

WINTER NURSING ASSISTANT TRAINING (CNA1)

CLIMB for Health Professionals - Portland Community College

REGISTRATION Begins on Wed., November 22nd 2017 @ 9 a.m.

DESCRIPTION

Certified Nursing Assistants (CNAs) work in a variety of health care settings, taking care of patients by performing tasks such as taking vital signs, assisting patients in and out of bed, assisting with medical procedures, and helping with activities of daily living such as toileting, dressing and undressing, and feeding. You can read more about the roles and responsibilities of nursing assistants from the Bureau of Labor Statistics (<http://www.bls.gov/ooh/healthcare/nursing-assistants.htm>) and the Oregon State Board of Nursing. (<http://www.oregon.gov/OSBN/pdfs/publications/cnabooklet.pdf>)

The PCC Nursing Assistant Training Program curriculum is approved by the Oregon State Board of Nursing (OSBN). This program provides 80.5 hours of classroom and skills lab instruction and 75 hours of clinical practicum (155.5 hours total). Classroom instruction consists of lecture, group activities, class discussion, and exams. The skills lab provides an opportunity for students to learn, practice, and demonstrate nursing assistant skills. Clinical practicum is held in skilled nursing facilities. In the clinical portion of the training, students apply the skills that they have learned in a real-world health care setting. Upon successful completion of the program requirements, students will receive a certificate of completion, and will then be eligible to take the state competency examination for certification as a nursing assistant. Students will be provided with exam information, as well as the application.

TUITION:

Classroom/lab tuition	\$799.00
Clinical tuition	\$399.50
Lab fee	\$399.50
TOTAL TUITION	\$1598.00

Please see page 5 for details on additional costs.

Please note:

1. In order to receive a full refund for the entire cost of the program, the student **must drop the course no later than the day before the first day of class**. There is no tuition refund for the classroom/lab portion of the tuition if the student does not drop the course before the first day of class. This tuition charge applies **even if the student does not attend the first day of class**.
2. In addition, if the student does not drop the course before the first day of class, there is a non-refundable lab fee of \$399.50. This fee also applies **even if the student does not attend the first day of class**.
3. The clinical tuition fee is \$399.50 This **fee is non-refundable once a student has attended orientation to the clinical**, which takes place on the day of the final exam.

REQUIREMENTS AND GENERAL INFORMATION

1. **Orientation:** An **orientation** session, which is **required** by the OSBN, **must** be attended **prior** to starting your first day of class. Students who fail to attend an orientation prior to starting the first day of the class will be dropped out of the course without a full refund by PCC registration staff. No exceptions. Students can register for the course prior to attending the orientation. **You do not have to register for an orientation.** Please see page 4 for orientation dates and times.

2. **Attendance:** Plan to attend all scheduled hours, including the first day. If you are registered for a class but **fail to show up for the first day** and have not previously made arrangements with us, **you will**

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be dropped from the class without a full refund and another student may be registered at that time. The OSBN requires that students attend a minimum of 80.5 hours of classroom/skills lab time and 75 hours of clinical practicum. In the event of a crisis or emergency, students may register for up to two extra class and/or clinical days to fulfill the OSBN requirements. This requires approval from the program director. It is the student's responsibility to schedule make-up time by contacting the CNA program assistant at cnatrain@pcc.edu. Additionally, there is a \$75 charge for each day of make-up class or clinical. Please do not bring children or animals to your classroom or clinical site.

3. **Exams:** In addition to classroom discussion and assignments, as well as performing skills in lab, students in the nursing assistant training program will take a total of three exams. For each exam, **a passing grade of 75 percent is required in order to stay in the class. It is students' responsibility to study and prepare for these exams.** Any student who does not pass an exam will not be allowed to complete the program, and will not receive a full refund.

4. **English as a Second Language:** You must be able to read, write, and speak English. If it is not your first language, we **recommend** that you take the English for Speakers of Other Languages (ESOL) placement test. In order to be successful in the program, it is **recommended** that you place into Level 8 of PCC's English for Speakers of Other Languages (ESOL) program, which is equivalent to placing into the class ESOL 264: Level 8 Academic Communication. You can learn more about ESOL, including testing sites and process, at pcc.edu/esol. **Students are not permitted to use any type of interpretive device during class exams.**

5. **Services for Participants Who Experience Disabilities:** Students who experience disability and need accommodation must make arrangements through the Disability Services office. Students are responsible for following procedures and timelines as outlined on the Disability Services website. Students are strongly encouraged to contact Disability Services as soon as possible before beginning the nursing assistant training program to allow adequate time for accommodation to be put in place. To make an appointment, call 971-722-4341, e-mail disability.services@pcc.edu, or visit www.pcc.edu/disability. Additionally, the role of a nursing assistant includes several physically and manually demanding tasks, including the ability to lift and transfer patients, move equipment, manipulate dials, gauges, buttons and other complex parts of equipment, and to remain on foot for large portions of the day. Students will need to be able to perform these tasks in order to satisfy OSBN requirements. Students experiencing disability should contact PCC CLIMB at cnatrain@pcc.edu and speak with an instructor if they are concerned about their ability to complete these requirements.

6. **Clinical Requirements:** All students are expected to do a **total of 75 hours in the clinical setting**. In order to do your clinical, you will need the following: **a copy of your tuberculosis (TB) test results, a copy of an American Heart Association BLS for Health Care Providers CPR card, and to successfully pass a background check and drug test.** These materials must be submitted to your instructor **by the final exam**. Please read more about these requirements in the next few items.

7. **Tuberculosis (TB):** You must have a record of a negative TB skin test result, or a negative TB blood test, within one year in order to participate in the clinical portion of the training. If you have a positive reaction to the skin test or a history of a positive reaction, you will be responsible for obtaining a negative blood test, **prior to the start of clinical**. You will be responsible for paying any expenses related to this requirement. If you have received the BCG vaccine for tuberculosis, which is common for those born outside of the United States, you may receive a false-positive reaction to the standard tuberculin skin test. Because of this, if you have received the BCG vaccine we recommend that you undergo the IGRA TB blood test instead.

8. **Background Check and Drug Screen.** The Oregon Health Authority and the OSBN also **require** that you pass a **criminal background check**, which must be started prior to the start of your first day of class, **and a ten-panel drug test**, which must be completed prior to the start of your clinical rotation. You will receive more information about this background check and drug screen during the orientation. The background check and drug screen will be ordered online through Castle Branch. After ordering the background check, you will have the opportunity to select a drug test site that is conveniently located for

you. The total cost for this background check and drug screen is \$76. **It is your responsibility to order the background check and drug test in a timely manner**; you will not be able to participate in the clinical until both are complete.

9. **MMR.** Prior to the start of the clinical portion of the course, **you need proof of two doses of Measles, Mumps and Rubella** vaccine, or proof of immunity via a blood titer. We can accept school and medical records. Please note that 28 days are required between doses. If you do not have the MMR vaccine already and do not have adequate time to get both doses it may be possible for you to claim a nonmedical exemption to this requirement. You will learn more about this option during class.

10. **CPR:** You must have a **current CPR card prior to starting the clinical portion** of the course. PCC's CNA training program accepts **only the American Heart Association's BLS for Health Care Providers CPR card**. If you need to take a CPR course, American Heart Association-approved courses are available through PCC's CLIMB for Health Professionals, and are scheduled regularly. **BLS (CPR) for Health Care Provider CEU 3319 meets the requirement for this program.** The PCC CPR class schedules can be found at <http://www.pcc.edu/climb/health/heart-association/>. Select the term, then "BLS (CPR) for Healthcare Providers" in order to see the class schedule. Please note that the CPR class includes its own text, **the 2016 Edition of BLS for Healthcare Providers Manual** (ISBN 978-1616694074) which is available from the PCC Sylvania Campus bookstore or other outlets. The manual must be the 2016 edition, and it is required for the class.

11. **Supplies:** The textbook (*Mosby's Textbook for Nursing Assistants*, 9th edition, ISBN 978-0323319744), stethoscope, and gait belt are all available at the **PCC Sylvania bookstore**, as well as online from Amazon.com and several other online outlets. PCC and Amazon both regularly carry the textbook in used form. A Kindle version of the textbook is also available for Kindle devices, as well as Android and iOS devices with the Kindle app. You will also need a 1½-inch 3-ring binder, black ink pens, and notepaper. Students are required to have these supplies on the **first day of class**.

12. **Dress Code:** Please remember that you will be representing both PCC and the clinical facility during this course. You are expected to maintain a professional appearance and conduct. General good hygiene is an expectation. For the **clinical practicum**, you will need the following uniform: scrubs with a "ceil" **blue top** and navy blue pants, white shoes with leather uppers and rubber soles, a watch that measures seconds, and a black ink pen. Hair must be off the collar, pulled back from the face, and clean. Jewelry must be kept to a minimum; there is a limit of one ring per hand, one simple stud earring per ear, and no visible tattoos. For any other time spent at the CLIMB Center, "professional casual" is expected (no sweats, short shorts, or low-cut tops). Pagers and cell phones must be off during classroom and clinical hours.

13. **Lunch breaks are short**, so it is advisable to bring a sack lunch. A refrigerator and a microwave are available for student use. Bring something to drink during classroom hours. Anything not marked with a date and name is subject to being disposed of.

14. **Parking:** Please park according to the rules of each facility. **Permits are required in all PCC parking lots from 7 a.m. to 10 p.m., Monday to Friday.** One-day permits cost **\$5** and are available from grey solar vending machines located in the parking lots. Machines take coins, dollar bills, or a Visa card, but do not give change. **Term parking permits are also available.** You may order a parking permit online through your MyPCC account. More information, including permit options and current prices, are available at this [LINK](#) or at <http://www.pcc.edu/resources/parking/students.html>. You may also visit a Student Accounts Services office at any of the main PCC campuses, or call Student Accounts Services at 971-722-8888, option 3. Permits can also be obtained during the first two weeks of the term at CLIMB by charging it to your PCC account. Please see the reception desk for more information.

15. **Inclement Weather:** In the event of inclement weather such as snow, freezing rain, ice or sleet, **the CLIMB Center may be closed, or the building's opening may be delayed.** If you suspect that weather may lead to your class being cancelled or delayed, there are several resources to check. An alert will appear in red at the top of Portland Community College's homepage, www.pcc.edu. The college

operator voice recording will also include information on closures, and is available at 971-722-6111, or toll-free at 1-866-922-1010. Furthermore, **we recommend that you subscribe to FlashAlert**, an alert system that will send out information on college closures via text message or, for iPhone or Android users, a mobile phone application. Information on signing up for FlashAlert is available at <http://www.pcc.edu/about/announcements/closure-information.html>. **If the college has a delayed start but your class begins prior to the start, plan on attending your class as soon as the college is open.** For example, if your class lasts from 9 a.m. to 4 p.m., and the college delays its start until 12 p.m., plan on showing up to class at 12 p.m.

16. Payment: Full payment or college-approved financial arrangements must be completed by the payment date. For the Winter 2018 term, payment is due on **Monday, December 25, 2017**. If you register for courses after that time, you **must make payment, or payment arrangements, immediately**. You can contact Student Accounts Services to make payment or payment arrangements. You **could be automatically dropped from the course** if you do not make payment arrangements by the due date, or immediately if you register after the due date. However, do not count on the college to remove you from class. **It is ultimately the student's responsibility to drop the course by the refund deadline (see below)**. You can visit a Student Accounts Services at any main PCC campus (Cascade, Rock Creek, Southeast or Sylvania), or you can reach the Student Accounts Services at: 971-722-8888, option 3. You can pay online through your MyPCC account. You can also read more about the various payment options at <http://www.pcc.edu/resources/tuition-fees/payment-info/>.

17. Dropping the Course: **If you have registered but no longer plan to attend, you must drop the course no later than the day before the course starts** to receive a full refund or to reverse the charges on your account. No refunds will be given if you drop after this deadline. **It is the student's responsibility to drop the course by the tuition refund deadline.**

****Please attend a free orientation with any additional questions you have. ****

LOCATION FOR ORIENTATIONS

CLIMB Center: 1626 SE Water Ave., Portland OR 97214

We are located two blocks north of OMSI, in the 3-story red brick building at the intersection of SE Water Ave. and SE Clay St. **Bring \$5 or a credit card for a daily parking permit** (see vending machines near front door). Parking is free for the first week of orientations and classes.

ORIENTATIONS

Orientation sessions are **required** by the **Oregon State Board of Nursing**. **The orientation is free and must be attended before the first day of class.** The orientation is an opportunity for students to have their questions answered, to learn about the requirements and expectations of the program, and to explore what CNA training involves. Any students interested in CNA training, **whether they have or have not** registered for a class, are welcome to attend. There is **no need to register** for the orientation session.

ORIENTATION MEETING DATES:

Jan. 3	Wednesday	10:00 a.m. – 1:00 p.m.
Jan. 4	Thursday	10:00 a.m. – 1:00 p.m.
Jan. 5	Friday	10:00 a.m. – 1:00 p.m.
Jan. 9	Tuesday	10:00 a.m. – 1:00 p.m.
Feb. 5	Monday	10:00 a.m. – 1:00 p.m.

Information provided in course descriptions and orientations is **subject to change** and valid only for the term in which it was given. Students attending an orientation during a term prior to which they enroll in are subject to the **terms and conditions of the term of enrollment in a training class**. Students are responsible for requesting current information and will be required to complete documentation that they have received this information.

TUITION AND OTHER COSTS

The following information is provided to assist students in determining **approximately how much this training program will cost them**. Actual totals will vary from student to student depending on the options they choose. **Tuition and fees are subject to change, and may occur after brochure printing. There is no tuition refund for the classroom/lab cost of \$799, or the non-refundable lab fee of \$399.50, once the first day of class arrives. There will be no refund if the student does not drop the course by the day before the first day of class, even if they do not attend the class.**

TUITION:

The tuition for this course is broken up into three parts. In the event that a student does not pass the classroom portion of the course, and therefore cannot proceed onto clinical, the tuition for the clinical portion can be reimbursed. The class/lab tuition and the lab fee, however, are nonrefundable. Due dates can be found online at this [LINK](#) or <http://www.pcc.edu/enroll/paying-for-college/tuition/payment-due-dates/>

Classroom/Lab Tuition	\$799.00
Clinical Tuition	\$399.50
Lab Fee	\$399.50
TOTAL TUITION	\$1598.00

OTHER COSTS:

Online background check and drug screen	\$76
CPR course*	\$75.00

SUPPLIES:

Mosby's Textbook for Nursing Assistants, 9 th edition*	\$74
Nurse-quality stethoscope*	\$13.95
Gait belt*	\$6.99
Uniform: scrubs (top "ceil" blue and pants "navy" blue), available at "Life Uniform" Approx.	\$50.00

* Cost reflects approximate PCC bookstore prices or tuition costs. Items can be purchased or completed elsewhere.

OPTIONAL/ADDITIONAL COSTS:

State certification exam: paid to the OSBN after program completion.	\$170.50
Extra class or clinical hours: if student is absent from course.	\$75.00/day
School supplies: including 3-ring binder, pens and notebook paper.	
PCC Parking Permit: please see page 4 for more information.	

FINANCIAL AID INFORMATION

CLIMB for Health Professionals offers Continuing Education Units (CEUs), which are **NOT covered under Federal Financial Student Aid Programs**. Unfortunately, as a noncredit program we are generally not eligible for financial aid.

PCC does offer an installment payment plan, the College Account Payment Plan. This plan makes paying your tuition more manageable by allowing you to pay for your tuition in multiple, smaller installments. For more information, please visit <http://www.pcc.edu/resources/tuition-fees/payment-info/installments.html>. You can also contact the **Student Accounts Services at 971-722-8888, option 3.**

CNA 1 TRAINING PROGRAM CLASS SCHEDULE

You must **register for the class, clinical and lab fee** portions of the program at the same time using the CRNs provided. You may only register for the combinations that are listed. Please see page 7 for additional information regarding the registration process. Class and clinical locations are listed in the description. Their addresses are as follows:

CLASS LOCATIONS:

CLIMB Center: 1626 SE Water Ave, Portland, 97214

CLINICAL LOCATIONS:

Holgate: 3320 SE Holgate Blvd, Portland, OR 97202

Robison: 6125 SW Boundary St. Portland, OR 97221

Glisan Care Center: 9750 NE Glisan St., Portland, OR 97220

The Pearl at Kruse Way: 4550 Carman Dr., Lake Oswego, OR 97035

CRN	Location	Hours	Days	Dates
<i>FAST TRACK</i> Day Class and Clinical*				
Class 12478	CLIMB, 201	9:00A – 4:30P	MWFS	Jan. 8 – Jan. 29, 2018
Clinical 12479	TBA	6:30A – 3:00P	MWFS	Jan. 31 – Feb. 26, 2018
Lab Fee 12576				
Evening Class and Clinical				
Class 12480	CLIMB, 302/303	2:00P – 9:30P	MW	Jan. 8 – Feb. 19, 2018
Clinical 12481	TBA	2:00P – 10:30P	MW	Feb. 21 – Mar. 23, 2018
Lab Fee 12577				
Evening Class and Clinical				
Class 12484	CLIMB, 201	2:00P – 9:30P	TTH	Jan. 9 – Feb. 15, 2018
Clinical 12485	TBA	2:00P – 10:30P	TTH	Feb. 20 – Mar. 22, 2018
Lab Fee 12578				
Day Class and Clinical				
Class 12487	CLIMB, 301	9:00A – 4:30P	TTHS	Jan. 16 – Feb. 10, 2018
Clinical 12489	TBA	6:30A – 3:00P	TTHS	Feb. 13 – Mar. 20, 2018
Lab Fee 12579				
<i>FAST TRACK</i> Day Class and Clinical				
Class 12491	CLIMB, 201	9:00A – 4:30P	MWFS	Feb. 12 – Mar. 5, 2018
Clinical 12540	TBA	6:30A – 3:00P	MWFS	Mar. 7 – Mar. 23, 2018
Lab Fee 12581				

PLEASE READ: Is the *FAST TRACK* CNA class right for me?*

This class is still 80.5 hours of both class and clinical, so the amount of time you spend in class will not be any shorter than the regular schedules. However, you will finish the program quicker, since there are more classes each week. Because of this, you will have less time between classes to read the required chapters, less time to review and practice the skills, and less time to prepare for exams. Because of this, this type of CNA class is more challenging than the others. It is designed for students with good study habits and time management skills. Many students who take the Fast Track class have some pre-nursing or college experience already.

You will be responsible for appropriately registering yourself for this quick-paced option. If you are unable to keep up with the pace of the class, do not pass all exams, or successfully demonstrate your skills within the time frame of this class, you will fail the course and not be issued a refund. After the course has begun, we will not transfer students to a regular schedule if the pace proves to be too challenging for a student.

This option is not appropriate for all students but it is left up to the student to determine if the course is appropriate for them or not. ***PCC is not able to make that determination for you.***

HOW & WHEN TO REGISTER FOR YOUR COURSE

Please Remember: You may register for a class before attending an orientation. ***However, you must attend an orientation.*** See page 5 for more information.

Registration begins on Wed., November 22nd, at 9 a.m. for CNA 1 classes.

Choose one of the following registration methods:

- **Online Registration:** Visit the PCC web page: www.pcc.edu/registration then click on “non-credit class registration”. Create an account with PCC by clicking on “create your account” and then fill in the necessary information. **Once you have your account set up, or if you already have an account, you will need to register online at <https://my.pcc.edu>** using the CRNs provided in the class schedule on Page 6. Click on “registration services” in the menu on the left and follow the prompts to add the class.
- **Phone Registration:** Call, **971-722-8888** and **select option 2** to have a student record created for you and register for a class. If you have already taken classes at PCC within the past two calendar years, you will just need to tell registration the CRN number of the class you wish to take and update any personal information.
- **In Person:** You can visit a registration office at any of the main PCC campuses to register for classes and receive assistance.

Facts about registering AFTER the term begins:

- Payment is due at time of registration.
- Paper bills will no longer be sent.
- A late fee will be charged if you do not provide payment information at time of registration.

Refund period for all CLIMB for Health Professionals classes:

One hundred percent of the charges associated with a class will be removed if you formally drop by the **CLIMB for Health Professionals refund deadline: the day before the class begins**. Charges will NOT be removed if you drop after the refund deadline. Students are personally responsible for dropping

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or withdrawing from their classes, ***even if they do not attend***. To withdraw or drop a class you may do so online, or call the registration office at 971-722-8888, option 2. Unfortunately, no refunds can be given for fees related to the background check. **There is no tuition refund for the classroom/lab cost of \$799, or the non-refundable lab fee of \$399.50, once the first day of class has arrived. There is no refund if the student does not drop the class by the deadline, even if they do not attend the first day of class.**

QUESTIONS ABOUT REGISTRATION OR BILLING?

Please call the **registration office at 971-722-8888, option 2**, or go to a registration office at Sylvania, Rock Creek, Cascade or Southeast Center for assistance. For **billing information**, please call **Student Accounts Services at 971-722-8888, option 3**.

FREQUENTLY ASKED QUESTIONS

Do I need to apply to the program?

No, there is no application for this program. You do not need to attend academic advising, nor do you need to take any PCC placement tests. You simply need to create a MyPCC account as a noncredit student. Once registration opens, you need to register for the class schedule that works best for you. Our classes often fill up quickly after registration opens. So be sure that you are ready to register on the correct day and at the right time.

Are there any prerequisites?

There are no prerequisites for the nursing assistant training program.

Do I need a GED or high school diploma to take the program?

No. A GED is not required to take the nursing assistant training program. However, it may help you be more competitive in the job market.

The class I want to take is full. Can you override the class max to let me in? If not, can I be added to a waitlist?

We must follow the OSBN regulations for student/teacher ratios, so we are unable to allow additional students into the class. We do not offer a registration waitlist at this time, but we suggest that you keep checking with registration up until the first day of class to see if a space opens up. Spaces often open during the period after orientations begin but before class starts. If you are still unable to get registered, then you can show up at the first day of class. If a registered student fails to show, or has not met all of the requirements, then we will fill the opening with an eligible student. You still need to have attended an orientation, however.

I can't attend (or missed) the orientation that is scheduled before the class that I am registered for. But I can attend one that is scheduled after my class begins. Is that okay?

No. Attending an orientation is an Oregon State Board of Nursing requirement, and you must attend one prior to the first day of your class.

I want to go to an orientation now, but I can't take the program until next term. Will my orientation still meet the requirements for the next term?

Yes, attendance at an orientation is valid for one full year.

Can I use an older edition of the textbook than what is listed in this brochure?

Yes, you can use a previous edition of the textbook. However, we recommend that the edition you use is no more than one edition older than the current edition. If you are using an older edition, ask your instructor for the reading assignments from that edition. We will have the reading assignments from the previous edition, but may not be able to offer the assignments for older editions.

English is not my first language. Do I have to take the ESOL placement test?

No, the ESOL placement exam is a *recommendation* that we have for students to be successful in this program. Some ESL students find the medical terminology taught in the program to be challenging and therefore may not do as well on the exams. If you do not pass each of the exams, then you will not be able to continue on to the clinical portion of the program and you will not be eligible for a tuition refund of the classroom portion of the program.

Will you help me find a job after I complete the program?

No, we do not offer job placement for our students. However, some students do get hired at our clinical facilities and many other facilities in the area express interest in our students. We periodically receive job postings from area employers, and these job opportunities will be posted on the CNA job board in the CLIMB Center, and in many cases we will share them directly with students.

How much can I expect to make as a CNA 1?

Entry-level CNAs can expect to make between \$9 and \$15 an hour, depending upon prior work experience, employer, and clinical experience. You can find out more about current wages in your area by going to the Oregon Employment Division website at: <http://www.emp.state.or.us/jobs/>.

I saw that federal financial aid is not available and have reviewed the website for the PCC Paying-In-Installments Plan (page 6), but I need more financial assistance. What other options do I have?

We are continually working on finding additional resources for our students to utilize, however, there are unfortunately few resources for noncredit programs. We encourage students in need to contact WorkSource Oregon (<http://www.worksourceoregon.org/>.) Some of our students have had some success securing assistance through WorkSource, which has staff and services to help Oregonians find jobs.

Can I take the CNA 2 class directly after I take the CNA 1 class?

You must apply for, schedule and pass the OSBN state board exam before taking the CNA 2 class. Depending upon when you complete your CNA 1 class, how quickly you are able to get scheduled for the state exam, and if you pass on the first try, you may or may not be able to take our classes within consecutive terms. However, we also suggest that you get a job prior to beginning the CNA 2 program, so that you have some job experience before applying for CNA 2 openings. By doing so, you will be more competitive in the CNA 2 job market, and better-equipped to do well in the CNA 2 program.

What is the minimum age for this program?

We do not recommend this program for anyone under the age of 17. Most nursing facilities only hire CNAs who are 17 years old or older.

What is the completion rate for your program?

Approximately 85 to 90 percent of our students successfully complete our program.