NAVARRO COLLEGE

Medication Aide Program Information Packet

The Navarro College Certified Nurse Aide program provides the skills, knowledge, and experience required to be licensed to administer medicines to residents living in a Long Term Care Facility (LTC), intermediate care facilities for individuals with an intellectual disability or other related condition, correctional institutions, or assisted living facilities. Through this program, participants will learn about the basic roles and responsibilities, the legal and ethical issues, how to care for residents with awareness of their medical and treatment orders, administer medication using proper procedures, and legislation and drug laws related to the administration of medications.

The program consists of **120 hours** of classroom and lab instruction and **20 clinical hours**. After successful completion of the program, students will be eligible to take the Medication 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.

Eligibility Requirements:

In order to be accepted into the program, participants must meet the following criteria:

- Be able to read, write, speak, and understand English,
- Be at least 18 years of age,
- Be free of communicable diseases and in suitable physical and emotional health to safely administer medications,
- Be a graduate of high school or have a GED,
- Be currently employed in a facility as a nurse aide or non-licensed direct care staff person on the first day of the program, and
- Have been employed in a facility for 90 days as a non-licensed direct care staff person. The employment must have been completed within the 12-month period preceding the first official day of the program. An applicant employed as a nurse aide in a Medicare skilled nursing facility or a Medicate nursing facility is exempt from the 90-day requirement.

An institution licensed under the Health and Safety Code, Chapter 242; a state school as defined in the Health and Safety Code, §531.002(17); a correctional institution as established under the jurisdiction of the Texas Department of Criminal Justice; an intermediate care facility for persons with mental retardation operated by a community mental retardation center established under Health and Safety Code, Chapter 534; or an assisted living facility licensed under the Health and Safety Code, Chapter 247, as a certified nurse aide and be a nurse aide in good standing on the state registry.

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Estimated Program Costs

- Student Tuition: $728
  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 Fee: $25
- Background Check: $3 (required prior to program enrollment)
- Drug Screen: $30 (required prior to program enrollment)
- Textbook: $165

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.

Required Materials

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

- Textbook: *Administering Medications, Pharmacology for Healthcare Professionals, 8th Edition with connect code* by Donna Gauwitz. ISBN 978-1259-288-913.

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://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/
- Set up an account, buy one unit, and print or save result 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.

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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.

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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
☐ Notarized copy of high school diploma or GED from an accredited school. **NO ONLINE DIPLOMAS or GED ACCEPTED.**
☐ 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
   ☐ 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 – 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 | (972) 923-6441

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