



ALH-1214

Certified Nursing  
Assistant Course

GENERAL INFORMATION

# Certified Nursing Assistants (CNA's)

Work in a variety of settings:

- ✓ Hospitals
- ✓ Long-term Care Facilities
- ✓ Home Health/Home Care
- ✓ Assisted Living Centers
- ✓ Rehabilitation Centers
- ✓ Hospice
- ✓ Medical Clinics
- ✓ and many others



# To become a CNA, you will need to:

- Enroll in an Illinois Department of Public Health (IDPH) approved Basic Nursing Assistant Training Program (BNATP). The Nursing Assistant programs here at IVCC are IDPH-Approved programs.
- **Have a fingerprint criminal background check completed prior to the first day of the class. Students must not have any disqualifying convictions unless a waiver has been granted by IDPH.**
- Physical (on IVCC form), 10 panel drug screen and 2 Step TB test done prior to the first day of clinical. More information to follow.

# You will need to:

- ▶ Successfully complete the nursing assistant program, which includes the 21 performance skills required by the Illinois Department of Public Health (IDPH).
- ▶ Take and pass the IDPH written competency exam. You have one year from the date of program completion to take and pass the state exam.
- ▶ Once you pass the written state competency exam, you become certified.
- ▶ Some employers will hire you after you have completed an approved nursing assistant program. However, you have 120 days from date of hire to sit for and pass the state competency exam.

# To maintain your certification you must:

- Work a minimum of 8 hours in a 24 month period
- Remain on the Health Care Worker Registry (HCWR) with no disqualifying convictions.

# In the Nursing Assistant Course (ALH-1214), You will learn about:

- ▶ The Role and Responsibility of a CNA
- ▶ Health Insurance Portability & Accountability Act (HIPPA)
- ▶ Providing Resident's Rights
- ▶ Preventing Infection
- ▶ Promoting Safety
- ▶ Safely moving/transferring a person
- ▶ Assisting with personal hygiene, grooming, bathing, feeding, denture care.
- ▶ Assisting with toileting and dressing which includes changing adult briefs.
- ▶ Effective communication skills





# In the Nursing Assistant Course (ALH-1214), You will learn about:

- ▶ Assisting with hands-on care including taking and recording a person's vital signs (temp, pulse, respirations, blood pressure)
- ▶ Assisting with nutrition and feeding
- ▶ Assisting with exercise and activities
- ▶ Assisting with admissions, transfers, and discharges
- ▶ Assisting with elimination, collecting specimens
- ▶ Caring for the dying person
- ▶ Caring for the person with Alzheimer's Disease and related dementias
- ▶ and much, much more



# Fingerprint Background Check is Required for this Course

- ▶ Done Statewide/Nationwide
- ▶ GO TO IDPH WEBSITE FOR LIST OF DISQUALIFYING CONVICTIONS  
<http://www.idph.state.il.us/nar>
- ▶ If you have a disqualifying conviction, a waiver must be granted before taking this course
- ▶ If you have questions regarding disqualifying convictions call the Health Care Worker Registry

217-785-5133





# You must be fingerprinted and receive results before the first day of class.

- ▶ Contact Kelli Shan at [Kelli\\_Shan@ivcc.edu](mailto:Kelli_Shan@ivcc.edu) Administrative Assistant for Health Professions to make an appointment to start background and receive more information regarding the **required** fingerprinting, Physical, Drug Screen and TB Testing.
  - ▶ Must bring Photo ID and Social Security Card to receive this information
- ▶ **FINGERPRINTING WILL NOT BE DONE AT IVCC, but you will need the paperwork from Kelli before making an appointment.**
- ▶ A list of fingerprinting sites will be provided to you. Appointments are usually required.
- ▶ You will be responsible to pay the vendor at the time of service. Fees may vary depending on the site.

# Eligibility Information

Administrative Code 300.660

- ▶ You must be at least 16 years of age
- ▶ Speak and understand the English language
- ▶ Have a valid social security number
- ▶ Have completed at least eight years of grade school or provide proof of equivalent knowledge

If you would like to speak with a counselor call (815)224-0360

# CNA Available Sections

- ▶ You can view the available course selection at [www.ivcc.edu/webadvisor](http://www.ivcc.edu/webadvisor)
  - ▶ Click Prospective Students/Students
  - ▶ Click on “Search for Section”
  - ▶ Select “Term”, for the desired semester
  - ▶ Subjects – ALH- Allied Health
  - ▶ Course level: 100- First Year
  - ▶ Course number 1214
- ▶ This will bring up all the sections that are available including dates, times, instructor, clinical sites- pay attention to start dates, as CNA Classes are offered every 8-weeks.

# Registration

- ▶ If you have not yet attended IVCC, you must first apply at [www.ivcc.edu/apply](http://www.ivcc.edu/apply)
  - ▶ Create an Account
  - ▶ Select General Application
- ▶ You can then enroll in your selected section through WebAdvisor (give 24 hours after application submission for processing)
- ▶ Registration (815) 224-0447
- ▶ Still not sure? Make an appointment with our counseling department, at 815-224-0360

# Classes meet

- ▶ This is an 8-week course. You will be given a calendar with the class meeting information.
- ▶ We offer first and second 8-week courses in the Spring and Fall Semesters and sessions in the Summer, at our Oglesby campus and Ottawa campus.
- ▶ Mondays/Wednesdays for Lab/Clinical. In the summer we include Fridays for clinical.
- ▶ Tuesdays/Thursdays for Lecture on campus.
- ▶ Depending on the sections, we have day and evening classes available



# Read: Covid guidelines outlined in Syllabus Addendum

- ▶ Due to the guidelines for the use of masks, handwashing, and social distancing during the COVID-19 pandemic, the following is being added to the ALH-1214, Nursing Assistant Course Syllabus.
- ▶ Oglesby and Ottawa students enrolled in ALH-1214 will meet on campus. **You will be given calendar for exact dates, times, and place to meet.**
- ▶ At this time masks and face shields are required for the clinical sites. **NO EXCEPTIONS!**
- ▶ If you are not vaccinated, you must provide us with a religious, or medical exemption.

# Expense list (approximated)

- Tuition: \$1,080.00
- Course fees: \$115.00
- State exam: \$85.00  
(included in fees)
- Mosby's Nursing Assistant  
Textbook/Workbook 10<sup>th</sup> Edition  
(approx.) \$118.90
- AHA BLS CPR \$20.00
- Costs can vary depending on  
where you go for the physical, TB  
& drug screen and uniform and  
shoes. The prices listed are  
approximated.

## Additional Student Expenses:

- Fingerprint background check  
(\$28 - \$35.00)
- Physical exam (cost start at  
\$39.00 - \$100.00 +)
- 2 Step TB (\$12 - \$20)
- 10 Panel Drug Screen (\$20-\$55)
- Uniform (Scrubs) Navy blue  
top/Navy blue pants (\$30-\$50)
- Nurse's shoes, or gym shoes. No  
crocs, clogs, or strapless (shoes  
do not have to be white) (\$30 -  
\$50)

# Financial Assistance Options

- ▶ Business Employment Skills Team (BEST)
  - Ottawa – 815-433-4550
  - Peru - 815-224-1585
  - Princeton – 815-872-0255
- ▶ Tri-County Opportunities Council – 815-224-0028
- ▶ IVCC Financial Aid Department – 815-224-0438
- ▶ PATH – Pipeline for the Advancement of the Healthcare Workforce. Contact Kimber King 815-224-0425 or email [kimber\\_king@ivcc.edu](mailto:kimber_king@ivcc.edu)

# Lab Practice & Clinical Physical Demands

- ▶ Requires full range of body motion, including manual and finger dexterity with eye/hand coordination.
- ▶ Frequent walking, bending, sitting, and standing for extended periods of time.
- ▶ Physical mode for the clinical site is medium work.
  - ▶ That is, exerting/lifting up to 35 pounds of force **occasionally**, and/or up to 20 pounds of force **frequently**, and/or up to 10 pounds of force **constantly** to move objects.

# Lab/Clinical Eligibility

- ▶ To be eligible to participate in the CNA Program, you cannot have any restrictions, including but not limited to the typical physical demands and requirements as stated on the physical exam form.
- ▶ If you have a physical or emotional condition requiring treatment by a doctor, including but not limited to pregnancy, injury, mental health ect., you must provide a release from your doctor permitting you to perform the normal activities of the class outlined in the physical demands section of this document and student handbook.



# Physical Exam, 2 Step TB testing and a 10 Panel Drug Screen

- ▶ A physical exam, 2 step TB test and a 10-panel drug screen are required.
- ▶ The student is responsible for fees for the physical exam, TB testing, and drug screen.

# Refund/Drop/Student Withdrawal dates

- ▶ These dates vary with the start of each course and will be announced on the first day of the class and noted in the course syllabus.
- ▶ It is the students responsibility to drop a course by the deadline to receive a refund.

# Special Accommodations

## ▶ Supportive Services

- ▶ In an effort to create a classroom environment that maximizes the success of all students, I encourage you to make me aware of any barriers that may inhibit your learning. Feel free to speak to me at any time about concerns or questions you may have about assignments, activities, or assessments.
- ▶ The college provides several support services for students who have barriers to learning. They include, but are not limited to:
  - ▶ Center for Accessibility & Neurodiversity,
  - ▶ Writing Center/Peer Tutoring,
  - ▶ Counseling Center, and
  - ▶ Project Success.
- ▶ Please see the Tina Hardy for more information about any of these offices, please send me an email [tina\\_hardy@ivcc.edu](mailto:tina_hardy@ivcc.edu), or leave a message at 815-224-0284.