

CNA 2 TRAINING

PCC Institute for Health Professionals - Portland Community College

DESCRIPTION

The PCC CNA 2 Training Program curriculum is approved by the Oregon State Board of Nursing (OSBN). This program provides **60 hours, or 9 days, of lecture and skills lab instruction** and **28 hours, or 4 days, of clinical practicum** (88 hours total). Classroom instruction consists of lecture, group activities, and class discussion. The skills lab provides an opportunity for students to learn, practice, and demonstrate CNA 2 skills. Clinical practicum is held in a hospital setting. **In order to take the class, prospective students will need to complete an application and submit it to PCC CLIMB.** Upon acceptance into the program, students will be notified and they can then self-register and make payment. The application is available at <http://www.pcc.edu/cna2>.

Go to this link for the [current class schedule](#).

REQUIREMENTS AND GENERAL INFORMATION:

1. **CNA 1 License:** An unencumbered **Oregon CNA 1 license** is required in order to take the training. You **must have this license prior to applying for the program. Absolutely no exceptions!** Please see the frequently asked questions on page 7 for common questions pertaining to this requirement.
2. **Orientation:** An orientation session must be attended prior to starting your first day of class. Students who fail to attend this orientation requirement prior to starting the first day of the class will be dropped out of the course by PCC registration staff without a refund. **No exceptions.** Students can apply for the course prior to attending the orientation.
3. **Attendance:** You must attend all scheduled hours, including the first day. If you are registered for a class but **fail to show up for the first day, you may be dropped from the class without a refund** and another student may be registered at that time. The OSBN requires that students attend 60 hours of classroom/skills lab time and 28 hours of clinical practicum. Any time missed from class or clinical must be made up and additional fees of \$75 for each day of make-up class or clinical will apply. Please **do not** bring children or animals to your classroom or clinical site.
4. **Exam:** In addition to classroom discussion, as well as performing skills in lab, students in the CNA 2 program will take a final exam. For this exam, **a passing grade of 75 percent is required in order to complete the class. It is students' responsibility to study and prepare for this exam.** Any student who does not pass the 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.**

6. **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 CNA 2 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 linda.schneider@pcc.edu and speak with an instructor if they are concerned about their ability to complete these requirements.

7. **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) Provider/Renewal 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 the course 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.

8. **Background check and drug screen:** A background check and drug screen are required by the Oregon State Board of Nursing. **Prior to the first day of class**, you must initiate this background check and drug screen. This background check and ten-panel drug screen are performed by Castle Branch. The combined cost for both the background check and drug screen will be \$76. **You will receive more instructions on how to order this background check and drug screen during orientation.** If you attended the CNA 1 program at PCC within the last year, then you may reuse that background check. However, you will need to undergo a new drug test. The cost for this drug test is \$25.

9. **Clinical Requirements:** By the end of the first week of class, you must submit **a copy of your immunization records, a copy of your CPR card, and a copy of your TB test**. You must also pass the background check and drug screen by this time. Information about these clinical requirements is listed on page 5. If you have any questions about this requirement please e-mail us before you begin class.

10. **Supplies:** The manual, *Acute Care Manual for CNA 2*, is available at the **Portland Community College Sylvania campus bookstore**. The manual is a Portland Community College publication, and as such is not available from Amazon.com or other sellers. It is also *recommended* that you bring a 1½-inch 3-ring binder, black ink pens, and notepaper. Students are required to have the manual on the **first day of class**.

11. **Dress Code:** You will be representing both PCC and the clinical facility during this course. You are expected to maintain a professional appearance (no low pants, short shorts, or low cut tops) and professional conduct. General good hygiene is an expectation. For **clinical**, you will need a 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, no facial piercings, and no visible tattoos. **Cell phones must be off** during classroom and clinical hours.

12. **Lunch breaks are short**, so it is advisable to bring a sack lunch. Neither a refrigerator or microwave are available for student use. It is recommended to bring something to drink during classroom hours.

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 <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 Account 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.

14. **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 PCC text alerts**, an alert system that will send out information on college closures via text message. Information on signing up for PCC text alerts 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.

LOCATION FOR ORIENTATIONS AND CLASS

Class, Lab and Orientation Location:

CLIMB Center: 1626 SE Water Ave, Portland OR 97214

Clinical Sites:

Providence Portland Medical Center: 4805 NE Glisan Street, Portland OR 97213

Oregon Health and Science University: 3181 SW Sam Jackson Blvd.

ORIENTATION

Orientation sessions are **required before your 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, to learn about the background check and drug screen, and to explore what CNA 2 training involves. The orientation is free and must be attended before the first day of class. Students interested in CNA 2 training, who have or have not applied for a class, are welcome to attend. **Go to this link for [orientation dates and orientation registration](#)**

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.

Are you a PCC CNA 1 grad who attended within the last year? If so, we can accept your previous background check. **We cannot accept results from other programs or organizations.**

TUITION AND OTHER COSTS

Tuition:

Tuition due dates and payment requirements can be found online at <http://www.pcc.edu/resources/tuition-fees/payment-info/>

Tuition	\$1095.00
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Other Costs:

AHA Health Care Provider - BLS CPR course, <i>if</i> taken through PCC	\$75.00
AHA BLS for Health Care Provider Student Manual, <i>if</i> purchased at PCC	\$15.10
Acute Care Manual for CNA 2, <i>if</i> purchased at PCC bookstore	\$15.10
Background check and drug screen	\$76
Extra class or clinical hours if student is absent from course	\$75.00/day
Immunizations – if needed	
Uniform – including scrubs, shoes, and watch (Described in item 11 on page 2)	
School supplies – including 3-ring binder, pens, and notebook paper	
PCC Parking Permit – please see directions page for more information	

FINANCIAL AID INFORMATION

CLIMB for Health Professionals offers Continuing Education Units (CEU), which are **NOT** covered under Federal Financial Student Aid Programs. PCC also offers 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 PCC Student Accounts Services office at 971-722-8888, option 3.

We encourage you to research any additional sources of funding for which you might be eligible. If you find any, we would be happy to hear about them so that we can share the information with future students. One resource is Worksystems, Inc., 1618 SW First Ave. Suite 450, Portland, OR 97201. Contact them through this link: [Worksystem, Inc](#)

CLINICAL REQUIREMENTS

By the end of the first week of class, you must submit **copies of your immunization records, CPR card, tuberculosis (TB) test, drug screen results**, and complete **the background check and drug screen**. The background check and drug screen will be completed using an online service. Instructions on how to accomplish this will be given during orientation. The fee is \$76. You are responsible for any costs associated with obtaining the following immunizations or records thereof.

- **TB:** Negative skin test results or TB blood test within one year. Please note: TB skin test must be two-stage, with one test and then an additional test. If you've had one TB skin test within the last year, that may substitute for your first test.
- **Tetanus, Diphtheria, and Pertussis (Tdap):** Booster shot within the last 10 years.
- **Measles, Mumps Rubella (MMR):** Proof of 2 doses or positive blood titer for antibodies.
- **Chickenpox (Varicella):** Proof of 2 vaccines, *physician-documented* history of disease, or positive blood titer for varicella.
- **Hepatitis B:** Proof of 3 vaccines or blood titer showing immunity, or signed declination form.

Please remember: these vaccines will require dosing over a period of anywhere from 1 to 6 months and the entire series must be completed prior to the end of the first week of class. If you are not current on these vaccines, get them taken care of as soon as possible so that they do not prevent you from participating in clinical. If you are not absolutely certain you meet the immunization requirements, begin researching and ordering blood titers as soon as possible. You will not be eligible for a refund if your series is not complete.

If you have a positive reaction to a TB test or a history of a positive reaction, you will be responsible for obtaining a TB blood test, noting the absence of active TB, **prior to clinical**. You will be responsible for paying any costs related to this. **If you have any questions about these requirements please e-mail us before you begin class at cnatrain@pcc.edu.**

HOW & WHEN TO APPLY FOR THE COURSE

Student must submit an application in order to take the CNA 2 Acute Care Training Program. Students are required to submit an application form, as well as a registration form. The application and registration forms, as well as more information about the process, including where and how to send the application, are available at www.pcc.edu/cna2. Students can mail, fax, or e-mail the application. Students may also pick up or drop off an application at the PCC CLIMB Center building. The primary purpose of the application is to ensure that students have a current, unencumbered Oregon CNA 1 license. The application does not require an essay, resume, or other supplementary materials. Please note that applications are processed in the order that they are received at PCC CLIMB, and not when they are postmarked. Because of this, there will be a delay in processing applications sent by mail. Please take this into account when deciding how to submit your application.

After PCC IHP staff receive your application and verify its contents, you will be notified of your acceptance or rejection into the program. It will be your responsibility to register and pay for the program after you are accepted. If you have taken a class at PCC before, you will be able to registration and pay your bill on your MyPCC account. Check your MyPCC account and ensure that there are no holds on your account. If there is a hold on your account – such as a financial or academic standing hold – you will need to manage that “hold”. Once that is completed, and your application is accepted, you can register for any remaining openings.

If you are new to PCC, you must create an account by going to this link. [Registration and Payment Information](#) After you have completed your application to PCC (it's free), and have your student ID number (GXXXXXXXXX), and have been notified of your acceptance, you can go into your MyPCC and register.. Students may apply to the course up to five business days before the start of class.

Remember: you do not need to have applied to attend an orientation, but *even if* you have applied and been accepted into the program, you will still need to attend an orientation before the first day of class.

If you have questions about any part of this application process, please refer to the frequently asked questions on this page. If you have further questions, please contact cnatrain@pcc.edu, or call 971-722-6631.

FREQUENTLY ASKED QUESTIONS.

Do I need to apply to this program?

Yes, there is an application for this program. More information on the application is found on page 6 of this brochure. However, you do not need to attend academic advising, nor do you need to take any PCC placement tests.

Do I need a GED to take the program?

No. A GED is not required to take the program. However, it may make you 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 the waitlist?

We must follow the OSBN regulations for student/teacher ratios and are unable to allow additional students into the class. If the class is already full by the time PCC CLIMB receives and processes your application, you will be notified of this. However, we will keep a waitlist. When your application is received and processed, you will be notified as to your placement on this waitlist. If further space becomes available, we will admit additional students in the order that they applied, unless there is a hold on the student's account, in which case they will be moved to the back of the queue.

I can't attend (or missed) the orientation that is schedule 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 can't take the program until next term. Will my orientation still meet the requirement for next term?

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

Can I plan on taking the CNA 2 class directly following my completion of the CNA 1 program?

Possibly, but it is unlikely. After you complete the CNA 1 program, you must apply for and pass both portions of the OSBN state board exam. And, depending upon availability, it may take a few weeks or more before you are able to get scheduled for the exam. It also takes time for the OSBN to review your application, receive the results from the required second background check and process your certification paperwork. Please see the next two questions for more details about the timing of CNA 1 certification and enrolling in the CNA 2 program.

I have completed a CNA 1 training program but haven't taken the state certification exam yet. Can I still apply to this program?

No, not yet. You must have an Oregon CNA 1 license to apply to the program. If we cannot verify your Oregon State Board of Nursing CNA 1 license, your application will be destroyed and you will not be admitted into the program. You will need to apply again after taking the state exam and becoming certified as a CNA1. However, we will accept applications until the Friday before the first day of class, which provides you with additional time to get your certification.

I have taken the OSBN certification exam and passed, but I don't have my license yet and do not appear on the OSBN license verification website. Can I still apply to this program?

No, not yet. We verify your license through OSBN and cannot accept your application until you appear as certified in the OSBN license verification website. We encourage you to apply as soon as you receive your license. Please remember to make sure that the name you put on your application matches the name which you are listed under in OSBN's registry.

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

No, the ESL 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.

Do I need to take an OSBN state certification exam after I complete the training?

No, there is not a state board certification exam for CNA 2. After program completion, PCC will submit the necessary paperwork to the OSBN. They will add your CNA 2 certification to their online license verification system in approximately 2 weeks from your date of completion. You will not receive a new license showing your CNA 2 status.

I don't have records of all of the required immunizations for the clinical. How can I get proof that I've had these vaccinations?

If you are unable to track down any records of your prior immunizations, through parents, current/prior doctors, immigration, or school records, then you can get a blood titer drawn to test you for immunity to the listed diseases. For a blood titer, you can request one through your primary care physician or go to the health office of your local county. In Multnomah County, you may go to the Multnomah County Community Immunization Clinic. Clinic location, hours, and fees are listed online at <http://www.mchealth.org/immunizations/>, or call 503-988-3828.

I've added up all the clinical hours in the schedule, and they come out to more than 28. Why is this?

Although the schedule includes many clinical days, each individual student will only attend four of those clinical days, adding up to 28 hours total. You will have the opportunity to indicate which clinical days you would prefer to attend on the first day of class. Although there are no guarantees, instructors will do their best to accommodate these requests.

I took the CNA 1 class at PCC. Do I need to redo the background check?

If you completed your CNA 1 class at PCC within the previous year, then we can use the same background check results for your CNA 2 file. If you are unsure of when you took your CNA 1 class, you can look it up by viewing your unofficial transcript online at MyPCC. However, you will need to retake the drug test, as the drug test must be current. The cost to take only the drug test is \$25. Additionally, we will need new copies of your immunizations, as we do not keep these after you attend the CNA 1 class.

How much can I expect to make as a CNA 2?

Entry-level CNA 2s can expect to make between \$11 to \$20 per 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 installment payment plan, 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.

What is the minimum age for this program?

We do not recommend this program for anyone under the age of 18 because most acute care facilities only hire CNA 2s who are 18 years old or older. Our clinical sites do not allow students under the age of 17.