



Nurse Aide Course

STEP 1: BECOME INFORMED OF COURSE REQUIREMENTS

Nurse Aide Course Information

This course, NAA 100, is divided into three modules:

Module 1: Coursework Component – reading the text, watching videos, online assignments, 4 exams (must score an average of 70%)

Module 2: Proctored final exam (must pass with at least 70%); Campus Lab - skills check-offs (**held at Hopkinsville Community College and in Louisville area on specific dates**)

Module 3: Clinical Experience - 16 hours at long-term care facility (**held at a long-term care facility near Hopkinsville Community College and in the Louisville area on specific dates**)

While this course will be self-paced, the student will be required to keep a log to track their online course activity. This course includes 36.5 hours for the online component, 22.5 hours at the assigned campus lab site and a minimum of 16 hours at the assigned clinical setting.

The course will include four online non-proctored exams and one proctored final exam.

- The student must obtain a minimum score of 70% on the proctored final exam to be allowed to participate in the skills component of the campus lab and the student must pass the skills component in the campus lab to be allowed to participate in the clinical experience.

Nurse Aide Requirements

1. All nurse aide students will be verified as clear on the KY Abuse Registry screened through a criminal background check prior to attending clinical. If the student fails to provide required documentation or their name appears on the KY Abuse Registry they will be asked to withdraw from the course.
2. There is a 50 pound lifting requirement for participation in the clinical experience.
3. Visible tattoos are not permitted in the long term care area. Piercings are limited to one small pair of earrings.
4. Documentation of the following must be submitted prior to attending the module 2 component of this course:
 - Proof of Hepatitis B vaccine or titer
 - Proof of a negative tuberculosis (TB) skin test (good for 1 year from date given) or if a history of a positive TB skin test, a chest x-ray showing no active disease and proof of treatment if applicable
 - CPR Certification from the American Heart Association professional rescuer; adult infant and child. Copy of front and back.
 - Purchase of **Liability Insurance** for clinical- \$11 per semester (assessed with tuition)
 - Signed **Statement of Understanding**.
 - Additional Background Check: \$53.00 not included in tuition/fees and must be completed prior to attending module 2. (Please allow 2 weeks for the background check to be completed.)

You will upload the above documents and initiate the background check while you are in Blackboard through the website of Verified Credentials. *Please contact Ms. Hickland or Ms. Tolbert BEFORE registering for this class if you have concerns about the background check. Issues noted on your background check may affect your ability to attend the clinical experience in module 3.

4. Required Course Charges:
 - a. Tuition
 - b. Required eResources – included in tuition
 - c. Additional costs incurred (not included in module tuition):
 - Nurse Aide Uniform (Scrubs and white leather shoes)
 - Sphygmomanometer
 - Stethoscope
 - Background Check - not included in tuition
 - CPR Training for the professional rescuer for adult, child and infant
 - Travel Expenses (travel to campus lab and clinical site)

STEP 2: APPLY TO KCTCS ONLINE

Students who want to participate in the KCTCS Online Nurse Aide course will need to complete the KCTCS Online **admissions process**. The first module will be online; however labs and clinical will be offered near Hopkinsville KY.

No refunds will be given to students who withdraw from course modules because they are listed on the KY Abuse Registry or do not pass the TB test or the background check. If you are concerned that you may not pass the TB test, please get tested prior to applying. If you are concerned that your name may be on the abuse registry, please contact Hopkinsville to verify your status. You may also contact one of the below advisors with any questions related to the Nurse Aide program:

<p>Veronica Tolbert VLI Division Assistant Email: vtolbert002@kctcs.edu Phone: 270-707-3858 Fax: 270-707-3989</p>	<p>Brenda Hickland RN, BSN Nursing Instructor/VLI NAA-100 Coordinator Email: Bhickland0001@kctcs.edu Phone: 270-707-3851 Fax: 270-707-3989</p>
---	--

STEP 3: ENROLL IN COURSE

Once a student's admissions application has been accepted, they may will need to obtain a permission number from Veronica Tolbert or Brenda Hickland to enroll in the course. There is no cap on the number of students who are accepted into the course.

Students can select a start date for at least 1 day after registration. Students must pay for their course by 6:00 pm EST on the day prior to their start date. In some instances financial aid will pay for the online course. For more information regarding registration, financial aid, or student payments please contact the 24/7 **KCTCS Online Student Services Help Desk** at 1-866-321-7406.

Students will have access to the course on their start date. The textbook will be the most current edition of Mosby's Textbook for Long-Term Care Assistants. Students can complete the online component of this course at their own pace within the length of time specified by the Learning Contract, but scheduling of the campus lab and clinical portion of this course will be limited to the availability of these facilities.

NAA how to apply: <http://online.kctcs.edu/admissions/>

NAA course info: <http://online.kctcs.edu/whatweoffer/naaprogram.html>

Cost: <http://online.kctcs.edu/whatweoffer/KOCCourses.cfm?course=597&cid=28>

For additional assistance call the student help desk number at 866 321 7406.