CINCINNATI STATE NURSE AIDE TRAINING CERTIFICATE (NATC) APPLICATION PACKET

READ ENTIRE PACKET CAREFULLY: Students who complete and submit this packet, including required documents, will be granted permission to register for the MCH-130 Nurse Aide Training Course on a first come first serve basis. Successful completion of this course prepares the student for state testing to become a Certified Nurse Aide and join the state registry.

STEP 1: APPLY TO THE COLLEGE

Go to www.cincinnatistate.edu, click "apply" and complete the standard application.

STEP 2: SIGN & DATE PAGE #3 INDICATING YOU REVIEWED THE REQUIREMENTS

The NATP is regulated by the Ohio Department of Health. They have strict requirements that must be completed.

STEP 3: COMPLETE PAGE #4, SIGN AND DATE

Type or write clearly. All data is required by the state including legal name, gender, phone, and full social security number.

STEP 4: OBTAIN AND SUBMIT PROOF OF NEGATIVE TB TEST

You have three options for TB testing.
1. A 2-STEP PPD SKIN TEST (takes several weeks to complete)
2. QUANTIFERON GOLD BLOOD TEST (takes several days to complete)
3. CHEST XRAY WITH NEGATIVE SYMPTOM SURVEY (only required for applicants with positive TB results due to vaccine or past exposure)

STEP 5: OBTAIN AND SUBMIT BCI/FBI BACKGROUND CHECK (FINGERPRINTING)

Cincinnati State is partnered with GET FAST Fingerprinting ($75): you can call 513-548-4204 to schedule an appointment or come to one of the on-campus dates. Complete the following form beforehand: https://getfastfingerprinting.com/csnurse

Website for alternate fingerprinting locations: https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck

KEEP YOUR RECEIPT. This receipt must be submitted with this application as proof that you have completed this step. Results must be received and approved by the Dean of Health & Public Safety prior to attending the clinical component of your course. Felonies, violent offenses, fraud, or issues involving vulnerable populations may prevent students from participating in the required clinical components of this course. Please reach out to the Director of Nursing, beth.hamon@cincinnatistate.edu, if you have any questions or concerns.

CODE FOR BACKGROUND CHECK: **4723 09**   Reason: "entering nursing"

Background checks must be mailed directly from the Attorney General's Office to:

Cincinnati State Nurse Aide Training Certificate Program
3520 Central Parkway
Cincinnati OH 45223

STEP 6: SCAN & SUBMIT THIS APPLICATION PACKET AND REQUIRED DOCUMENTS

Using your Cincinnati state email address, scan and send this entire application including documents to:

NATC@CINCINNATISTATE.EDU

*Please do not send one page at a time. Scan and send the entire packet including negative TB test & BCI/FBI receipt

STEP 7: AWAIT EMAIL FROM THE PROGRAM COORDINATOR, THEN REGISTER FOR MCH 130 COURSE

Applications are reviewed in a timely manner. Once application packet is approved, you will receive an email to your cincinnati state email address indicating permission has been granted for you to register for the course.
**Incomplete applications will not be approved and must be resubmitted.

MCH 130 COURSE INFORMATION / REQUIREMENTS

- Minimum age for this course is 16 years old.
- Attendance for this class is MANDATORY. The Ohio Department of Health requires that the students attend 75-hours with sixteen of those hours in a clinical site.
- You must bring your social security card and official state ID on the first day of class.
- The following textbook is required for this course: Lippincott Nursing Assistant: A Humanistic Approach to Caregiving 6th edition By: Pamela Carter. You may purchase this from the Cincinnati State bookstore.
- There will be mandatory forms posted on Brightspace that must be completed and are due on the first day of class. Please bring a blue or black pen and notebook.
- Hunter green scrubs are required for clinical. 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. Hair must be pulled back and above the collar.
- A laptop is required. If you do not have one, please read the course syllabus on Brightspace for the procedure on how to borrow one for the class. Exams are administered online.
- You will be expected to read and complete chapter work before each class. Passing this course will earn you the opportunity to take the state exam. Once you pass the state exam you will be placed on the nurse aide registry.
- A >75% grade is required to pass the knowledge portion of this course. A satisfactory grade in skill demonstration must be achieved in the classroom. A passing score on the clinical rubric is required to pass the course. There is no extra credit given to improve a grade. Grades are not rounded up.
- The Office of Disability Services (ODS) ensures that students with special needs receive the academic accommodation 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 569-1775 or emailing disabilities@cincinnatistate.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 (by checking the box for ADA services on page 4), the Program Coordinator will send you an ADA form. You must return the ADA form to the Program Coordinator to use your accommodation for the NAT course and state testing. Accommodation must be utilized throughout the entire course for the students to utilize them during state testing.
- MINIMUM PHYSICAL REQUIREMENTS:

  - Ability to lift 50 lbs
  - No impairment with bending, stooping, lifting overhead, carrying items
  - No casts, crutches, canes, leg braces, walkers, orthopedic assistive devices such as boots or scooters are allowed in the lab nor at the clinical site
- 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. Phones must 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 posted on Brightspace) is expected.
- Please know that your attendance on clinical is contingent based on your BCI and FBI Background check results, even if the session of class has begun. You may not attend clinical until your background check is cleared by the Dean of Health & Public Safety. See Cincinnati State's "Refund Policy" at https://www.cincinnatistate.edu/tuition-fees/bursar-and-cashier-office/ or call at the Cashier's Office at (513) 569-1580, if needed.

I have read and understand the requirements of the nurse aide training program:

PRINT NAME: _____DATE: _____

SIGNATURE: X_____ DATE: _____

CINCINNATI STATE NATC APPLICATION

TODAYS DATE: _____   STUDENT ID: _____

I PLAN TO ENROLL IN:

       SPRING SEMESTER   SUMMER SEMESTER   FALL SEMESTER

CHECK ONE OF THE FOLLOWING:

       I'm currently a Cincinnati State Student   I'm a Facility-Sponsored Student

THE INFORMATION BELOW IS NEEDED TO ADD YOUR NAME AND DEMOGRAPHICS TO THE ODH GATEWAY

PRINT THE FOLLOWING INFORMATION AS IT APPEARS ON YOUR DRIVER'S LICENSE OR YOUR STATE ID:

X_____

       LAST   FIRST   SOCIAL SECURITY NUMBER

X_____

 ADDRESS/STREET   APT#   CITY   STATE   ZIP CODE

@cincinnatistate.edu

X_____

CINCINNATI STATE EMAIL ONLY   CELL PHONE NUMBER

FEMALE   **MALE**

         GENDER   **BIRTHDATE**

Do you need accommodations (ADA) through the Office of Disability Services (ODS)? (A separate form to request reasonable accommodations will be sent to your Cincinnati State email). Please see page 2 of this application for bulleted information.

          YES   NO

EMERGENCY CONTACT NAME: _____PHONE #_____

I, _____, DECLARE THE ABOVE INFORMATION IS CORRECT:

               PRINT NAME

X_____

       SIGNATURE   DATE

CINCINNATI STATE NATC APPLICATION

A 2-step PPD/TB Test **or** QuantiFERON TB Gold **or** **Chest X-Ray is REQUIRED for the nurse aide training program.

If you receive an annual TB test at your current place of employment, we will accept that assuming it traces back to an initial 2 step.

If you have had any of these tests within a year of when you will be attending our class, you may submit that paperwork from your healthcare provider.

Documentation must be legible, signed and dated. The clinic must stamp your PPD form that includes: name, address, and phone number of the facility where you received the testing or the clinic may use their own form if it has the facility and practitioner information on it.

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 NAME

_____

ADDRESS/STREET   APT.#   CITY   STATE   ZIP CODE

1ST STEP PPD
PATIENT SHOULD RETURN TO THE CLINIC WITHIN 48-72 HRS OF TEST PLACEMENT FOR READING.

DATE & TIME PLACED	ARM	LOT #	MANUFACTURER	SIGNATURE & TITLE OF PRACTIONER
DATE & TIME READ	**RESULTS (mm)**			**SIGNAURE & TITLE OF PRACTIONER**

2nd STEP PPD
IF 1ST STEP IS POSITIVE, PATIENT MUST NOT RECEIVE 2ND STEP. THE 2ND STEP INJECTION MUST BE PERFORMED 1-3 WEEKS AFTER STEP 1 HAS BEEN READ (NOT PLACED). PATIENT TO RETURN TO THE CLINIC WITHIN 48-72 HRS OF TEST PLACEMENT FOR READING.

DATE & TIME PLACED	ARM	LOT #	MANUFACTURER	SIGNATURE & TITLE OF PRACTIONER
DATE & TIME READ	**RESULTS (mm)**			**SIGNAURE & TITLE OF PRACTIONER**

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

FREQUENTLY ASKED QUESTIONS:

May I use my healthcare provider /clinic's TB test results form?   Absolutely! As long as it has all the correct information on it, that is fine. See page 1 for requirements. Proof of Continuous Annual TB testing may be accepted assuming the initial testing was a 2-step.

How do I obtain instructor consent to register? The program coordinator will grant you permission to register once you complete the NATP application packet and submit the required documents. The application packet and documents must be scanned and emailed from your Cincinnati State email address to NATC@cincinnatistate.edu Once you have submitted your application correctly, you will receive an email stating that your application has been approved and you may register for a nurse aide training class (MCH 130)

How long are classes? When do they begin? According to the Ohio Department of Health, classes are 75 hours in length. Our classes vary 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.

Is there financial aid for the class? If you are a degree-seeking student in a program that requires nurse aide training (such as nursing) you may be able to use financial aid for this course. If you are a non-degree seeking student, or this is your only course, financial aid is not available. Please contact the Financial Aid office at (513) 569-1530 with financial aid questions or concerns.

Will classes ever be canceled because of weather or other circumstances? Possibly. Unexpected situations may occur. Weather related (snow days) may cause the college to close. Class may be canceled. due to a faculty illness. If this occurs, please be aware that time missed would need to be made up. Classes may need to be extended past the original end date.

Do we have a different start time for our clinical days than we do for our classroom time? Yes. You usually need to be at clinical 30-60 minutes earlier than your regular class start time. So, if your class starts at 8:00am, then you will typically need to be at clinical between 7:00 and 7:30am. If your class typically starts at 5:00pm, you will need to be at clinical between 4:00 and 4:30pm.

Do I need to bring my lunch? 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.

Is there a coffee machine or vending machine available? There are vending machines with soda and snacks that accept credit cards. If you need coffee, please bring your own.

Where is the classroom located? If your class is at Main campus, the NATC lab is in room 244 MAIN. If your class is at the Evendale campus, your class is in Room 3.

Where do I park? 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. Other students 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 next door. The door you enter in off that parking lot.