

This course follows the curriculum specified by the Kansas Department for Aging and Disability Services (KDADS) for instruction of persons planning employment as Certified Nurse Aides in long-term care facilities or pursuing health care careers. Outside-of-class reading, and homework assignments are required. After successful course completion, the student is eligible to take the state test to be credentialed as a Certified Nurse Aide (CNA) in Kansas.

This course has both online and face-to-face components. Assigned readings and assignments are posted online and must be completed prior to each class/lab meeting. Discussion and skills are addressed during face-to-face class/lab sessions at MATC. Students must be able to consistently access the Internet to obtain & complete course assignments by due dates. Allow minimum 4-6 hours for coursework preparation prior to attending each of the class sessions. Students may use their personal computer or a public computer (school or public library). Classes will not be cancelled due to weather. If weather related college closure, Zoom meetings will be held for lecture.

[Click this link to begin the online enrollment into the CNA Course](#)

Class enrollment will close once 9 students are enrolled.

Required for Enrollment:

- **Two (2) personal documents:** state-issued photo ID and copy of SSN card (not just the number) (uploaded with application)
- **Report of negative TB skin test** completed within the past 6 months (or TB chest x-ray, blood test report)
- **Evidence of current Flu Vaccination** completed for the current influenza season.
- **CASAS or TABE Reading Test** must be passed prior to enrollment. **Go here:** <https://manhattantech.edu/student-resources/teaching-learning-center/students/testing-placement> **to schedule the test.** A \$5.00 fee will need to be paid upon scheduling the exam. The CASAS or TABE Test may be waived for college graduates or those who have completed college level writing courses (English Composition, Expository Writing, etc.) grade "C" or higher. Submit your transcript or grade report.

Course cost is \$845.00 Spring 2021 classes

An additional fee of \$28.50 is required for Basic Life Support CPR training, payable at registration of CPR class

Military or Veterans VA Financial Aid is approved for this course. Please see the financial aid office for eligibility.

Fees must be paid at the time of enrollment (or sponsor letter presented**). MATC accepts cash, check, Visa, MasterCard and Discover. High school students may be eligible for reduced cost of \$95.00 per *Excel in CTE*, a career-technical education initiative approved by the Kansas Legislature.

NOTE: To enroll, all documents must be submitted, along with payment method. No partial enrollments or "holds" are accepted.

Class Dates:

Feb 15 thru Mar 12; Apr 12 thru May 7

Course dates listed above are pending KDADS approval

Course cancellation may occur at MATC's discretion

Lecture/Lab: Manhattan Area Technical College, Room 401 Monday, Wednesday & Friday 1300 (1:00 pm) – 1700 (5:00 pm)

Clinicals: Saturday's/Sunday's clinical dates are shown on the printed schedule & available on Canvas

Required Textbook: Hedman, Fuzy, and Rymer. (2018). **Hartman's Nursing Assistant Care: Long-Term Care (4th ed.)**. Albuquerque: Hartman Publishing. ISBN 978-1-60425-074-9

Required Workbook: Hedman, Fuzy, and Rymer. (2018). **Workbook, Hartman's Nursing Assistant Care: Long-Term Care (4th ed.)**. ISBN 978-1-60425-075-6.

Textbook and workbook are available through MATC's eCampus Bookstore.

Information on MATC Bookstore website <https://manhattantech.ecampus.com>. Please allow 2 weeks for delivery of books.

Additional Information:

- **Scrubs are required attire daily.** Information on obtaining scrubs will be provided at the time of enrollment.
- **Refund Policy:** Student may "drop" and receive a refund of tuition and fees if a written notification is received at the MATC front office before 5:00 pm on the Friday before class begins. No refunds are given after the class begins.

** **Third party Billing Agreement:** Payment, a purchase order, or a signed authorization to bill a company or agency as a third party must accompany the student's course enrollment. Companies and agencies requesting to be billed as third party agree to pay all items authorized regardless of the performance of the student.