedule an appointment)

7. Registration

Once the above steps are completed, you will be granted permission to register along with your next steps via your e-mail. Registration is first-come; first-serve. No spaces will be saved, early registration permitted without clearance, or deadline extensions provided. **Please note: Clearance for registration is NOT automatic. You will not be able to register until you receive an email with clear instructions.** If you have questions please contact nursinghealth@cod.edu.

AFTER REGISTRATION occurs, please note important information below:

ORIENTATION

Students are required to attend a mandatory in-person orientation before class begins. You MUST attend this session in order to remain in the program. Dates and times will depend on your class session. Orientation typically lasts 2-3 hours, during which you will be fingerprinted and purchase uniforms. Details will be emailed to your COD student email after registration for your session closes.

- **16-week and first 8-week class session: Monday, August 14th at the Westmont Center.** Two orientation sessions will be available to choose from, beginning at 9am and 1pm. Students choosing the morning session will be required to stay after the presentation to complete fingerprinting. Students choosing the afternoon session will be required to arrive early to complete fingerprinting.
- **Second 8-week class session: Week of October 9th – date and time TBD.**

BACKGROUND CHECK

Students must undergo a *Health Care Worker Background Check* prior to the start of the CNA course. This is processed through the Illinois Department of Public Health. Clearance is required to remain in the program. **Fingerprinting will take place at the orientation session.** Final processing will occur after orientation through Illinois State Police and clearance will be confirmed by IDPH.

CERTIFIED NURSING ASSISTANT CAREER OVERVIEW

Career Definition:

Certified Nursing Assistant (CNA) is the *credential* earned after completion of an approved Certified Nursing Assistant Training Program (CNATP) course and passing the Illinois Department of Public Health (IDPH) Illinois Nurse Assistant Competency Exam (INACE). CNAs are members of the health care team and work under the supervision of registered nurses to provide basic bedside care such as eating, dressing and bathing.

Opportunities for Employment:

According to The U.S Bureau of Labor Statistics (BLS) Occupational Outlook Handbook, May 2021, the median expected annual salary for the certified nurse assistant is \$30,290. Actual salaries may vary based on specialization within the field, location, and years of experience. The BLS anticipates employment of nurse assistants to grow 8 percent from 2020 through 2030 in response to increasing emphasis on rehabilitation, home health and the long-term care needs of a rapidly growing elderly population. CNAs work in skilled nursing facilities, hospitals and home health agencies.

Opportunities for Advancement:

Graduates use their CNA certification as a springboard to other careers in health care, such as home- health aide certification, phlebotomy, or nursing. Successful completion of a CNA certificate program is a prerequisite for students who plan to apply for the College of DuPage Associate Degree Nursing (ADN) program

Helpful Academic Skills or Experiences:

High School courses in English, Communications, Science and Math.

Program Overview: NURSA 1105 Nursing Assistant Training Program (6 credit hours)

The Certified Nursing Assistant Training program is a one course, six credit hour program. The course fully in-person and offered in 8- and 16-week schedules. Schedules meet the theory and clinical hours required by law. Successful course completion requires time in a classroom and lab, at a clinical setting, and for practice and study at home.

Skills include all elements of personal care, vital sign measurement, body mechanics, safety precautions, residents' rights, infection control, communication and observation. Exploration of the healthcare needs of geriatric residents and people with dementia is included. CPR certification occurs during the course.

Upon successful completion of the program, graduates are eligible to take the Illinois Department of Public Health (IDPH) Nurse Assistant Competency Exam. After passing the exam, certification status appears on the Health Care Worker Registry <http://www.idph.state.il.us/nar/home.htm>. The IDPH Office of Health Regulations approved the College of DuPage Nursing Assistant Training Program.

Program Outcomes:

At the conclusion of the program, students should be able to:

- Function as a competent nurse assistant following guidelines established by the State of Illinois. Function effectively as a valued member of the health care team, meeting the needs of the health care consumer within the approved scope of practice allowed for a nurse assistant.
- Communicate in a manner appropriate for a nursing assistant as a member of the health care team. Effectively communicate the needs of the consumer and health care professional. Act as the patients'/residents' advocate using the communication skills taught within the program.
- Collect data necessary for the health care team to make informed decisions regarding the appropriate care plan for the health care consumer. Use skills appropriate for a CNA to communicate to the health care providers the needs of the consumer. Evaluate the

consumer's responses to the care measures provided.

- Incorporate skills learned into the health care environment per the nursing care plan established for the health care consumer. Maintain at all times the consumer's rights, safety, and medical asepsis.
- Continue to learn beyond the program's goals and take their knowledge and training confidently into the health care community. Perform self-evaluation in order to ensure the highest level of quality care.

Estimate of Student Fees

Please visit the [Program Costs webpage](#) for estimated fees

Policies and Procedures

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.