

NAME: _____ I.D.# _____

2012-13
CNA/NURSE ASSISTANT
Certificate

The Certified Nursing Assistant Training Program has been designed to provide students with the skills necessary to give basic patient care in a nursing home or hospital. The course includes instruction in basic theory and bedside skills such as bed baths, moving and lifting, enemas, and other techniques. Students will receive practice in a lab setting and in a nursing home. Successful completion of this program qualifies the student for the Illinois Basic Nursing Assistant Certificate and to take the state approved Competency Examination.

REQUIREMENTS FOR ADMISSION TO THE CNA PROGRAM:

- _____ Financial aid recipients should check with the Financial Aid Office prior to enrolling in NURS 100. Some financial aid programs will not cover the tuition for this course.
- _____ Must have completed at least an eighth grade education.
- _____ Must be 16 years of age or older.
- _____ Must take the free Prairie State College COMPASS Test and obtain a COMPASS reading score of 60 or above, OR complete RDG 098 with a C or better, OR complete ENG 099 course with a C or better, before registering for this class.
- _____ Must submit to a Criminal Background Check. A fee of \$16 will be collected the first day of class to be submitted to the State of Illinois to conduct a mandatory (by law) criminal background check.

REGISTER EARLY FOR THIS CLASS!

These classes are offered in 8 week sessions and fill up very fast. Register early to reserve a seat in this class. For registration dates call the Office of Enrollment Services at (708) 709-3516.

PAYMENT OF TUITION AND FEES (for this class) IS DUE AT TIME OF REGISTRATION.

- ✓ **Attendance at all class sessions is MANDATORY.**
- ✓ Students who miss classes are not eligible to sit for the State of Illinois approved Competency Examination at the end of the course.
- ✓ Along with regular lectures, students will have clinicals in some local facilities, such as long-term care facilities, where they will perform basic nursing care under the guidance of a registered nurse.
- ✓ Physical examination: All students are required to have a TB (Mantoux) test prior to the first day of class. The form can be obtained through the Office of Enrollment Services or the Nursing Department.

PROGRAM REQUIREMENTS (7 credits)

- _____ NURS 100 7 cr Nurse Assistant Training (*Prereq. COMPASS Reading Score of 60 or higher, or RDG 098 with C or better, or ENG 099 with C or better*)
- _____ Attained a minimum grade point average of 2.0 in the courses identified in this certificate program.
- _____ **Current cumulative GPA:** _____
- _____ Filed a **Graduation Petition Form** with the Office of Enrollment Services.
- _____ **Deadline for filing:** October 1 for Winter, March 1 for Spring, July 1 for Summer. (*December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1st*)

Credits	Credits	Credits	Credits
Required: 7	Completed: _____	In Progress: _____	Needed: _____

Advised By: _____ Date: _____

SIGNATURE: Counselor or Advisor or Faculty Advisor

This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Enrollment Services.

IMPORTANT PSC GRADUATION POLICIES

1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. Requests for COURSE SUBSTITUTIONS in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Enrollment Services at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

UPON COMPLETION OF THIS PROGRAM:

To work in a long-term care facility in Illinois upon completion of this program, students need to pass the Nursing Assistant Competency Examination. Currently this examination has a \$50.00 fee. The test is available at Prairie State College and other sites in the area.

DIVISION OF HEALTH PROFESSIONS

Nursing Adm Asst:	Camille Willoughby	Room 2237	(708) 709-3524	cwilloughby@prairiestate.edu
Program Coord:	Kathleen Malic	Room 2229	(708) 709-3530	kmalic@prairiestate.edu
Dept. Chair:	Kathleen Malic	Room 2229	(708) 709-3530	kmalic@prairiestate.edu
Division Dean:	Marie Hansel	Room 2241	(708) 709-3648	mhansel@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:

Illinois Department of Public Health CNA Registry: <http://www.idph.state.il.us/nar/home.htm>

Facts about Certified Nurse Aides: <http://www.idph.state.il.us/nar/cnafacts.htm>

Occupational Outlook Handbook, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Employment opportunities: www.collegecentral.com/prairiestate