COURSE OVERVIEW

Course Description
Missoula College UM, Outreach Department and Health Professions Department offer a non-credit Certified Nursing Assistant (CNA) Course, which prepares students for employment in healthcare occupations under the supervision of a licensed nurse. Students learn basic skills for providing or assisting in client care under the scope of practice for a CNA: bathing, dressing, grooming, toileting, transferring, feeding, lifting and positioning; using equipment; and documenting and reporting the general well-being of the client. Theory and training in a clinical setting provide the necessary knowledge, hands-on skills, and experience needed for employment in today’s healthcare facilities.

The Montana Department of Health, State Nursing Assistant Competency Exam scheduled for students at the completion of the training takes place within three weeks following completion of the course. The examination is required for certification as a CNA with the Montana Nursing Assistant Registry and for employment as a CNA. Additional training and testing are required for Home Health Aides.

Job Potential
According to the U.S. Department of Labor, a CNA can earn an average of $11.58 per hour (2014 data shows a range from $9.56 to $14.78). Completing approved training such as the course offered by the Missoula College UM Outreach Department and passing a state exam is mandatory for employment as a CNA. Positions for CNAs are frequently available at hospitals, nursing facilities, home healthcare agencies, hospices, and clinics in Montana and across the nation. Employment as a CNA is an excellent entry point into the healthcare industry, and may lead to further training and employment in other medical occupations such as LPN, RN, paramedic, physician’s assistant, or other healthcare professional occupations. CNA certification is also required for those who wish to become a Home Health Aide (HHA).

CNA Personal and Professional Characteristics
CNA professionals often work with the elderly or physically or mentally disabled clients. For this reason, applicants should have a desire to help people and a willingness to work hard. Applicants should be responsible, compassionate, patient, emotionally stable, and have a positive attitude. In addition, a CNA professional must exhibit tact, honesty, discretion, and confidentiality (awareness of federal regulations for the healthcare industry). No previous academic experience is required.
Missoula College UM Outreach Department
Application Instructions and Course Requirements
July 30 – Aug 17, 2018

Admission into the non-credit Missoula College CNA Course requires a complete application, including payment by 3:30 pm, Thursday, July 20, 2018. Early application is highly recommended as enrollment is limited to a maximum of 10 students, and the course frequently fills.

Selection Process
In order to ensure fairness, complete applications will be date-stamped upon receipt and screened to select the first ten (10) qualified students. Applicants will be notified via email of the status of their application to the email address provided on the “Contact and Payment Information Form”, by 4:00 pm, Tuesday, July 24, 2018. It is the applicant’s responsibility to allow ample time for mailing the application. Late or incomplete applications will not be accepted.

The application must include the following:

1. Application pages 4-5 (Check boxes as appropriate and initial and date where applicable.)
2. Current Criminal Background Check (Instructions provided on page 3)
3. Course Fee payment of $850.00, due at the time of application, which includes textbooks, supplies, and a one-time Montana Nursing Assistant Competency Exam fee.
4. Copies (not originals) of current Immunization Records (Immunizations listed below)
   - MMR (two MMR shots)
   - Proof of a Tetanus Vaccination (Within the last 10 years); T-Dap (includes Tetanus, Diphtheria, and Pertussis)
   - Two (2) Step TB Test Results (Within the last 12 months)

Missoula College UM Refund Policy
Submit a WRITTEN REQUEST by 4:00 pm, Thursday, July 26, 2018 to withdraw from the CNA training. There will be a $75.00 administrative fee withheld from the refund. There will be no refunds after July 26, 2018. Missoula College reserves the right to cancel any program that does not meet minimum participant requirements. In such an event, students will be notified via email and a refund will be issued. Missoula College is not responsible for any losses incurred as the result of a course cancellation. This is a self-supported non-credit class and UM Financial Aid does not apply.

Additional Costs not included in the course fee
- Required immunizations - provided at the County Health Department or with a private provider.
- Criminal background check
- One set of scrubs purchased after the start of class

July 31 – Aug 17, 2018
Required Criminal Background Check

The healthcare facility where the clinical instruction will take place requires a current Criminal Background Check. Submit the Criminal Background check at the same time as the CNA Course application for the application to be date-stamped “Complete”. Allow 5 - 8 business days for results of a criminal background check.

Instructions for completing a Criminal Background Check:


2. Follow the “How It Works” five-step process.

3. On the right-hand side of the home page is the section “Get Started Here!” There is an arrow pointing to a gray box titled “First Time Users”. Enter code: VWXYC (first section) and 89926 (second section). Click “Get Started” to continue to page two to create your account. Complete the required six steps.

4. Payment will be required for completion of the criminal background check by selecting the preferred payment option, carefully providing all information required for payment. A confirmation receipt will be emailed once the payment is received.

5. Upon completion of the criminal background check, a full report will be emailed within 5 - 8 business days. If results are not emailed within a reasonable amount of time, login as “Returning Users” to check for results.

6. Keep the original report for your records and submit a photocopy with your CNA Course Application.

Accessibility Resources

It is the disabled individual’s responsibility to begin the reasonable accommodation discussion, and the University’s responsibility to engage in a good-faith interaction with the individual, so that both parties can cooperate to develop a reasonable accommodation. For reasonable accommodation requests, visit the UM Disabilities Services website at http://www.umt.edu/dss/ or call 406-243-2243 (voice/text).
Missoula College UM Outreach Department
Required CNA Certification and Disclosures
July 30 – Aug 17, 2018

Certification Legal Requirements
All Certified Nursing Assistants, by Montana State Law, must complete an approved state training before securing employment in the State of Montana. The State of Montana has approved Missoula College’s training curriculum, instructor and training sites. All students will be eligible to complete the required Montana Nursing Assistant Competency Exam at the end of the course (within approximately two weeks of the course completion). In compliance with the legal and employer requirements for CNAs, students must complete the following Disclosure.

Disclosures

1. Is this Training for You? Self-Disclosures*

☐ Because CNAs work with patients, I certify that I have not been convicted of a felony;

☐ I have not been convicted of any offense that involves violence, such as assault, rape,

☐ Child abuse, child molesting, adult abuse;

☐ I have not been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion.

Signature ___________________________________________ Date ____________________________

*A Certified Nursing Assistant License may not be granted and/or may not be eligible for employment in nursing facilities or home healthcare agencies if one of the above boxes is not checked.

2. Physical Self-Disclosure: CNAs must help lift and transfer patients, supplies, and equipment; spend considerable time standing; interact with staff and patients; and complete paperwork. I have no health or physical problems that would prevent me from being able to complete the training or to regularly work as a CNA, such as (but not limited to) back or joint pain, communicable diseases, or vision problems.

Signature ___________________________________________ Date ____________________________

3. Is the CNA profession a good fit for me? I believe that I have good helping, caring, and nurturing skills and would find a CNA job rewarding; that I have good communication skills and would work well with a professional healthcare team; that I hold to the highest professional and ethical standards; that I will treat patients with the utmost respect; and that I will maintain good work ethics. Initials ________

Signature ___________________________________________ Date ____________________________

July 31 – Aug 17, 2018
Missoula College UM Outreach Department
Contact and Payment Information Form
July 30 – Aug 17, 2018
Missoula College UM Outreach Department

Date ________________

Last Name ___________________ First Name ___________________________ MI ____________

Mailing Address________________________ City __________________________ State ________ Zip ________

Primary Phone ______________________ Primary Email Address ____________________________

(Please print legibly)

I hereby certify that, to the best of my knowledge, the foregoing information is true and complete without evasion or misrepresentation.

Signature_______________________________________________ Date___________________

July 31 – Aug 17, 2018
Missoula College UM Outreach Department  
Non-Credit Certified Nursing Assistant (CNA)  
Application Checklist

Important Dates and Deadlines
Thursday, July 20, 2018, 3:30 pm – Application Deadline (Please submit the following)

- Application (pages 4-5) and the associated documents
  - Immunization Records as outlined on page 2
  - Completed Criminal Background Check (instructions page 3) included copy with application
  - Completed Disclosures (page 4), signed and initialed where indicated
  - Completed –Contact and Payment Information Form with signature (page 5)

Tuesday, July 26, 2018, 4:00 pm – Applicants notified by Outreach Department of admission into CNA training

Thursday, July 26, 2018, 4:00 pm – Last date to request refund (less $75.00 administration fee)

Course Schedule*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 30-31, 2018</td>
<td>8:00am – 3:30pm</td>
<td>Lecture at Missoula College</td>
</tr>
<tr>
<td>Aug 1-3, 2018</td>
<td>8:00am – 3:30pm</td>
<td>Lecture at Missoula College</td>
</tr>
<tr>
<td>Aug 9, 2018</td>
<td>10:00am – 12:00pm</td>
<td>Lecture at Missoula College</td>
</tr>
<tr>
<td></td>
<td>1:00pm – 3:30pm</td>
<td>Clinical at Riverside Healthcare</td>
</tr>
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<td>Aug 10, 2018</td>
<td>6:30am – 3:30pm</td>
<td>Clinical at Riverside Healthcare</td>
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<tr>
<td>Aug 13-14, 2018</td>
<td>6:30am – 3:30pm</td>
<td>Clinical at Riverside Healthcare</td>
</tr>
<tr>
<td>Aug 15, 2018</td>
<td>6:30am – 12:30pm</td>
<td>Clinical at Riverside Healthcare</td>
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<tr>
<td></td>
<td>1:00pm – 3:30pm</td>
<td>Lab for State Review</td>
</tr>
<tr>
<td>Aug 16, 2018</td>
<td>8:00am</td>
<td>State Test – Computer Test Skills to Follow</td>
</tr>
<tr>
<td>Aug 17, 2018</td>
<td>8:00pm</td>
<td>State Test – Computer Test Skills to Follow</td>
</tr>
</tbody>
</table>

*Schedule subject to change

For more information about the Nurse Training and Competency Evaluation Program (NATCEP) or the CNA profession, visit the Department of Public Health and Human Services website: [https://dphhs.mt.gov/CNA](https://dphhs.mt.gov/CNA).

Please check with any potential CNA employment healthcare facilities for specific reimbursement policies prior to taking the Missoula College UM non-credit CNA Course.

Disclaimer: Admission into the non-credit Missoula College UM CNA Course or completion of the Course does not guarantee the participant CNA certification or employment as a CNA.

~~~~~~Please Keep this Page for Your Reference~~~~~~