



Certified Nurse Aide Program Application

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 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**
- CastleBranch Application (Background Check and Drug Test): \$69.25**
- Textbook (required for program): \$50.00**
- Materials: Red scrubs, Gait belt, Blood Pressure Cuff, and Stethoscope: Varies based on retailer**

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. 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: The Basics, 5th Edition*
- Workbook: *Hartman's Nursing Assistant Care: The Basics*
- Materials: Red scrubs, Gait belt, Blood Pressure Cuff, and Stethoscope

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. Please contact the Office of Continuing Education should you wish to request a review of the impact of criminal history on your potential certification prior to registering for the program.

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.

Funding for Certified Nurse Aide

For Continuing Education courses, Texas Public Education Grant (TPEG) is a grant designed to help Texas resident students cover his/her tuition and fees, when these expenses exceed the Expected Family Contribution (EFC) reported on their Student Aid Report (SAR). TPEG is awarded to eligible applicants on a first-come, first-served basis while funds are available and does not cover the cost of books, material, tools or any other supplies. Not all programs qualify for TPEG funding. To determine eligibility for TPEG, you will need to submit a FAFSA to Navarro College. For more information, contact the Office of Continuing Education.

Students may also be eligible to for funding through the Adult Education and Literacy Program. Please contact the Career Navigator at 903-875-7467 for more information.

Payment is due in full upon registration. There are no payment plans for CE courses.

Application Checklist

- Read, Write, Speak, and Understand English
- Valid Driver's License or photo ID
- Social Security Card
- Employability Check (Nurse Aide Registry and Department of Aging and Disability Services)- (Navarro College will verify each student)
- Immunizations
 - Hepatitis B 3 Shot Series (or positive titer)
 - Varicella (Chicken Pox) -two doses unless first dose is prior to age 13 (or positive titer)
 - Tetanus-Diphtheria within last 10 years
 - Measles, Mumps, and Rubella (MMR) 2 Shot Series (or positive titer)
 - Negative Tuberculosis (TB) Skin within last 12 months
- Castlebranch

Students must go through Castlebranch to complete their background check and to schedule their drug screening

Go to <https://navarrocollege.castlebranch.com>

Select "Place Order" → "Continuing Education" → "Certified Nurse Aide", and then "VG33bgdt: Background Check - Drug Test." You will pay \$69.25 for this service package.

 - Background Check
 - Complete all steps and review each requirement carefully to ensure accurate processing.
 - Any findings must be evaluated and cleared by the externship site before the student can enroll in the course. Should the site determine that the student is ineligible to complete the externship due to offenses on his/her record, the student will be rejected from the Certified Nurse Aide program.
 - 10-Panel Drug Screen
 - All students will be required to submit to a random 10-panel drug screen. The drug screen will be scheduled through CastleBranch
 - Students who receive a positive drug screen will not be eligible for admission into the program
- CE Registration Request- <https://www.navarrocollege.edu/ce/>



Participant Acknowledgement and Release of Information

The information provided to Navarro College (NC) Continuing Education is complete and correct to the best of my knowledge. I agree to abide by Continuing Education program policies, rules, and regulations. I further understand the submission of false information is grounds for rejection of my application, withdrawal of acceptance, and cancellation of enrollment. My signature below acknowledges that the Continuing Education program and NC has my permission to release information obtained through background checks and shot records to other local partnering sites used for educational purposes to allow for approval of participation at their site. I understand that participation in clinicals, externships, or apprenticeships on partnering sites are required to complete my program.

Date _____

Student Signature

Student Name (Print)



Authorization for Release of Nurse Aide Registry and Employee Misconduct Registry Information

I, _____ hereby authorize Navarro College to inquire at the Nurse Aide Registry (NAR) and the Employee Misconduct Registry (EMR) for any negative findings entered on these registries. If negative findings have been documented, I understand that I will be prohibited from taking the Texas Health and Human Services (HHS) competency examination test, thereby being refused issuance of a new certificate of nurse aide competency.

Pursuant to 42 Code of Federal Regulation (CFR), §483.13©(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of resident' property are prohibited from employment in nursing and skilled nursing facilities. I authorize, request, and require the NAR agency, or person so contacted to furnish Navarro College whatever information they may have concerning documented negative findings on the NAR deemed by the college to be relevant to my status for testing.

I hereby release, indemnify, and forever hold harmless the NAR and EMR who may furnish such information concerning me for any and all liability, which may be incurred as a result of furnishing any such information. I also release and hold harmless Navarro College, its officers, and agents from any claim or demand related to the college obtaining and/or considering any such information.

I understand that any information obtained by the NAR and EMR, which is captured in whole or in part, upon this release authorization will be considered in determining my suitability for competency examination testing by the Texas HHS.

I further understand and agree that any negative findings found on the NAR and EMR during the training session is considered just grounds for Navarro College to refuse purchase and scheduling of the Texas HHS competency examination. I hereby give Navarro College lasting permission to reinvestigate NAR and EMR records at any time during any Certified Nurse Aide training program course of study.

A photocopy or facsimile copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature. My signature below indicates my understanding of, agreement with, and acceptance of all the above terms and stipulations.

Certified Nurse Aide Applicant Name (PRINT)

Certified Nurse Aide Applicant Signature

Date



Certified Nurse Aide Program Student Health Agreement and Release of Liability

I, _____, hereby certify that I am physically fit to participate in any classroom or clinical activity associated with the Navarro College Certified Nurse Aide (CNA) Program. I am not suffering from any illness or injury which would disqualify me from student participation.

Before registering for the CNA class, the following compliances must be read and acknowledged by signature at the bottom of the document regarding the above-mentioned student:

- For the student safety in the clinical area, Navarro College and the long-term care facility must be notified of:
 - Chronic health problems
 - Prescription and non-prescription medication taken on a regular basis
 - Pregnancy
 - Certain health conditions may require a doctor's full release statement on official doctor office letterhead before the student will be allowed to enter or return to the program. If the condition prevents the student from participating fully, she/he will not be allowed to return to the clinical site until the student's attending physician has released the student to full duty. If this release is more than the allowable absences, the student will be dropped from clinical.

IF ACCEPTED INTO THE PROGRAM, I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do hereby indemnify and hold harmless the designated long-term care training facility owners, board members, administrators, nursing staff, employees, volunteers, and representatives. I do hereby indemnify and hold harmless Navarro College, and their board, officers, directors, agents, instructors, employees, volunteers, and representatives (the "Indemnified Parties") from and against all liability, damages, actions, causes of action, claims, losses and/or expenses, including, but not limited to, attorneys fees, court costs, and expenses arising in connection with or based on injury to or death of any persons or property, including the loss of use thereof, caused in whole or in part by any member of Navarro College, regardless whether or not caused in whole or in part by the negligence of the Indemnified Parties, or any one or more of them.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Texas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I/WE SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and have understood.

I understand that all policies, regulations, and standards of conduct of Navarro College will be in effect and must be adhered to in any classroom or clinical activity. It is also understood that I will not be allowed to participate in any classroom activities until this form is executed below.

Signature

Date



Health Insurance and the COVID-19 Vaccine Student Acknowledgment

Navarro College Office of Continuing Education does not require students to have health insurance or the COVID-19 vaccine; however, certain clinical and externship sites require health insurance and/or the COVID-19 vaccine series to complete hours at their facility. It is highly recommended that students have both health insurance and the COVID-19 vaccine series. Should a student NOT have health insurance and/or the COVID-19 vaccine series, they will be placed at a clinical site that does not require one or both. This may increase travel time and travel expenses for the student. Navarro College is not liable for these expenses.

Important notice regarding the COVID-19 vaccine series: The situation regarding COVID-19 is fluid and subject to constant updates from the CDC and local government authorities. Hospitals are starting to require the COVID-19 vaccine series for all employees and students. Students may begin at a clinical site during a period when the vaccine series is suddenly mandated for continuation of clinical hours. Should this occur, Navarro College will not guarantee a clinical location change due to a student being unvaccinated. It is the student's responsibility to ensure they comply with all clinical site requirements.

Student Name (Print)

Student Signature

Date

COVID-19 Notice

The COVID-19 situation is fluid and subject to federal, state, and local mandates and guidelines. Upticks in COVID-19 cases and changes in CDC protocol can cause a hospital or facility to temporarily prohibit on site clinical and externship rotations. Should clinical and externship rotations be suspended during your program, Navarro College will offer either simulated externship hours when appropriate (and in line with professional certification requirements) or delay program completion until externship rotations are available.

By signing below, you have received and understand the COVID-19 clinical and externship policy.

Student Signature

Date