Program Information: Certified Nurse Aide Training

Program Overview:
Program teaches student 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. Alida Merritt, MSN, RN, CPHQ, is the Supplemental Didactic Instructor. Crystal Wetherald, LPN, is the Clinical Instructor.

Program Location:
Bitterroot College, 103 South 9th Street, Hamilton
Discovery Care Centre, 601 North 10th Street, Hamilton

Program Days and Times: Saturday, January 16 through Saturday, February 20, 2016 (102 hours total)

- **Classroom Instruction (54 hours)** – Meets at Bitterroot College
  - 8:30am–3:00pm, Sat, Jan 16, 23, & 30; Feb 6 & 13 (includes 30 minute lunch break)
  - 5:00pm–7:00pm, Tues & Thurs, Jan 19, 21, 26, & 28; Feb 2, 4, 9, 11, 16, & 18
  - 5:00pm–9:00pm, Wed, Jan 20 (First Aid & CPR class is required for all students even if already certified)

- **Clinical Instruction (48 hours)** – Meets at Discovery Care Centre
  - Clinical Group 1
    - 6:00am–10:00am, Sun & Mon, Jan 24, 25, & 31; Feb 1
    - 6:00am–2:30pm, Sun & Mon, Feb 7, 8, 14, & 15
  - Clinical Group 2
    - 6:00am–10:00am, Tues & Wed, Jan 26 & 27; Feb 2 & 3
    - 6:00am–2:30pm, Tues & Wed, Feb 9, 10, 16, & 17

- **State Licensing Exam**
  - Held at Discovery Care Centre, 7:00am–3:00pm, Feb 20

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

Program Fee:

- Full payment of $975 due by Friday, January 8, 2016 (see application for payment submission instructions);
  - add $11 if requesting CNA exam questions be read aloud
- 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

*If student does not pass the state licensing exam, tutoring may be scheduled according to Bitterroot College availability. Tutoring cost is $12 per hour. Requisite tutoring hours are at tutor’s discretion (minimum four hours). Student is responsible for scheduling and payment of exam retake (Knowledge Test $20; Knowledge Test Oral $31; Skill Test $77).

Program Fee Assistance:

- Rural Employment Opportunities (REO)
  - Contact: Will Bodle, william@reomontana.org, (406) 274-4172; 274 Old Corvallis Rd, Hamilton
- Veteran’s Administration Vocational Rehabilitation Services Training Funds
  - Contact: Terri Roach, terri.roach@va.gov, (406) 721-0628; 2681 Palmer, Suite N, Missoula
- Vocational Rehabilitation Services Training Funds
  - Contact: Jerry Zook, jzook@mt.gov, (406) 375-0203; 316 N. 3rd Street, Suites 109/110, Hamilton
Program Fee Assistance (continued):

- Workforce Innovation & Opportunity Act (WIOA) Training Funding (does NOT include help with app. requirement costs)
  - For Ravalli County residents, contact Bitterroot Job Service WIOA Program Operators
    - Maggie Wright Tickell, mtickell@mt.gov, (406) 375-6042; 274 Old Corvallis Rd, Hamilton
    - Chelle Twist, mtwist@mt.gov, (406) 375-6041; 274 Old Corvallis Rd, Hamilton
  - For non-Ravalli County residents, contact your local Job Service office
    - Montana Job Service office locations can be found at montanajobs.mt.gov/

- Fee reimbursement by nursing facility
  - 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 WIA, VocRehab, or other government funding is used)

Age, Education, Email, and Other Requirements for Program Application:

- 16 to 17 years of age
  - Public high school student: Recommendation letter from high school counselor
  - Home school or private school student: Qualifying TABE scores (explained below) and interview with CNA Program Coordinator—to schedule interview, email Jenny Moore at jenny.moore@umontana.edu or call Jenny Moore at (406) 375-0100

- 18 years of age and over
  - 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 (316 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact Literacy Bitterroot at (406) 363-2900 or abc123@montana.com for more information
  - Must have a personal email account which can be accessed daily
  - Must demonstrate requisite emotional and mental maturity/health for placement in a clinical setting
  - 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 $13.00; 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 at (406) 375-6670 if you need a current test
- Record of Diphtheria/Tetanus 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 Diphtheria/Tetanus 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 or Meri Telin meri1.telin@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 information sheet for details)
4) Must submit current TB test (within past year) and current Diphtheria and Tetanus vaccination records with application (see information sheet for details)

Application Deadline is Fri, Jan 8, 2016 for training starting on Sat, Jan 16, 2016

Submit completed application to:
Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 375-0100 or jenny.moore@umontana.edu or meri1.telin@umontana.edu

Include with completed application:
- Full program fee payment of $975 (add $11 if requesting CNA exam questions be read aloud) — make checks payable to UM or pay in person at Bitterroot College with cash, credit card, or debit card (see information sheet for payment assistance options)
- Cleared background check documentation (see information sheet for details)
- TB and Diphtheria/Tetanus records (see information sheet 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 Student (attach letter from high school counselor)

□ Private High School Student (attach TABE scores & schedule interview)

□ Home School Student (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

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

12/17/2015