College of DuPage

NURSA 1105
Certified Nursing Assistant Training Program

Program Information & Pre-Registration Packet

Spring 2025

Deadlines:

16-week & 1st 8-week sessions (January start): **1/13/2025**
2nd 8-week sessions (March start): **3/10/2025**

IMPORTANT: Each session has a distinct deadline. Carefully review your preferred section schedule and plan accordingly. All requirements must be submitted by this date to be eligible for registration approval. NO exceptions.

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks (initiated during C.N.A. student orientation and not required prior to C.N.A. course registration) and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully complete.

Contents

Certified Nursing Assistant (NURSA 1105) Registration Checklist

Students must complete the following Registration Checklist to be granted permission to register for the CNA Program. **Registration is on a first-come first-serve basis, so please complete all steps as soon as possible. You can complete registration requirements in any order that is convenient for you. As long as ALL are complete prior to the deadline.**

1. **Advising Session:**
   Attend a mandatory Certified Nursing Assistant (CNA) **Advising Session(link)** via Zoom within a 12-month period prior to the registration deadline. This is the recommended first step.

2. **College of DuPage Admissions:**
   If you have not been admitted to College of DuPage, please complete the **non-refundable** $20 fee College of DuPage General Admissions Application **online through Admissions(link). This application is for general admissions to College of DuPage only.** After applying to the college you will be issued a COD dupage.edu email. **Ensure you know how to access this email inbox.**
   - Any student under the age of 18 will need to contact the early admissions department before enrolling and refer to the ***online instructions***(link) for details.
   - F-1 International Students must receive prior approval from the International Student Advisor in the International Student Admissions Office, SSC 2225 prior to registration.

3. **Reading Requirement:**
   Take the **ACCUPLACER Reading Test(link)** or meet an equivalency*****. Non-native speakers need to take the ESL ACCUPLACER Reading Skills Test and score 102 or higher. **Practice tests**(link) are available. Visit the **Testing Center website(link)** for hours and locations. Contact (630) 942-2401 or **academictesting@cod.edu** to schedule or ask questions. **A photo ID is required to test.**

   *Students are <u>not</u> required to test if they meet any of the criteria listed below
   - College-level credit totaling 12 semester hours with at least a "C" cumulative average (2.0 cumulative GPA).
   - College certificate, Associate degree, BA/BS degree, Graduate degree.
   - 2.6 cumulative non-weighted GPA on a 4.0 scale, or equivalent, with a minimum of 7 high school semesters. Proof of GPA must be provided.^
   - Successful completion ENGLI-1101
   - ACT composite score of 20 or higher. Proof of score must be provided.
   - SAT total score of 950 or higher. Proof of score must be provided.
   - SAT verbal/critical reading score of 500. Proof of score must be provided. (Taken before March 2016)
   - TOEFL score of 550 paper/pencil, 213 computer-based or 79 Internet-based. Proof of score must be provided.
   - IELTS score of 6.5 or higher. Proof of score must be provided.
   - ACCUPLACER Reading test transferred from another institution with a minimum cut-off score.

   ^ Grade point average must be from a high school in the United States or a country with English as an official language. Special education and ESL/ELS coursework are not eligible. Students from more than one high school must submit transcripts from all high schools and GPA must be re-calculated.

   View specific options below and contact prereq@cod.edu or call (630) 942-2260 if you have any questions or visit the COD Prereq Help Page.

*For COLLEGE transcripts: submit the **Prerequisite Evaluation Request(link)** with acceptable documentation.
*For HIGH SCHOOL transcripts: submit an official copy to hstranscript@cod.edu with "HS Prerequisite," in the subject line.
*For SAT/ACT submission: submit an unofficial copy to prereq@cod.edu with "ACT/SAT for Prerequisite," as in the subject line.

4. **CASTLEBRANCH: Drug Test & Medical Document Manager**
ALL registration requirements for the CNA program are managed through a secure document management system, called CastleBranch. You will be required to create an account and pay for a Document Tracker and Drug Screen (**$53.49 total**). Please follow the below instructions closely **and see tips below**:
- Go to: **www.CastleBranch.com(link)**
  - Click on **Place Order** at the top right of the screen
  - Enter **Package Code**: CY64spring and submit (**tip: Copy/Paste from here!**)
  - Review your order and check "I have read, understand and agree to the Terms and Conditions of Use" then click **Continue**
  - Follow the instructions to fill in your information – this creates your account and completes your order.
    - *If a CastleBranch Badge is offered, select **No**. You do not need this.*

TIPS & IMPORTANT INFO

- **Start Early!** You can only complete your drug screen through CastleBranch and you upload all or your documents here. There is no perfect order, just complete each requirement as soon as you can to ensure timely processing. The sooner you order, the sooner you can start!

- **Use a computer!** CastleBranch is not a perfect system and we cannot provide help with the mobile app. We HIGHLY recommend using a computer. The library is always available to you!

- **Use Firefox or Google Chrome Browsers** – these are the least glitchy and quickest.

- **Practice Patience!** CastleBranch experiences high use and can be slow to load. Wait, NEVER exit out of the browser unless you are sure you are done! Always makes sure you have properly submitted a document before continuing.

- **If you encounter this error: "*502 Bad Gateway*" just Refresh your browser! Don't exit!**

- **View CastleBranch Video Tutorials:** When logged in, click on the "Need Help?" menu on the top right side of your homepage!

- **Check Notifications!** CastleBranch will email you with important information. Emails will come from **servicedesk.cu@castlebranch.com**. Make sure you check your email, including Spam/Junk folders. We suggest you use your COD email as your CastleBranch log in.

Have questions?? Email *NursingHealth@cod.edu!*

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a. **CastleBranch Drug Test**
When you place your package order and create your account, you simultaneously register for your Drug Screening. Within 24 hours, you will be able to download and print your **Registration Form:**

When logged into CastleBranch, located your "To-Do List" on the left of your Dashboard
- Click on **Drug Test** then the **plus (+) icon**
- Click **Download Form**. You must take this with you to your screening with a Government-Issued ID. You will be able to search for convenient approved locations near you.

Drug Tests MUST be complete within a certain timeframe mandated by clinical sites – review dates below. Results are REQUIRED prior to the deadline to receive registration permission. _Results can take a minimum 5 business days to process and be ready for clearance._ We cannot predict when results will be received. **Extensions are NOT provided for any retakes required for dilute samples.**
  - **16-week & 1st 8-week sessions – Complete AFTER November 1st.**
  - **2nd 8-week sessions – Complete AFTER January 1st.**

POSITIVE RESULTS FOR MARIJUANA <u>ARE NOT ACCEPTED</u>. No retesting or exceptions. Review the Policy for Professional Conduct for full details. Medical Marijuana is NOT accepted.

TIPS
- Be cognizant of how much water you drink before completing. "Dilute Negative" results (too diluted to read) will require a new test and payment. There will be NO extensions.

- *PLAN AHEAD to ensure results are received by the deadline!*

- Check your email for CastleBranch notifications, and your account for your registration form, updates about processing and your results.

- **If there are any questions about your screening, you will receive a call from a Medical Review Officer (MRO). This will extend the processing time of your results. Check your voicemails and answer your phone, make sure the number you provide to CastleBranch is correct.** We are NOT involved in this part of the process.

Have questions?? Email *NursingHealth@cod.edu!*

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b. CastleBranch Medical Document Manager

After you place your package order and create your account, you will have access to your **To-Do List**:

- Click on the **plus icon (+)** for each requirement to reveal instructions and submit documentation. **Read all directions in each requirement carefully!**
- Click **Browse** to upload a file. When a document is successfully uploaded, the status will change to: **In Process.**

ALL REQUIREMENTS MUST BE COMPLETE AND APPROVED TO REGISTER!

- Sign policy forms
- Health Care Worker Background Check Form – **read the instructions!**
- Upload Health Insurance Card – visit Student Insurance website for options
- Upload COVID Vaccine documentation
- Upload 2024-25 Flu Vaccine documentation *(seasonal flu vaccine typically available in August – registration for August classes *may* be permitted before the vaccine is available. It will be required as soon as it is available.)*
- Uploading Edward Corporate Health Chart Review

TIPS

- Uploads can be completed in ANY order!

- We recommend saving items to a computer desktop or file you can easily access so you can upload directly! **FILE TYPES ACCEPTED: PDF (preferred), JPEG, PNG.** If a file is too large, you will get a clear error and must decrease the file size.

  ➢ To reduce a PDF: open the file and click "File" then click "Reduce File Size" and **re-save.** You may have to save under a different file name or replace the previous file.
  ➢ If your image file is too large or not in the correct format, convert to a PDF: open the file, select 'Print' then 'Print to PDF' then **re-save**. Reduce PDF if needed.

- Read the requirement instructions **CAREFULLY** to avoid document rejection.

- Complete as quickly as you can to ensure there is time for potential necessary corrections or resubmissions. Review and clearance is a manual process, not immediate. *PLAN AHEAD!*

Have questions?? Email *NursingHealth@cod.edu!*

5. **Complete Your Health Requirements**

   Health requirements are necessary to protect students, patients, and faculty in the lecture, lab, and clinical settings**. Completion time for the health requirements may take anywhere from 1-3 weeks and is individualized for each student. Please start early and plan accordingly. Deadline extensions will NOT be provided. Follow the steps and information in the** Health Requirement Packet**(link).**

   Summary of Health Requirements:
   - Physical Exam with your **own Healthcare Provider or preferred clinic** (encouraged for use of health insurance) **OR** with **Edward Corporate Health (ECH – locations below)**.
     - **Physical Exam Form (pgs.6-7) must be** ==dated 5/23/2024 or later==
   - Negative Lab results for QuantiFERON TB Gold Blood Test: ==dated 5/23/2024 or later==
   - TDAP vaccine. Dated within 10 years, including booster if older than 10 years.
   - 2024-25 Seasonal Influenza (Flu) Vaccine (*typically available late August annually*)
   - COVID 19 Vaccine – *initial dose(s) OR Bivalent dose – additional boosters NOT required*
   - Hepatitis B Immune IGg Titer (blood test)* lab results
   - Varicella Immune IGg Titer (blood test)* lab results
   - MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)* lab results

   NOTE: **You** must **have IGg titers for Hep B, MMR & Varicella completed. Proof of the vaccine series will not be accepted. Negative titers will require starting vaccination or booster series prior to chart review.**

TIPS

- **Titers test immunity!**
  - Positive/Reactive = Immune – nothing more you need to do
  - Negative/Non-Reactive/Equivalent = NOT Immune – start a vaccine or booster series
    - *You must receive at least one vaccine or booster dose to be approved for registration. PLAN AHEAD!*

- **TB skin tests WILL NOT BE ACCEPTED. Only blood test results within the required timeframe. Negative Chest X-rays are required for previous positive blood test results. If you need a Chest X-ray or have previously received one, talk to your provider about next steps.**

- Bivalent COVID vaccines are accepted! If you have questions about meeting this requirement, please email nursinghealth@cod.edu

- TB test and titer results can take anywhere from 1-5 days to process and be received. **PLAN AHEAD!**

- If you need any vaccines or boosters, **please talk to your provider.** There are restrictions on how certain vaccines can be combined. **PLAN AHEAD!**

Have questions?? Email *NursingHealth@cod.edu!*

6. **Physical Exam Form**

College of DuPage Nursing & Health Sciences Physical Exam Form- 425 Fawell Blvd, Glen Ellyn, IL 60137

<mark>This form must be completed by your physician and brought to Edward Corporate Health for your Chart Review</mark>

Please Print

Name _____
          Last   First

Health Program _____Date of Birth __/__/____ SSN# ___ - ____ - _____

Must be completed by a licensed medical professional

Height _____Weight _____Blood Pressure _____Pulse _____

  Physical Findings - Must be completed by a licensed medical physician, nurse practitioner or physician assistant.

Body Systems	Normal	Abnormal, please describe
Cardiovascular		
Eye		
Ear, Nose, Throat		
Conversational Hearing		
Color Vision		
Gastrointestinal		
Metabolic-Endocrine		
Musculoskeletal		
Neurological		
Respiratory		
Skin (Exposed areas only)		
Lymph Nodes		

Is student presently under any medical treatment? If yes, please explain:

Conclusion: (check one)

☐ The student is medically cleared to perform essential functions defined by the health programs of College of DuPage and the career being educated for (see next page for complete listing of essential functions).

☐ The student is medically cleared to perform essential functions defined by the health programs of College of DuPage and the career being educated for with the following **accommodation(s)/restriction(s)**.

_____

_____

☐ The student **has not** been medically cleared to perform essential functions defined by the health programs of College of DuPage and of the desired health career.

Examiner's Name (*Please Print*) _____ Date of Examination_____

Signature of Examiner _____

Health Career Programs Essential Functions
<mark>**Please take this document to your Physical Exam appointment**</mark>

These are generally required for all College of DuPage Health Career Programs. Variations of this will be addressed in program or course specific information. If the ability to perform these essential functions with or without reasonable accommodations result in the inability to meet identified student learning outcomes, the student may be at risk of not successfully completing the course and/or program.

MOTOR CAPABILITY:
1. Move from room to room and maneuver in small spaces
2. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
3. Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull
4. Use hands repetitively; use manual dexterity; sufficient fine motor function
5. Must be able to walk and stand for extended periods of time
6. Perform CPR
7. Travel to and from academic and clinical sites

SENSORY CAPABILITY:
1. Coordinate verbal and manual instruction
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure
4. Visual acuity to acquire information from documents such as charts
5. Comfortable working in close physical proximity to patient

COMMUNICATION ABILITY:
1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing
2. Effectively adapt communication for intended audience
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds
4. Assume the role of a health care team member
5. Function effectively under supervision
6. Sufficient command of the English language in order to read and retrieve information from lectures, textbooks, as well as understand medical terminology
7. Skills include computer literacy

PROBLEM SOLVING ABILITY:
1. Function effectively under stress
2. Respond appropriately to emergencies
3. Adhere to infection control procedures
4. Demonstrate problem-solving skills in patient care (measure, calculate, reason, prioritize, and synthesize data).
5. Use sound judgment and safety precautions
6. Address problems or questions to the appropriate persons at the appropriate time
7. Organize and prioritize job tasks

BEHAVIORAL SKILLS AND PROFESSIONALISM:
1. Follow policies and procedures required by academic and clinical settings
2. Adheres to College of DuPage Academic Honesty Policy (per College Catalog)
3. Adheres to College of DuPage Code of Conduct (per College Catalog)
4. Abides by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA, i.e., the national privacy act)

7. **Chart Review at Edward Corporate Health (ECH)**

   After you complete all the health requirements in Steps 5-6, you need to **schedule a Chart Review at Edward Corporate Health (ECH) using one of the locations listed below**** – see *Health Packet for full instructions and costs*(link). **Forms completed elsewhere are NOT accepted**. Complete all requirements PRIOR to your appointment and bring ALL documentation with you. **We suggest scheduling for the earliest possible date you know you will be ready**. Chart reviews must be received by the registration deadline. Exceptions cannot be made for late documentation.

TIPS

- **Call to schedule an appointment early,** as soon as you've completed your tests and physical. **Call ONLY the numbers for the Occupational Health Offices listed below. Leave a voicemail and be patient –** it may take a few days for you to speak with someone. **PLAN AHEAD!**

- **BRING ALL HEALTH DOCUMENTATION!** Delays will be caused if you are missing documents.

- Elmhurst and Naperville ***may*** accept walk-ins, if you are in need of that.

- If you have tried for a week or more to get in touch with a location without success, email NursingHealth@cod.edu with your contact number and preferred locations(s). We will assist you.

- **REMEMBER – A personal physician at another office CANNOT complete the clearance form, they should only complete the Physical Form.**

- **"Cleared with Restrictions" means that your clearance is provisional. You are eligible to register, but MUST follow up with vaccine series or repeat titers to attend clinicals and remain in the program. READ YOUR CHART REVIEW AND FOLLOW UP!**

Have questions?? Email *NursingHealth@cod.edu*!

Edward-Elmhurst Health Center and Immediate Care – Bolingbrook	Medical Office Building 1 - Naperville Campus
Occupational Health - Suite 105 130 N. Weber Road. Bolingbrook, IL. 60440	**Occupational Health - Suite 212** 100 Spalding Dr. Naperville, IL 60540
Schedule an appointment: Phone: (630) 527-7299 – option 2	**Schedule an appointment:** Phone: (630) 527-7299 – option 2
Edward-Elmhurst Health Center and Immediate Care – Addison	Elmhurst Center for Health - Elmhurst
Occupational Health – In Immediate Care 303 W. Lake Street Addison, IL 60101	**Occupational Health - Suite 1509** 1200 S. York Street. Elmhurst, IL 60126
Schedule an appointment: Phone: (331) 221-0570 – option 2	**Schedule an appointment:** Phone: (331) 221-0570 – option 2

8. **Registration**

Once the above steps are completed, you will be granted permission to register along with your next steps **via your e-mail. Registration is first-come; first-serve. No spaces will be saved. No early registration is permitted. No deadline extensions are provided. Seat capacities are final.**

Clearance for registration is NOT automatic. You will not be able to register until you receive an email with clear instructions. If you have questions, please contact nursinghealth@cod.edu.

Have questions about How to Register? Explore COD Registration Online!(Link)
Have questions about Tuition Payments? Explore COD Payment Plans Online!(Link)

9. **Orientation**

Students are required to attend a mandatory orientation before class begins. Orientations typically take place 1 week prior to the class start and will differ depending on the section you register for**.** **Specific details will be emailed to you AFTER you register.** **If you have concerns about attending, you must provide advance notice and specific reasoning for approval. If approval is not granted, you will not be able to continue in the program.**

10. **CERTIFIED NURSING ASSISTANT CAREER OVERVIEW**

Career Definition:
Certified Nursing Assistant (CNA) is the *credential* earned after completion of an approved Certified Nursing Assistant Training Program (CNATP) course and passing the Illinois Department of Public Health (IDPH) Illinois Nurse Assistant Competency Exam (INACE). CNAs are members of the health care team and work under the supervision of registered nurses to provide basic bedside care such as eating, dressing and bathing.

Opportunities for Employment:
According to The U.S Bureau of Labor Statistics (BLS) Occupational Outlook Handbook, May 2021, the median expected annual salary for the certified nurse assistant is $30,290. Actual salaries may vary based on specialization within the field, location, and years of experience. The BLS anticipates employment of nurse assistants to grow 8 percent from 2020 through 2030 in response to increasing emphasis on rehabilitation, home health and the long-term care needs of a rapidly growing elderly population. CNAs work in skilled nursing facilities, hospitals and home health agencies.

Opportunities for Advancement:
Graduates use their CNA certification as a springboard to other careers in health care, such as home-health aide certification, phlebotomy, or nursing. Successful completion of a CNA certificate program is a prerequisite for students who plan to apply for the College of DuPage Associate Degree Nursing (ADN) program

**Program Overview: NURSA 1105 Nursing Assistant Training Program (*6 credit hours)*
The Certified Nursing Assistant Training program is a one course, six credit hour program. The course fully in-person and offered in 8- and 16-week schedules. Schedules meet the theory and clinical hours required by law. Successful course completion requires time in a classroom and lab, at a clinical setting, and for practice and study at home.

Skills include all elements of personal care, vital sign measurement, body mechanics, safety precautions, residents' rights, infection control, communication and observation. Exploration of the healthcare needs of geriatric residents and people with dementia is included. CPR certification occurs during the course.

Upon successful completion of the program, graduates are eligible to take the Illinois Department of Public Health (IDPH) Nurse Assistant Competency Exam. After passing the exam, certification status appears on the Health Care Worker Registry http://www.idph.state.il.us/nar/home.htm. The IDPH Office of Health Regulations approved the College of DuPage Nursing Assistant Training Program.

Program Outcomes:
At the conclusion of the program, students should be able to:
- Function as a competent nurse assistant following guidelines established by the State of Illinois. Function effectively as a valued member of the health care team, meeting the needs of the health care consumer within the approved scope of practice allowed for a nurse assistant.
- Communicate in a manner appropriate for a nursing assistant as a member of the health care team. Effectively communicate the needs of the consumer and health care professional. Act as the patients'/residents' advocate using the communication skills taught within the program.
- Collect data necessary for the health care team to make informed decisions regarding the appropriate care plan for the health care consumer. Use skills appropriate for a CNA to communicate to the health care providers the needs of the consumer. Evaluate the consumer's responses to the care measures provided.
- Incorporate skills learned into the health care environment per the nursing care plan established for the health care consumer. Maintain at all times the consumer's rights, safety, and medical asepsis.
- Continue to learn beyond the program's goals and take their knowledge and training confidently into the health care community. Perform self-evaluation in order to ensure the highest level of quality care.

Estimate of Student Fees
Please visit the Program Costs webpage for estimated fees

Policies and Procedures
All Nursing and Health Science Division policies and procedures are found on our Division website. It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.