STEP 1: Requirements for pre-program admission:

- Submit: NWTC Application – apply online!
  - $30 application fee (one-time, lifetime, non-refundable fee)

We are dedicated to working closely with every student to create a customized pathway based on needs and educational goals.

STEP 2: Requirements for PROGRAM Admission:

- Create a CastleBranch.com (CB.com) account through www.castlebranch.com
  - CLICK HERE for details on instructions on completing Background Check (CBC)/Health Records
- Complete and upload Health Records/Requirements
  - CLICK HERE for health forms (Hep B, 2TB, Technical Standards (TS)).
- Complete and upload your Caregiver/Criminal Background Check (CBC) if you are 18 and older.
  - CLICK HERE for Background Information Disclosure (BID) form
  - For students under 18, we can waive this requirement for you. Please email: cbc@nwtc.edu “I am a potential Nursing Assistant student, my name is ___, my student ID is ____, and my date of birth is ___”

Step 3: Registering for Class:

- Once all items are completed on your admission checklist, you will receive an acceptance letter via your my.NWTC account and then you can register for a Nursing Assistant class.
- Call the Contact Center at (920) 498-5444 or Register Online.

PROGRAM NOTES

- For general questions about the program, please contact Carolyn DeBaker at (920) 498-6985 or send her an email at Carolyn.debaker@nwtc.edu
- Please contact CastleBranch.com Customer Service for health records and caregiver background questions at (888) 723-4263 or email servicedesk.cu@castlebranch.com with any questions.
- Additional Program Information:
  - Cost Summary
  - Nursing Assistant Supplies Needed & Purchasing Options
  - What to expect in your Nursing Assistant class

IMPORTANT: Check your my.NWTC admission checklist and student email account frequently for updates on your status.