Program Overview
Program teaches students the information and skills needed to work as a nurse aide in a variety of health care venues including long-term, home-care, hospice care, and acute care settings. Program prepares student to take the Montana Certified Nurse Aide licensing exam.

Program Provider
Program is provided by Bitterroot College UM and is approved by the Montana Department of Public Health and Human Services under its Nurse Aide Registry office. Violette Hengeveld, RN, is the state-approved Program Coordinator. Crystal Wetherald, LPN, is the Supplemental Didactic Instructor and the Clinical Instructor.

Program Locations
Bitterroot College, 103 South 9th Street, Hamilton
The Living Centre, 63 Main Street, Stevensville

Program Days and Times: Saturday, April 1 through Saturday, May 6, 2017 (102 hours total)
- **Classroom Instruction (54 hours)** – Meets at Bitterroot College
  - 8:30am-3:00pm, Sat, April 1, 8, 15, 22, 29 (includes 30 minute lunch break)
  - 5:00pm-7:00pm, Tues & Thurs, April 4, 6, 11, 13, 18, 20, 25, 27; May 2, 4
  - First Aid & CPR class date and time pending (required even if already certified)
- **Clinical Instruction (48 hours)** – Meets at The Living Centre
  - Clinical Group 1
    - 6:00am-10:00am, Sun & Mon, April 9, 10, 16, 17
    - 6:00am-2:30pm, Sun & Mon, April 23, 24, 30; May 1 (includes 30 minute lunch break)
  - Clinical Group 2
    - 6:00am-10:00am, Tues & Wed, April 11, 12, 18, 19
    - 6:00am-2:30pm, Tues & Wed, April 25, 26; May 2, 3 (includes 30 minute lunch break)
- **State Licensing Exam**
  - 7:00am-3:00pm, May 6
    - Knowledge Exam held at Bitterroot College
    - Clinical Skills Exam held at The Living Centre

**IMPORTANT:** Attendance at all classroom & clinical hours is required

Program Fee
- Full payment of **$1,200 due by Tues, Mar 28, 2017** (see application for payment submission instructions); add $11 if headphones are needed for the Knowledge Test Oral
- Fee includes tuition, textbook, CPR & First Aid class fee, and state licensing exam fee*
- Student provides steno notebook, pens/pencils, highlighters, scrubs, and a watch with a second hand
- **Refund Policy:** 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

*Tutoring may be scheduled according to Bitterroot College availability. Tutoring cost is $12 per hour. If student does not pass the state licensing exam, then student is responsible for scheduling and payment of exam retake per headmaster website and a $25/hr proctor fee.

Program Fee Assistance
**IMPORTANT:** Program Fee Assistance takes several weeks to process; connect with assistance providers ASAP
- Montana Pathways (through Human Resource Council)
  - Contact: (406) 363-6101 (ext. 237 or 239); 316 North 3rd Street, Hamilton
- Rural Employment Opportunities (REO)
  - Contact: Will Bodle, william@reomontana.org, (406) 274-4172; 274 Old Corvallis Rd, Hamilton
- Veterans Administration Educational Benefits – Bitterroot College CNA Program is GI Bill approved!
  - Contact: Roch Turner, roch.turner@umontana.edu, (406) 375-0100
• Veterans Administration Vocational Rehabilitation Services Training Funds
  o Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, Missoula
• Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
  o Contact: Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203; 274 Old Corvallis Road, Stes K/L, Hamilton
• Workforce Innovation & Opportunity Act (WIOA) Training Funding (does NOT include help with application costs)
  o For Ravalli County residents, contact Bitterroot Job Service WIOA Program Operators
    ▪ Fran Krieger, fkrieger@mt.gov, (406) 375-6042; 274 Old Corvallis Rd, Hamilton
    ▪ Chelle Twist, mtwist@mt.gov, (406) 375-6041; 274 Old Corvallis Rd, Hamilton
  o For non-Ravalli County residents, contact your local Job Service office
    ▪ Montana Job Service office locations can be found at jobservices.dli.mt.gov/
• Fee reimbursement by nursing facility
  o Federal regulations REQUIRE that nurse aides who become employed or who are offered employment within 12 months of earning their CNA license be reimbursed for their training and testing costs by their employing nursing facility. Visit State Plan for Nurse Aide Training and Competency Testing Program for details (applies only if student pays for training and testing; does not apply if WIOA, VocRehab, or other government funding is used)

Age, Education, Email, and Other Requirements for Program Application
• 16 to 17 years of age
  o Public high school student: Recommendation letter from high school counselor
  o Home school or private school student: Qualifying TABE scores (explained below) and interview with CNA Program Coordinator – to schedule an interview, email Jenny Moore at jenny.moore@umontana.edu or call Jenny Moore at (406) 375-0100
• 18 years of age or over
  o High school diploma, high school equivalency diploma (GED or HiSET), OR qualifying Test of Adult Basic Education (TABE) scores
    ▪ TABE is available free of charge every Monday at 9am at Literacy Bitterroot (303 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact Literacy Bitterroot at (406) 363-2900 or abc123@montana.com for more information
  o Must have a personal email account which can be accessed daily
  o Must demonstrate requisite emotional and mental maturity/health for placement in a clinical setting
  o Must be able to lift 40 to 60 lbs.

Background Check Required with Program Application
• Visit app.mt.gov/choprs/ and under Public Users click on Start Service
• Cost is $14.50 pay online with eCheck, credit card, or debit card
• Print background check document and attach to program application

Vaccination Records Required with Program Application
• Record of TB test results (within past year); contact your primary care provider or Ravalli County Public Health Department (RCPHD) at (406) 375-6670 for a current test; RCPHD TB testing is available 8:00am-4:30pm, Mon & Tues, cost is $20.00 (cash or check only)
• Record of Tdap vaccination; contact your primary care provider or your public high school for your vaccination records; contact your primary care provider or Ravalli County Public Health Department at (406) 375-6670 if you need this vaccination
• Attach TB test results and Tdap vaccination records to program application

Retain Program Information for Your Records

Questions? Contact the Bitterroot College at (406) 375-0100 or email Jenny Moore jenny.moore@umontana.edu
Program Application: Certified Nurse Aide (CNA) Training

Application Requirements
1) See age, education, and emotional/mental health requirements on information sheet
2) Must be able to lift 40 to 60 lbs.
3) Must submit cleared background check with application (see accompanying information for details)
4) Must submit current TB test (within past year) and current Tdap vaccination records with application (see accompanying information for details)

Application Deadline is Tues, Mar 28, 2017 for training starting on Sat, Apr 1, 2017

Submit completed application to:

Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 375-0100 or jenny.moore@umontana.edu

Include with completed application:

☐ Full program fee payment of $1,200 (add $11 if requesting Knowledge Test Oral) — make checks payable to UM or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)
☐ Cleared background check documentation (see accompanying information for details)
☐ TB Test and Tdap Records (see accompanying information for details)
☐ HS, GED or HiSET Transcripts, OR TABE Scores if applicable (see information sheet for details)
☐ High School Counselor letter if applicable (see information sheet for details)

Full Legal Name: ____________________________  First  Middle  Last

Mailing Address: ___________________________

City: ___________________________  State: ____________  Zip Code: __________________________

Social Security Number (required for exam registration): __________________________

Exam Preference (check one):  _____Questions read aloud ($11 extra)  _____Read on own (no extra charge)

Telephone No: ______________________ Email Address (required): __________________________

Date of Birth: ____________________________  Gender (optional):  Male _____  Female _____

Age at Start of Program: ____________________________

If 16 to 17 years of age (check one):  ☐ Public High School (attach letter from high school counselor)
☐ Private High School (attach TABE scores & schedule interview)
☐ Home School (attach TABE scores & schedule interview)

(application has two pages – continue to second page)
List certifications currently held: ____________________________________________________________

____________________________________________________________________________________

Summarize previous work experience: ______________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Provide relevant life experiences: __________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

List three qualities you have which will help you be a competent, compassionate Certified Nurse Aide:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Certified Nurse Aide Training.

Applicant’s Signature ______________________________ Date ______________

For Office Use Only

Required Application Materials

___ Complete Application
___ HS/HS Equiv/TABE
___ Background Check
___ TB Test
___ Tdap Records

Reviewer’s name: ______________________________
Reviewer’s comments:

Passed Exam (circle one): YES  NO
Knowledge Test Score: _________  Skills Test Score: _________

Payment Type:  Student _____  WIOA _____  Other (explain) ______________________________

Application reviewed on ______________________  Accepted _________  Denied _________

Date

2/7/2017