

CINCINNATI STATE NURSE AIDE TRAINING PROGRAM (NATCEP) APPLICATION MCH -130

Welcome! This is your first step of the beginning of your healthcare path. Whether you are going to pursue a career in nursing or you want to be part of the Diagnostic Medical Sonography program, once you completed NATCEP, you have had a glimpse into life behind the scenes in any a healthcare setting you may like to work in. You also are exposed to other areas of healthcare that may interest you. Getting started with this application is the beginning. Good luck, and I hope to see you in one of our classes!

Completion of this application is NOT registering for the class. You MUST also register for the class in addition to completing this application.

STEP 1

- Complete the admissions process at Cincinnati State. We need your Cincinnati State email on your application. Go to www.cincinnati-state.edu, click on APPLY, click on STANDARD APPLICATION and complete (it's free). Doing this process will generate to your Cincinnati State Email.

STEP 2

- Read, understand and print your name and sign page 3 of the application. We don't want any student to be surprised about the strict requirements of this course. This is not like any other course you may have taken.

STEP 3

- Complete the application on page 3 of the application. Please make sure you write clearly and in black or blue pen if not typing it. Answer ALL areas including your birthdate, gender, phone #, and full social security number. **MAKE SURE YOU SIGN THE APPLICATION AT THE BOTTOM!**

STEP 4

- Obtain one of the 3 screenings for tuberculosis:
 - 2 – Step PPD Skin Test
 - QuantiFERON, TB Gold
 - Chest X-Ray (only required if you are positive for a TB test)
 - Whichever test is submitted, it must be within a year. The class schedule must fall within the time limits of the test submitted

The results of the TB test need to be documented with a stamp of the testing clinic, and must include the name, address and phone number of that clinic.

The healthcare provider performing the test must sign their name and title & both need to be legible.

STEP 5

- Obtain a **BCI AND FBI BACKGROUND CHECK**. (This also has to be no more than a year old)
Website for fingerprinting locations:
- <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck-Community-Listing>

***REASON CODE FOR BACKGROUND CHECK: 4723-09**

HAVE THE FBI BACKGROUND INFORMATION MAILED TO:

**Kathryn Grein, RN, PC, NATCEP
Nurse Aide Training Program
3520 Central Parkway
Cincinnati, OH 45223**

STEP 6

- Scan your receipt for the background check and attach it to the email with the completed application, along with the TB report and email everything together to NATC@cincinnati-state.edu using your Cincinnati State email. **DO NOT SEND YOUR APPLICATION 1 PIECE AT A TIME.** Your application will be reviewed in a timely manner. and if complete, you will be approved and email sent, so you may register for a nurse aide training class. If something is missing, a response will be sent to your Cincinnati State email. Your application will be discarded. Students will need to resubmit the entire application again because everything needs to be included in one email.

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- According to U.S. Health and Human Services, *“based on current COVID-19 trends, the Department of Health and Human Services (HHS) planned for the federal Public Health Emergency (PHE) for COVID-19, declared under Section 319 of the Public Health Service (PHS) Act, to expire at the end of the day on May 11, 2023”*.
In lieu of this, the long-term care facilities that we are working with are not requiring our students to be fully vaccinated to complete their clinical experience. If a PHE should arise in the future, then the requirement of a vaccine may be amended.
- Minimum age for this course is 16 years old
- Attendance for this class is **MANDATORY**. The Ohio Department of Health clearly states that the student must attend 75-hours with 16 of those hours in a clinical site.
- **You must bring your social security card and official state ID on the first day of class.** There will be mandatory forms posted on Blackboard that need to be completed and are due on the 1st day. Please bring these completed to class. Also bring a blue or black pen and notebook.
- Hunter green scrubs are needed for clinical. You may purchase these from the Cincinnati State bookstore or any place else that sells scrubs. You may wear modest, clean, street clothes to class. Please make sure you have clean socks. You will be getting in and out of beds.
- You will need to purchase learning materials for the class. You can purchase these from the Cincinnati State bookstore. Information regarding the required course materials will be on Blackboard. The learning materials may be digital.
- A laptop will be needed in the classroom on testing days. If you do not have one, please read the course syllabus on Blackboard for the procedure on how to borrow one for the class. In the meantime, we do have a library with available computers.
- You will be expected to read and complete chapter work before Day 1 of class. If you complete your readings & homework and of course, study you should pass this class without difficulty. This will earn you the opportunity to schedule for the state exam. Once you pass the state exam you will be placed on the nurse aide registry.
- A 75% overall average is required on all tests to pass the knowledge portion of this course. A satisfactory grade in skills must be achieved in the classroom and in the clinical setting to pass the course.
- The Office of Disability Services (ODS) ensures that students with special needs receive the academic accommodations they need in their course of study. Any student or prospective student who has a disability, as defined under the American Disabilities Act (ADA) of 1990 or the guidelines for section 504 of the Rehabilitation Act of 1973, may register with ODS. A student who is eligible or thinks they might be eligible may visit the ODS office in Main 129 or contact ODS by phone at 513-569-1775 or email disabilities@cincinnatiastate.edu Students are expected to be their own advocate for their needs for accommodations. If you indicated on your application that you have a learning disability, you must return the ADA form to the program coordinator in order to use your accommodations for the NAT course and state testing.

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- Physical Requirements:
 - a. Ability to lift 50 lbs.
 - b. No impairment with regard to bending, stooping, lifting overhead, carrying items
 - c. No casts, crutches, canes, leg braces, walkers, or scooters are allowed in the lab or clinical site
 - d. If pregnant, you must have a medical release from an obstetrician to participate in lab and clinical.

- Cell phone usage is not permitted in the classroom. If the student has a concern or are expecting an important call, they must inform the instructor prior to class. Phone needs to be on vibrate. Students must take only important calls outside in the hall and be as swift as possible to return to class. Any content missed must be made up.

- Appropriate behavior consistent with the Code of Conduct (located in the syllabus that will be posted on Blackboard) is expected.

- Please know that your admittance into the program is contingent based on your BCI and FBI Background checks, even if the session of class has begun.

- See Cincinnati State's refund policy if needed.

PRINT NAME: _____ DATE: _____

SIGNATURE: **X** _____ DATE: _____

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READ THESE DIRECTIONS!!!! ALL INFORMATION MUST BE RECEIVED. PLEASE WRITE CLEARLY AND IN BLACK OR BLUE PEN

A 2-step PPD/TB Test or QuantiFERON TB Gold or **Chest X-Ray is REQUIRED for the nurse aide training program. If you have had any of these tests within a year of when you will be attending our class, you can submit that paperwork from your clinician. If not, you must have one of those 3 TB tests performed and the results submitted with your application for your application to be approved. If you are choosing to get the 2-step, please make sure the clinician giving you the injection signs their name and title legibly. This is mandatory as mandated by the state. You must follow the directions when to go back to get your arm read, and then when you can return to get your 2nd injection. Please do not miss the deadline on this. If you attempt to turn in different guidelines than what's stated below, your application will be rejected. You would need to start all over! The other very important thing you must remember to do, is get the clinic to stamp your PPD form. We need them to put their stamp on the form that includes the, name, address, and phone number of the clinic where you received the testing.

**CHEST X-RAY: is only permitted if you have had a prior positive PPD. Submit a copy of X-Ray report with clinic name.

LAST NAME FIRST NAME MIDDLE

ADDRESS/STREET APT.# CITY, STATE ZIP CODE

1ST STEP PPD

IF 1ST STEP IS NEGATIVE, THE 2ND STEP INJECTION SHOULD BE ADMINISTERED NO EARLIER THAN 7 DAYS AND NO NOT LATER THAN 21 DAYS AFTER THE READ DATE (NOT THE PLACED DATE) OF THE 1ST INJECTION.

DATE PLACED	ARM	LOT #	MANUFACTURER	SIGNATURE & TITLE
DATE READ	RESULTS (mm)			SIGNATURE & TITLE

2nd STEP PPD

GIVE INJECTION ONLY IF 1ST STEP IS NEGATIVE. IF 1ST STEP IS NEGATIVE, THE 2ND STEP INJECTION SHOULD BE ADMINISTERED NO EARLIER THAN 7 DAYS AND NO LATER THAN 21 DAYS AFTER THE READ DATE (NOT THE PLACED DATE) OF THE 1ST INJECTION.

DATE PLACED	ARM	LOT #	MANUFACTURER	SIGNATURE & TITLE
DATE READ	RESULTS (mm)			SIGNATURE & TITLE

**CLINIC STAMP
WITH NAME,
ADDRESS,
PHONE# TO THE
RIGHT PLEASE**



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FREQUENLY ASKED QUESTIONS:

QUESTION: May I use the clinics form?

ANSWER: Absolutely! As long as it has all the correct information on it, that is be fine.

QUESTION: How do I obtain instructor consent?

ANSWER: **DO NOT** go to the instructor of the course. The program coordinator will approve you once you complete the NATP application. You must email the application to NATC@cincinnatiastate.edu Once you have submitted your application correctly, you will receive an email stating that your application has been approved and you can or will be able to register for a nurse aide training class.

QUESTION: How long are classes? When do they begin?

ANSWER: According to the Ohio Department of Health, classes are 75 hours in length. Our classes vary in duration depending on how many days a week the class is and how many hours each class runs every time it meets. We will try to have a variety of classes to meet the needs of our students which will include 4.5-hour day and evening classes, to 8-hour classes that run 1 to 2 days a week. Each semester we will have a schedule available so you can choose what fits your lifestyle.

QUESTION: Is there financial aid for the class?

ANSWER: If you are a degree seeking student in a program that requires nurse aide training, you may be able to use financial aid for this course. If you are a non-degree seeking student, financial aid is not available. There may be some type of financial assistance available. Please contact the Financial Aid office

QUESTION: Will classes ever be canceled because of weather or other circumstances?

ANSWER: Possibly. There are always the unexpected situations that may occur. Whether it be a snow day or an incident that the college would need to close, classes may need to be canceled. If this occurs, please be aware that time missed would need to be made up. Classes may need to be extended pass the original end date. Fortunately, this doesn't happen too often.

QUESTION: Do we have a different start time for our clinical days than we do for our classroom time?

ANSWER: Yes. You usually need to be at clinical an hour earlier than your regular class start time. So, if your class starts at 8:00am, then you will typically need to be at clinical at 7:00am. If your class typically starts at 5:00pm, you will need to be at clinical at 4:00 pm.

QUESTION: Do I need to bring my lunch?

ANSWER: If you are in a 6.5 hour or an 8-hour class, yes you do. You do not have time to go out to pick up your lunch. You get a half hour for lunch. The classes at the Evendale campus have a refrigerator available to store your lunch and they also have a microwave.

QUESTION: Is there a coffee machine or vending machines?

ANSWER: There are vending machines with soda and snacks that accept credit cards. If you need coffee, please bring your own.

QUESTION: What classroom is my class held in?

ANSWER: If your class is at Main campus, the NATP is in room 244 MAIN. If your class is at the Evendale campus, your class is in Room 3.

QUESTION: Where do I park?

ANSWER: If you are at Main campus some students park in the Ludlow garage and go to the classroom through the HPB to the main building. Others park in the Central Parkway garage and come through the ATLC to the main building. Evendale parking lot is closest to the Boy scout building which is next door. The door you enter in off of that parking lot.