



**Certified Nursing Assistant Program
Application and Information Packet**

**Chipola College
3094 Indian Circle
Marianna, FL 32446-2053**

[Nursing Assistant](#)



Dear Applicant:

Thank you for your interest in the Certified Nursing Assistant Program. Upon successful completion of this program, you will be eligible to take the state board examination to become a Certified Nursing Assistant (CNA).

This program is designed to prepare Certified Nursing Assistant students for employment as nursing assistants or to provide supplemental training for persons previously or currently employed in these occupations.

This program offers a broad foundation of knowledge and skills of the traditional role of the nursing assistant. Upon completion, the graduate will be prepared to care for patients in the nursing home or hospital.

The Nursing Assistant Course is 120 hours in length, meeting the criteria and objectives of the State of Florida Approved Curriculum and consisting of Certified Nursing Assistant coursework, skills and clinical.

Admission is twice a year in Spring and Fall and will be limited to **15 students**. Classroom instruction will be offered on the Chipola College campus and clinical experiences will be held in Marianna, Florida. Students are responsible for their own transportation to and from clinical sites. Daily attendance is necessary and an attendance policy is in place.

Enclosed, you will find an application packet that you will need to read and complete to begin the application process. There is also a checklist that provides information on how to proceed, as well as an Approximate Cost sheet and information on how to apply for Financial Aid.

If you have any questions after reading the enclosed information, you may contact me at by email johnsona@chipola.edu or by phone at 850-718-2346. Information about the Certified Nursing Assistant program, including pass rates and deadlines can also be found at <https://www.chipola.edu/academics/academic-departments/health-sciences/cna/>.

Sincerely,

Annamarie Johnson, DNP, MSN, RN
Program Coordinator



Contents

Admission Requirements:	4
Tuition Assistance:	4
Testing Requirements:	4
Skills Required for Nursing Assistants	5
Approximate Program Cost	6
Application for Admission	7

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination.

Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Equity Officer and Title IX Coordinator.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna FL 32446, Building A, Room 183A, 850-718-2205, pippenw@chipola.edu.



Admission Requirements:

1. Apply for General College Admission. If you are a new student to Chipola College or it has been more than three semesters (one year) since you have taken a course at Chipola College, you must complete an [online application](#) or go to the Admissions office. Choose major code 2218 for Nursing Assistant for your application to ensure you are accepted in a timely manner.
2. Complete the **Certified Nursing Assistant Program Application** in this packet. The completed application can be mailed, emailed to johnsona@chipola.edu, or brought in to the Health Sciences department and turned in directly.
3. Ensure all high school, vocational and college transcripts have been sent to Admissions. Failure to ensure transcripts have been received by Admissions will result in a denial of admission to the college and the Nursing Assistant program.
4. **Dual Enrollment Applicants** must take the Test of Adult Basic Education (TABE) before acceptance into Chipola College. A minimum score is not required to be accepted into the program.

NOTE TO ALL APPLICANTS: Admission to the program is not guaranteed if the above requirements are not met. Depending on space availability, a student may be considered for acceptance after the deadline date if all above requirements have been satisfactorily met. Applicants must be cleared to enter program by the Chipola College Admissions Office before registration will be allowed.

Tuition Assistance:

Tuition Assistance is available to those who need assistance in covering the costs associated with the Nursing Assistant Program (see page 3 for estimated costs). The following forms of tuition assistance can be used for the Nursing Assistant Program:

1. CareerSource Chipola – Contact CareerSource Chipola directly to discuss tuition assistance.
2. Chipola College Foundation
3. Workforce Development Scholarship – to see if you qualify for this scholarship, **you must fill out the FAFSA and attach a copy of the Student Aid Report to this application.**

For assistance with completing the FAFSA, please contact the Financial Aid office at 850-718-2366.

Testing Requirements: The Certified Nursing Assistant state exam is administered by Prometric. Please see [Prometric](#)'s webpage for information on testing sites, the application to test, how to receive testing accommodations, how to submit your fingerprints for background screening, and how to prepare for the exam.



Skills Required for Nursing Assistants

Below is a list of twenty-two (22) required skills the students will learn while in the Nursing Assistant Program. This list is not all-inclusive of all skills that might be required of a Nursing Assistant.

Skill	Examples (not all-inclusive)
Handwashing	Students are expected to know that their hands should be washed before any physical contact with a patient.
Indirect Care	Evaluates infection control, safety, communication, and understanding of patient preferences, needs, comfort and rights.
Ambulation	Evaluates the student's ability to ambulate a patient using a transfer/gait belt safely.
Bed Pan Assistance	Evaluates the student's ability to help a patient when using a bedpan.
Bed Making	Evaluates the student's ability to change bed linens while the bed is occupied.
Patient Positioning	Evaluates the student's ability to change the position of a patient from their back to a side-lying position. The patient requires support to remain in this position.
Patient Dressing	Evaluates the student's ability to dress a patient who is lying in bed and unable to assist with dressing themselves.
Measure & Record I&Os	Evaluates the student's ability to empty the contents of a urinary drainage bag and measure and record urine output on an Intake & Output (I & O) form.
Patient Feeding	Evaluates the student's ability to feed a patient who is sitting in a chair and unable to assist with feeding themselves.
Measure & Record Radial Pulse	Evaluates the student's ability to measure and record a patient's radial pulse at the wrist for one full minute.
Measure & Record Respirations	Evaluates the student's ability to measure and record the respirations of a patient for one full minute.
Catheter Care	Evaluates the student's ability to provide catheter care to a female patient with an indwelling urinary catheter.
Foot Care	Evaluates the student's ability to provide foot care to a resident sitting in a chair.
Oral Hygiene	Evaluates the student's ability to provide mouth care to a resident who has a denture and is unable to assist. Also evaluates the student's ability to provide mouth care to a patient who has teeth.
Perineal Care	Evaluates the student's ability to provide perineal care to a female patient who has urinary incontinence.
Hand & Nail Care	Evaluates the student's ability to provide hand and nail care to a patient who is unable to assist.
Bed Bath	Evaluates the student's ability to give a patient who is unable to assist a partial bed bath.
Range of Motion (ROM)	Evaluates the student's ability to provide passive range of motion exercises to one elbow and wrist to a patient who is unable to assist. Also evaluates the student's ability to provide ROM exercises to a patient's shoulder, hip, knee and ankle.
Patient Transfer	Evaluates the student's ability to transfer a patient from a bed into a wheelchair using a pivot technique and a transfer/gait belt.



Approximate Program Cost¹

<u>Tuition and Fees</u>	
Tuition	\$306.00
Insurance	\$12.00
Lab	\$25.00
Processing	\$20.00
Subtotal:²	\$363.00
Books ³	+ \$78.95
Subtotal:	\$441.95
<u>Additional Expenses:</u>	
NACE (Written exam)	\$35.00
Background Check	\$80.00
Uniforms	\$40.00
Watch	\$15.00
Blood Pressure Cuff ⁵	\$25.00
Stethoscope ⁵	\$25.00
Shoes	\$40.00
Uniform Patch	\$5.00
BLS for HealthCare Providers ⁴	\$7.25
Graduation Pin	\$8.05
Subtotal:	\$280.30
<u>Total Program Cost:⁶</u>	<u>\$722.25</u>

1. Costs are estimates and are subject to change.
2. Tuition and fees due at registration
3. Book payment is due at time of purchase. Book is needed on the first day of class.
4. BLS Course is taught as part of the program. Payment is due on day of course, cash or check only, exact change only.
5. Some supplies provided if you are unable to purchase your own.
6. Additional expenses due by program director's deadline.



Application for Admission

Answer ALL Questions: Answers must be legibly typed or printed in blue or black ink.

Name: _____ Chipola ID: _____

Date of Birth: _____

Mailing Address: _____
Street or PO Box City State Zip

Preferred email: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

The above contact information must be current in order for notification of acceptance to be sent to you. If something changes, it is your responsibility to contact Health Sciences and Admissions in order to update the information. All official transcripts, regardless of credits earned, must be received by the Chipola College Registrar's office in order for final acceptance to be obtained.

In Case of Emergency, who should be notified?

Name: _____ Phone: _____

Relationship: _____

Why do you want to become a Certified Nursing Assistant?

Are you a Dual Enrolled Student? Yes No **If yes, what high school do you attend?** _____ **When will you graduate?** _____

I certify that the application is complete and accurate to the best of my knowledge. I understand that it is my responsibility to ensure that all information provided on this application is correct and that if anything changes, I must notify Chipola College and the Health Sciences Department. I understand that acceptance into the program is not a guarantee of certification or employment upon successful completion of the program.

Signature

Date