

Certified Medication Aide Checklist 2023-24 ✓



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 education reactions, nursing implications and drug effects on the elderly. The classroom instruction, laboratory demonstration and clinical experiences 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.**

YOUR NEXT STEPS:

1 Complete and submit WSU Tech application.

The application is available at all WSU Tech locations and online at www.wsutech.edu/apply

2 Take the ACCUPLACER Next Generation Reading Assessment with a minimum score of 237

- ☐ Assessments are available through the Testing Center at NCAT and WSU South campuses.
- ☐ A photo ID is required to take the assessment.
- ☐ Results are valid for three years.

**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.*

3 Provide documentation of a negative TB Test (form available on website)

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 and time given
- ☐ Date and time 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 -10mm)
- ☐ Results interpretation (positive or negative)
- ☐ Must be read and signed by a DO, MD, DON, RN or LPN.

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 eligible):**

- ☐ Student first and last name
- ☐ Student date of birth
- ☐ Facility name and address
- ☐ Date of results (QuantiFeron® blood test results are 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 are 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)
- ☐ Must be read and signed by a DO, MD, DON, RN or LPN.

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.

Provide proof of COVID 19 vaccination

- ☐ Current clinical partners require all students attending clinicals at their facilities to have completed the COVID series at least 2 weeks prior to the start of their clinical rotation.

Submit a current Kansas CNA card

- ☐ Verification can be obtained from KDADS at www.ksnurseregistry.org or by calling (785) 296-6877.
- ☐ CNA must be current.

Certified Medication Aide Checklist 2023-24 ✓



Cost Information:

GRA 119

Certified Medication Aide

5.0 credit hours

The cost includes the state testing fee (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). Students may be required to purchase gray top and black bottom scrubs and/or a WSU Tech patch if they do not already have them. **This course is not eligible for federal financial aid.**

Registration:

Registration is at WSU Tech's Old Town or WSU South Campuses by appointment. 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, proof of current CNA status, and proof of COVID vaccination.

Age Requirements:

Students must be 18 years old by the start of clinicals.

Attendance Requirements:

Attendance at all classes, skill labs and clinical days is mandatory.

Uniform Requirements:

- ☐ With the exception of the lab/clinical 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 and 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 need a watch with a second hand—no cellphones.
- ☐ Hair must be a natural color and nails at fingertip length. No acrylic, gel overlay and nail polish is not permitted.
- ☐ To develop awareness of patient experiences, students are required to give and receive a bed bath.
- ☐ A student ID is required and can be obtained at the front desk after enrollment.

Employment Requirements:

- ☐ Must be 18 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.

Exam Information:

- ☐ **Schedule:** The State CMA certification examination will be listed on the course schedule at the start of class.
- ☐ **Location:** WSU South Testing Center 3821 E Harry, Wichita, KS 67218

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



WSU SOUTH

3821 E. Harry

Wichita, KS 67218

Certified Nurse Aide Checklist

2023-24 ✓



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, respirations, and blood pressure; help residents in and out of bed; assist with bathing, dressing, feeding and toileting of residents. CNAs work primarily in nursing homes, but some work in hospitals or for temporary nursing services. CNA students must be able to lift 50 pounds unassisted and 100 pounds with assistance.

YOUR NEXT STEPS:

1 Complete and submit WSU Tech application.

The application is available at all WSU Tech locations and online at www.wsutech.edu/apply

2 ☐ Provide documentation of a negative TB Test (form available on website)

☐ 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 and time given
- ☐ Date and time 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 –10mm)
- ☐ Results interpretation (positive or negative)
- ☐ Must be read and signed by a DO, MD, DON, RN or LPN.

☐ *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 eligible):

- ☐ Student first and last name
- ☐ Student date of birth
- ☐ Facility name and address
- ☐ Date of results (Quantiferon® blood test results are 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 are 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)
- ☐ Must be read and signed by a DO, MD, DON, RN or LPN.

☐ 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.

☐ Provide proof of COVID 19 vaccination

- ☐ Current clinical partners require all students attending clinicals at their facilities to have completed the COVID series at least 2 weeks prior to the start of their clinical rotation.

3 Register for the next available class

Registration is by appointment only at the WSU South (3821 E Harry) campus.

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

Certified Nurse Aide Checklist

2023-24 ✓



Cost Information:

GRA 101 **Certified Nurse Aide** **5.0 credit hours**

The cost includes one set of scrubs, WSU Tech patch, gait belt, book and state testing fee (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). This course is not eligible for federal financial aid.

Registration:

Registration is at WSU Tech's Old Town or WSU South Campuses by appointment. 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 proof of COVID vaccination.

Age Requirements:

Students must be 16 years old by the start date of class.

Attendance Requirements:

Attendance at all classes, skill labs, and clinical days is mandatory.

Uniform Requirements:

- ☐ With the exception of the lab/clinical 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 and 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 must have a watch with a second hand—no cellphones.
- ☐ Hair must be a natural color and nails at fingertip length. Acrylic, gel overlay or nail polish is not allowed.
- ☐ To develop awareness of patient experiences, students are required to give and receive a bed bath.
- ☐ A student ID is required and can be obtained at the front desk after enrollment.

Employment Requirements:

- ☐ Must be 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.

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, Licensed Practical Nurse and Registered Nurse.

Exam Information:

- ☐ **Schedule:** The State CNA certification examination will be listed on the course schedule at the start of class.
- ☐ **Location:** WSU South Testing Center 3821 E Harry, Wichita, KS 67218

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



WSU SOUTH

3821 E. Harry

Wichita, KS 67218

Home Health Aide Checklist

2023-24 ✓



YOUR STEPS:

1 Complete and submit WSU Tech application.

The application is available at all WSU Tech locations and online at www.wsutech.edu/apply

2 Take the Accuplacer Next Generation Reading assessment with a minimum score of 237

- Assessments are available through the Testing Center at NCAT and the WSU South campuses. Visit www.wsutech.edu/admissions/testing for testing hours and to schedule an appointment.
- A photo ID is required to take the assessments
- Results are valid for three years.
- ★ Current high school students may substitute their ACT scores if the official scores are on file at WSU Tech showing a Reading score of 15 or above.

Provide Necessary Documentation

3 ◇ 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.

◇ 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

4 Register for the next available class

Registration is done at WSU Tech South (3821 E Harry) Campus. Registration is by appointment only during the week except on Wednesdays, where we accept walk ins from 8am to 5pm. **Students are eligible to enroll ONLY after all prerequisite paperwork has been received by WSU Tech: WSU Tech application for admission, social security card, and proof of COVID vaccination.**

Cost Information:

HHA 100 Home Health Aide 2.0 credit hours

Cost is \$352.00, no textbook required.

This course is NOT eligible for federal financial aid.

Exam Information:

- **Schedule:** The State HHA certification examination varies for each class. An "Authorization to Test" letter will be emailed through blackboard to all students that pass the course.
- **Location:** WSU South Testing Center 3821 E Harry, Wichita, KS 67218
- **Fee:** The exam fee is included in the program cost. In the event students retest, they are responsible for re-test fees.

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