



Certified Nurse Aide Program Information Packet

The Navarro College Certified Nurse Aide program provides the skills, knowledge, and experience required for entry-level nurse aides. Nurse aides typically provide basic care to residents of long-term care facilities. You will learn about residents' rights, communication, safety, observation, reporting, and how to assist residents in maintaining basic comfort and safety.

The program consists of **76 hours** of classroom and lab instruction and **44 clinical hours**. After successful completion of the program, students will be eligible to take the Certified Nurse Aide exam administered through the Texas Department of Health and Human Services.

This application packet must be completed in full, with all required documentation in order to be considered for acceptance into the program. Completion of this packet does not guarantee acceptance as space may be limited. Completed packets may be submitted to the Office of Continuing Education in person or may be submitted electronically via the CE Registration Form online. No packets or documentation will be accepted via email.

Estimated Program Costs

- Student Tuition: \$775 + \$30 Fee
The tuition rate is established by Navarro College and is subject to continuous review and evaluation. Navarro College reserves the right to make changes at any time without notice.

The following estimated program costs are the responsibility of the student and are not collected or paid by Navarro College. The costs below are estimates provided for the purpose of educating students on the total program costs and may be subject to changes outside of the control of Navarro College.

- State Testing: \$125
- Background Check: \$3 (required prior to program enrollment)
- Drug Screen: \$30 (required prior to program enrollment)
- Textbook and Materials: \$140

Program Schedule

Program schedules and delivery formats may vary. Please see the Continuing Education Course Schedule or the CNA program webpage for more information about upcoming courses.

Note about class sessions and clinical hours

When registering for class, students are expressing their commitment to attend all lecture, skills, and clinical sessions as required and specified by the program schedule. All instruction must be provided by an authorized Navarro College Certified Nurse Aide program instructor. Students will not be allowed to complete skills training or clinical hours at any other location other than the designated Navarro College Campus indicated on the schedule and clinical partner locations approved for the Navarro College Certified Nurse Aide program. In order to complete this program, students must attend classes as scheduled and demonstrate mastery of skills and competencies as designated by the Texas Department of Health and Human Services Nurse Aide Competency and Evaluation Program standards and evaluated by an authorized Navarro College Certified Nurse Aide Instructor.

Required Materials

Required books and materials may be ordered through the Navarro College Bookstore.

- Textbook: *Hartman's Nursing Assistant Care Long-Term Care* - Fourth Edition; ISBN: 978-1-60425-041-1
- Workbook: *Hartman's Nursing Assistant Care*; ISBN: 978-1-60425-042-8
- Materials: Red scrubs, Gait belt, Blood Pressure Cuff, and Stethoscope

Statewide Background Check

Prior to registration, students must provide a copy of their criminal background check through the Texas Department of Public Safety. The check must be no older than 12 months and cannot expire before the date of program completion. To request a Background check:

- Go to: <https://publicsite.dps.texas.gov/DpsWebsite/CriminalHistory/>
- Set up an account, buy one unit, and print or save result as a PDF.

Department of Aging and Disability Services

Prior to registration, students must verify their employment eligibility through the Department of Aging and Disability Services employability check. To conduct this check:

- Go to: <https://emr.dads.state.tx.us/DadsEMRWeb/emrRegistrySearch.jsp>
- Enter your information and click "Submit"
- Print or save the results as a PDF.

10-Panel Drug Screen

Prior to registration, students must provide a copy of a 10-Panel Drug Screen conducted within the last 12 months that will not expire before the date of program completion.

Communication Methods

During the program, students will be responsible for checking their Navarro College student email accounts regularly for communication regarding the program. New students will be assigned an email account along with information on how to log in for the first time.

Notice to Students Regarding Licensing – Criminal History

Effective September 1st 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion.

The following website provides links to information about the licensing process and requirements.

http://www.bon.texas.gov/licensure_eligibility.asp

http://www.dps.texas.gov/administration/crime_records/pages/nics.htm

Should you wish to request a review of the impact of criminal history on your potential Certified Nurse Aid License prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.” <http://www.bne.state.tx.us/enlcnotice.asp>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense.

Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Navarro College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Read and follow all of the instructions to complete your application.

1. Type or print clearly and legibly in blue or black ink.
2. Submit all required documentation as soon as possible.
3. Incomplete applications will not be processed.

Desired Program Start:

Fall Spring Summer Year _____

Student Information:

Last Name: _____ First Name: _____ Middle: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

How did you hear about our program? _____

Emergency Contact:

Name: _____ Phone Number: _____ Relationship: _____

Documentation Checklist:

- Copy of current Driver's License or Government-Issued ID
- Copy of Social Security Card
- Immunization Records
 - Hepatitis B 3 Shot Series – Date of Shot 1: _____ Shot 2: _____ Shot 3: _____
 - Varicella Vaccine (Chicken Pox) – Date of Shot: _____
 - Negative Tuberculosis (TB) Skin Test or Negative Chest X-Ray within last 12 months: _____
 - Tetanus-Diphtheria within last 10 years – Date of Shot: _____
 - Measles, Mumps, and Rubella (MMR) 2 Shot Series – Date of Shot 1: _____ Shot 2: _____
 - Negative 10 Panel drug screen test results within last 12 months – Date of Screen: _____
- Criminal Background Check
- Employee Misconduct Registry Report
- CE Registration Form – submitted at www.navarrocollege.edu/ce

Completed packets and documentation may be submitted in person or electronically:

In Person: Office of Workforce Development & Continuing Education

Navarro College Waxahachie Campus, 1900 John Arden Dr, Waxahachie, TX 75165, Building D.

Electronically: Upload with a CE Registration Form at www.navarrocollege.edu/ce.

Contact Us:

[Continuing.education@navarrocollege.edu](mailto:continuing.education@navarrocollege.edu)

(972) 923-6441