Prairie State College
Certificate Advising Guide
CNA/Nurse Assistant

2015-16
CNA/NURSE ASSISTANT
Certificate

The Certified Nursing Assistant Training Program has been designed to provide students with the skills necessary to give basic patient care in a nursing home or hospital. The course includes instruction in basic theory and bedside skills such as bed baths, moving and lifting, enemas, and other techniques. Students will receive practice in a lab setting and in a nursing home. Successful completion of this program qualifies the student for the Illinois Basic Nursing Assistant Certificate and to take the state approved Competency Examination.

REQUIREMENTS FOR ADMISSION TO THE CNA PROGRAM:

_____ Financial aid recipients should check with the Financial Aid Office prior to enrolling in NURS 100. Some financial aid programs will not cover the tuition for this course.

_____ Must have completed at least an eighth grade education.

_____ Must be 16 years of age or older with a valid social security card. Bring card to the first class.

_____ Must take the free Prairie State College COMPASS Test and obtain a COMPASS reading score of 60 or above, OR complete RDG 098 with C or better, OR complete ENG 099 course with C or better, before registering for this class.

REGISTER EARLY FOR THIS CLASS!

These classes are offered in 8 week sessions and fill up very fast. Register early to reserve a seat in this class. For registration dates call the Office of Enrollment Services at (708) 709-3516.

PAYMENT OF TUITION AND FEES (for this class) IS DUE AT TIME OF REGISTRATION.

✓ Attendance at all class sessions is MANDATORY.
✓ Students who miss classes are not eligible to sit for the State of Illinois approved Competency Examination at the end of the course.
✓ Along with regular lectures, students will have clinicals in some local facilities, such as long-term care facilities, where they will perform basic nursing care under the guidance of a registered nurse.
✓ Must submit to a mandatory (by law) Criminal Background Check prior to the first day of class. The fee is $32.50. Certain disqualifying offenses may be considered for a waiver. The waiver must be obtained prior to the background check. For additional information and application, visit http://www.idph.state.il.us/nar.

Waiver Application for Health Care Workers; Illinois Department of Public Health; Health Care Worker Registry; 525 West Jefferson St, Fourth Floor, Springfield, IL 62761 Phone 217-785-5133; Fax 217-524-0137; email dph.hcwr@illinios.gov

✓ Please note: Students enrolled in NURS 100 are also required to have a negative drug screen, a physical examination, proof of immunizations and a two-step TB test prior to entering the clinical facility.
✓ Applicants meeting the above requirements by the published deadline will be invited to a mandatory orientation. Within three weeks of the start of class a packet with detailed information including dates and forms will be mailed to the address we have on file. You may also find the information booklet which includes dates and forms online at prairiestate.edu. Use the A-Z index, choose CNA, then Policy and Information Booklet.

PROGRAM REQUIREMENTS (7 credits)

_____ NURS 100 7 cr Nurse Assistant Training (Prereq. COMPASS Reading Score of 60 or higher, or RDG 098 with C or better, or ENG 099 with C or better)

_____ Attained a minimum grade point average of 2.0 in the courses identified in this certificate program.

Current cumulative GPA:

_____Filed a Graduation Petition Form with the Office of Enrollment Services.

Deadline for filing: October 1 for Winter, March 1 for Spring, July 1 for Summer. (December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1st)

<table>
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<tr>
<th>Credits Required: 7</th>
<th>Credits Completed:</th>
<th>Credits In Progress:</th>
<th>Credits Needed:</th>
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Advised By:________________________________________________________ Date:______________________

SIGNATURE: Counselor or Advisor or Faculty Advisor

This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Enrollment Services.
IMPORTANT PSC GRADUATION POLICIES
1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. Requests for COURSE SUBSTITUTIONS in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Enrollment Services at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

UPON COMPLETION OF THIS PROGRAM:
To work in a long-term care facility in Illinois upon completion of this program, students need to pass the Nursing Assistant Competency Examination. Currently this examination has a $65.00 fee. The test is available at Prairie State College and other sites in the area.

DIVISION OF HEALTH PROFESSIONS
Program Coord: Becca Wolfe  
Dept. Chair: Kathleen Malic  Room 2229  (708) 709-3530  
Division Dean: Patty Zuccarello  Room 2241  (708) 709-2947  
rlwolfe@prairiestate.edu  
kmalic@prairiestate.edu  
pzuccarello@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:
Illinois Department of Public Health CNA Registry:  http://www.idph.state.il.us/nar/home.htm  
Facts about Certified Nurse Aides:  http://www.idph.state.il.us/nar/cnafacts.htm  
Employment opportunities:  www.collegecentral.com/prairiestate

FINANCIAL AID GUIDELINES FOR CNA PROGRAM:
Financial Aid will only cover the CNA course for students who are seeking a degree in Nursing Applied Science and meet all the following criteria:
- Completion of all developmental Reading and English courses
- Placement in PSC’s MATH 095 or successful completion of PSC’s MATH 090
- ENG 101
- PSYCH 101
- Completion or concurrent enrollment of BIOL 221
- Nursing Intent Form on file with the Enrollment Services Advisor
- Current major selected as Nursing in Applied Science in the Enrollment Services Office

All above courses must be complete with grades “C” or better. **All sciences must be no older than five years and be eligible for program admission.** Students not meeting the above requirements will have their Financial Aid Award reduced and must secure another source of funding for the course.