Certified Nurse Aide Checklist 2020-2021

Career Description:

Certified nurse aides, often the principal caregivers in nursing homes, work under the supervision of registered and licensed practical nurses. They take and record temperature, pulse, respiration and blood pressure; help residents in and out of bed; assist with bathing, dressing, feeding, and toileting of residents. Certified nurse aide’s work primarily in nursing homes, but some work in hospitals or for temporary nursing service agencies. Nurse aides must be able to lift 50 pounds unassisted and 100 pounds with assistance. Certified nurse aide students must be able to lift accordingly. Please note: Inability to meet physical requirements of a CNA will prohibit completion of class.

Applicant Checklist:

- Complete and submit WSU Tech application for admission
  - Application is available on-line at www.wsutech.edu/apply or at any campus location.

- Provide documentation of a negative TB test
  - **TB skin test results must include** (all required information MUST be legible):
    - Student first and last name
    - Student date of birth
    - Facility name and address
    - Date given
    - Date read (results valid for 1 year from date read provided they don’t expire or hit the 1 year mark prior to the end date of the class; only valid if read within 48-72 hours of being administered)
    - mm reading* (0.0 – 10 mm)
    - Results interpretation (positive or negative)
    - Must be signed by a DO, MD, PA, DON, RN, LPN, or MA (Medical Assistant, not Medication Aide).
  *Please check your results sheet: A mm reading MUST be included on results sheet. A simple notation of “negative” will NOT be accepted.

  - **QuantiFERON® blood test results or chest X-ray must include** (all required information MUST be legible): 
    - Student first and last name
    - Student date of birth
    - Facility name and address
    - Date of results (QuantiFERON® blood test results valid for 1 year provided they don’t expire or hit the 1 year mark prior to the end date of the class; chest X-ray results valid for 3 years provided they don’t expire or hit the 3 year mark prior to the end date of the class)
    - Results interpretation (positive or negative) A positive blood test requires a chest X-ray.
    - Must be signed by a DO, MD, PA, DON, RN, LPN, or MA (Medical Assistant, not Medication Aide).

- Provide social security documentation
  - Applicant must have current name on social security card or a name change document is required (marriage license or divorce decree).
  - We may accept the following items WITH printed social security number: social security card, pay stub, driver’s license, Kansas or school ID. International students without a social security number may provide a Visa, Passport or ITIN.

- Register in next available class

- Pay tuition and fees (Payment in full or a payment plan is due at the time of class registration.)

- Fill out “Application for State Testing” form
  - This will be completed at the beginning of the course.

Continued on Back
Age Requirements:
- Students must be 16 years old by the start date of class.

Attendance Requirements:
- Attendance at all class, skill lab and clinical days is mandatory. Students that know that they will not be able to attend a class period(s) should enroll in the next available class instead.

Employment Requirements:
- Must be at least 16 years of age.
- Beginning July 1, 1998, persons who have been found guilty of a felony related to crimes against a person may be denied employment in adult care homes and home health agencies (KSA 39-970 and KSA 65-5117). A list of prohibited offenses may be obtained from the Kansas Department of Health and Environment (KDADS) Web site, www.kdads.ks.gov.

Uniform Requirements:
- With the exception of the clinical/lab days, students may wear street clothes to class. On clinical/lab days, students must wear required uniform which will include closed toe, closed heel, non-slip sole clean shoes. For infection control reasons, shoes are recommended to be naturally resistant to fluids (like leather), or treated to be resistant (i.e. waterproofed).
- Students also need a watch with a second hand—no cell phones.
- Hair must be natural color, nails at fingertip length no acrylic, gel overlay or nail polish.
- To develop awareness of patient experience, students are required to give and receive a bed bath.
- A name badge—obtained during registration at Old Town campus—is required.

Exam Information:
- **Schedule**: The state CNA certification exam will be listed on the course schedule at the start of class.
- **Location**: WSU South 3821 E. Harry, Wichita, KS 67218.
- **Fee**: The exam fee is non-refundable. In the event students retest, they are responsible for retest fees (administration & state fees).

Career Ladder:
After completing the Certified Nurse Aide program and becoming CNA certified, there are several other WSU Tech programs and/or courses available to enhance your career: Medication Aide, Home Health Aide and Licensed Practical Nurse (LPN).

Registration:
Registration is at WSU Tech’s Old Town Campus (OT) or WSU South registration is on a first-come, first-serve basis. **Students are eligible to enroll after all prerequisite paperwork has been received by WSU Tech: WSU Tech application for admission, TB test results, social security card, and state application.** Classes fill quickly. **Payment in full or a payment plan is due at the time of registration.**

Cost Information
**GRA 101  Certified Nursing Aide  5.0 credit hours**
Cost is $815.00*. The cost includes one set of scrubs, WSU Tech patch, gait belt, and state testing fees (students that have to re-test or do not provide at least 24-hour’s notice of a need to reschedule will have to pay testing fees again). No textbook required.
This course is eligible for federal financial aid pending enrollment in WSU Tech’s Healthcare Administration & Management program.

*Cost, class dates, days, and times are subject to change. To verify information, call Admissions at (316) 677-9400.
Career Description:
Certified nurse aides, often the principal caregivers in nursing homes, work under the supervision of registered and licensed practical nurses. They take and record temperature, pulse, respiration and blood pressure; help residents in and out of bed; assist with bathing, dressing, feeding, and toileting of residents. Certified nurse aide’s work primarily in nursing homes, but some work in hospitals or for temporary nursing service agencies. Nurse aides must be able to lift 50 pounds unassisted and 100 pounds with assistance. Certified nurse aide students must be able to lift accordingly.

Applicant Checklist:
- Complete and submit WSU Tech application for admission
  - Application is available on-line at www.wsutech.edu/apply or at any campus location.
- Provide social security documentation
  - Applicant must have current name on social security card or a name change document is required (marriage license or divorce decree).
  - We may accept the following items WITH printed social security number: signed social security card, pay stub, driver’s license, Kansas or school ID. International students without a social security number may provide a Visa, Passport or ITIN.
- Register in next available class.
- Pay tuition and fees (Payment in full or a payment plan is due at the time of class registration.)
- Fill out “Nurse Aide Continuing Education Certification” form.
  - This will be completed at the beginning of the course.
Uniform Requirements:
- Students must wear required uniform, which will include scrubs, plain white leather or vinyl shoes with closed toes and heels, and white socks.

Career Ladder:
After completing the Certified Nurse Aide program and becoming CNA certified, there are several other WSU Tech programs and/or courses available to enhance your career: Licensed Practical Nurse (LPN), Medication Aide, and Home Health Aide.

Registration:
Registration is at WSU Tech’s Old Town Campus (OT) or WSU South registration is on a first-come, first-serve basis. Students are eligible to enroll after all prerequisite paperwork has been received by WSU Tech: WSU Tech application for admission, social security card, proof of current or expired Kansas CNA status, and state update form. Payment in full or a payment plan is due at the time of registration.

Cost Information
CNU 010 Certified Nursing Aide Update 1.0 credit hours
Cost is $169.00*
This course is not eligible for federal financial aid.

*Cost, class dates, days, and times are subject to change. To verify information, call Admissions at (316)677-9400.
Certified Medication Aide Checklist 2020-2021

Career Description:
The Medication Aide course focuses on the knowledge and skills needed for safe medication administration in adult care home settings. Content includes drug classifications, desired and adverse medication reactions, nursing implications and drug effects on the elderly. The classroom instructions, laboratory demonstration and clinical experience emphasize accurately preparing, measuring, administering, and recording oral, topical and inhalation medications. Individuals successfully completing the course are eligible to take the Kansas certification examination. Please note: Inability to meet physical requirements of a CMA will prohibit completion of class.

Applicant Checklist:

- Complete and submit WSU Tech application
  - Application is available on-line at www.wsutech.edu/apply or at any campus location.
- Take the ACCUPLACER Next Generation Reading assessment with a minimum score of 237
  - Assessments are available through Testing Services at NCAT and the WSU South campus. No appointment is necessary. The last test will start no later than 1 hour and 15 minutes before closing. Visit http://wsutech.edu/admissions/testing/ for testing hours and availability.
  - A photo ID is required to take the assessments.
  - Results are valid for five years. Results are not given over the phone.
  - Current high school students may substitute their ACT® scores if the official scores are on file at WSU Tech showing a minimum Reading score of 15.
- Provide documentation of a negative TB test
  - TB skin test results must include (all required information MUST be legible.):
    - Student first and last name
    - Student date of birth
    - Date given
    - Date read (results valid for 1 year from date read provided they don’t expire or hit the 1 year mark prior to the end date of the class; only valid if read within 48-72 hours of being administered)
    - Facility name and address
    - mm reading* (0.0 – 10 mm)
    - Results interpretation (positive or negative)
    - Must be signed by a DO, MD, PA, DON, RN, LPN, or MA (Medical Assistant, not Medication Aide).
  - *Please check your results sheet. A mm reading MUST be included on results sheet. A simple notation of “negative” will NOT be accepted.
  - QuantIFERON® blood test results or chest X-ray must include (all required information MUST be legible.):
    - Student first and last name
    - Student date of birth
    - Facility name and address
    - Date of results (QuantIFERON® blood test results valid for 1 year provided they don’t expire or hit the 1 year mark prior to the end date of the class; chest X-ray results valid for 3 years provided they don’t expire or hit the 3 year mark prior to the end date of the class)
    - Results interpretation (positive or negative). A positive blood test requires a chest X-ray.
    - Must be signed by a DO, MD, PA, DON, RN, LPN, or MA (Medical Assistant, not Medication Aide).
    - In the event the blood test is positive, a chest X-Ray must be completed.
- Provide social security documentation
  - Applicant must have current name on social security card or a name change document is required (marriage license or divorce decree).
  - We may accept the following items WITH printed social security number: signed social security card, pay stub, driver’s license, Kansas or school ID. International students without a social security number may provide a Visa, Passport or ITIN.
- Submit a current Kansas CNA card
  - Verification can be obtained from KDADS at www.ksnurseaidregistry.org or by calling (785) 296-6877.
  - CNA must be current.
- Register in next available class
- Pay tuition and fees (Payment in full or a payment plan is due at the time of class registration.)
- Fill out “Application for State Testing” form This will be completed at the beginning of the course.

MORE ON BACK
Age Requirements
- Students must be 18 years old by the start date of clinicals.

Attendance Requirements
- Attendance at all class, skill lab and clinical days is mandatory. Students that know that they will not be able to attend a class period(s) should enroll in the next available class instead.

Uniform Requirements:
- With the exception of the clinical/lab days, students may wear street clothes to class. On clinical/lab days, students must wear required uniform which will include closed toe, closed heel, non-slip sole clean shoes. For infection control reasons, shoes are recommended to be naturally resistant to fluids (like leather), or treated to be resistant (i.e. waterproofed).
- Students also need a watch with a second hand—no cell phones.
- Hair must be natural color, nails at fingertip length no acrylic, gel overlay or nail polish.
- To develop awareness of patient experience, students are required to give and receive a bed bath.
- A name badge—obtained during registration at Old Town campus—is required.

Exam Information
- Schedule: The state CMA certification exam will be listed on the course schedule at the start of class.
- Location: WSU South campus 3821 E. Harry, Wichita, KS 67218.
- Fee: The exam fee is non-refundable: In the event students retest, they are responsible for retest administration fees.

Registration
Registration is at WSU Tech’s Old Town Campus (OT) or WSU South. Registration is on a first-come, first-serve basis. Students are eligible to enroll after all prerequisite paperwork has been received by WSU Tech: WSU Tech application for admission, TB test results, social security card, reading test results, proof of current Kansas CNA status, and state application. Payment in full or a payment plan is due at the time of registration.

Cost Information
GRA 119 Certified Medication Aide 5.0 credit hours
Cost is $880.00*. The cost includes state testing fees (students that have to re-test or do not provide at least 24-hour’s notice of a need to reschedule will have to pay testing fees again). Textbooks must be purchased by the student, and the student may be required to purchase scrubs and/or a WSU Tech patch if they do not already have them.

This course is not eligible for federal Financial Aid.

*Cost, class dates, days, and times are subject to change. To verify information, call Admissions at (316) 677-9400.
Certified Medication Aide Update Checklist 2020-2021

Career Description:

The Medication Aide course focuses on the knowledge and skills needed for safe medication administration in adult care home settings. Content includes drug classifications, desired and adverse medication reactions, nursing implications and drug effects on the elderly. Course emphasizes accurately preparing, measuring, administering, and recording oral, topical, and inhalation medications.

Applicant Checklist:

☑ Complete and submit WSU Tech application
  • Application is available on-line at www.wsutech.edu/apply or at any campus location.

☑ Provide social security documentation
  • Applicant must have current name on social security card or a name change document is required (marriage license or divorce decree).
  • We may accept the following items WITH printed social security number: signed social security card, pay stub, driver’s license, Kansas or school ID. International students without a social security number may provide a Visa, Passport or ITIN.

☑ Submit a current Kansas CNA card and proof that CMA has expired within the past year
  • Verification can be obtained from KDADS at www.knsnurseaidregistry.org or by calling (785) 296-6877.
  • CNA card must be current.
  • CMA cannot be expired for more than 1 year. If CMA expired more than 1 year ago, student must retake the full course.

☑ Register in next available class

☑ Pay tuition and fees (Payment in full or a payment plan is due at the time of class registration.)

☑ Fill out “Medication Aide Continuing Education Renewal Application” form.
  • This will be completed at the beginning of the course

MORE ON BACK
Registration
Registration is at WSU Tech Old Town campus (OT) or WSU South campus. Registration is on a first-come, first-serve basis. Students are eligible to enroll after all prerequisite paperwork has been received by WSU Tech: WSU Tech for admission, copy of social security card, proof of current Kansas CNA status, proof of Kansas CMA being expired for 1 year or less, and state update form. Payment in full is due at the time of registration.

MDU010 Medication Aide Update 1.0 credit hour
Cost is $131.00*
This course is not eligible for federal financial aid.

*Cost, class dates, days, and times are subject to change. To verify information, call Admissions at (316) 677-9400.
Home Health Aide Checklist 2020-2021

Career Description:

Through this course, the Certified Nurse Assistant (CNA) is prepared to care for clients in the community setting. Principles of home health care include CPR certification, basic human needs identification, nutrition and meal preparation, therapeutic procedures, emergency care, home management, activities of daily living and mother-infant care. Upon completion of this course, the CNA will be eligible to take the Kansas certification examination for Home Health Aide. Please note: Inability to meet physical requirements of an HHA will prohibit completion of class.

Applicant Checklist:

- Complete and submit WSU Tech application
  - Application is available on-line at www.wsutech.edu/apply or at any campus location.

- Take the ACCUPLACE Next Generation Reading assessment with a minimum score of 237
  - Assessments are available through Testing Services at NCAT and the WSU South campus. No appointment is necessary. The last test will start no later than 1 hour and 15 minutes before closing. Visit http://wsutech.edu/admissions/testing/ for testing hours and availability.
  - A photo ID is required to take the assessments.
  - Results are valid for five years. Results are not given over the phone.
  - Current high school students may substitute their ACT® scores if the official scores are on file at WSU Tech showing a minimum Reading score of 15.

- Provide social security documentation
  - Applicant must have current name on social security card or a name change document is required (marriage license or divorce decree).
  - We may accept the following items WITH printed social security number: signed social security card, pay stub, driver’s license, Kansas or school ID. International students without a social security number may provide a Visa, Passport or ITIN.

- Submit a current Kansas CNA card
  - Verification can be obtained from KDADS at www.ksnurseaidregistry.org or by calling (785) 296-6877.
  - CNA card must be current.

- Register in next available class.

- Pay tuition and fees. (Payment in full is due at the time of class registration.)

- Fill out “Application for State Testing” form.
  - This will be completed at the beginning of the course.
**Exam Information:**
- **Schedule:** The state HHA certification exam varies for each class. An “Authorization to Test” letter will be emailed through Blackboard to all students that pass the course.
- **Location:** WSU South 3821 E. Harry, Wichita, KS 67218.
- **Fee:** The exam fee is non-refundable: administration fee is $25, and state fee is $20. Student is responsible for these fees which are already included in the program cost. In the event students retest, they are responsible for retest fees (administration & state fees).

**Registration**
Registration is at WSU Tech’s Old Town Campus (OT) or WSU South. Registration is on a first-come, first-serve basis. Students are eligible to enroll after all prerequisite paperwork has been received by WSU Tech: WSU Tech application for admission, social security card, proof of current Kansas CNA status, and state application. Payment in full is due at the time of registration.

**Cost Information**
HHA 100  Home Health Aide  2.0 credit hours
Cost is $312.00 (additional $60 on-line class fee), no text book required.
This course is not eligible for federal financial aid.

*Cost, class dates, days, and times are subject to change. To verify information, call Admissions at (316) 677-9400.

*Please note: WSU Tech does not require a background check or TB skin test for HHA certification, but employers may require one upon employment.
IV Therapy Checklist 2020-2021

**PNA 101 IV Therapy For LPNs**

- Complete and submit WSU Tech application. The WSU Tech application is available at all WSU Tech locations and online at [www.wsutech.edu/apply](http://www.wsutech.edu/apply).

- Must be a Licensed Practical Nurse with current Kansas licensure.

- Must have current BLS CPR certification with the AHA, ARC or ASHI for Health Care Providers for infant, child and adult AED.

- Must be current with the following immunizations:
  
  - MMR-2 series or positive titer
  - Varicella-2 series or positive titer
  - Hep B-3 series, positive titer or declination
  - Flu Shot-or declination
  - TB Test/Quantiferon-Annual or Chest X-ray within 5 years (TB questionnaire is not acceptable)
  - TDap-Within 10 years.

**Acceptance**

When all above requirements are met and uploaded to CastleBranch, contact the Academic Coordinator of Nursing to the Old Town Campus.

**Stand-By Status**

As there are only 16 spots available, some students may be put on a waiting list.

**This course is not eligible for federal financial aid.**