

# Nursing Assistant Technical Diploma Admissions Guide/Info Packet

The Nursing Assistant program prepares you to successfully pass the state competency exam to become a CNA, Certified Nursing Assistant. For admission into the program, complete the steps listed on this page.

INITIAL ADMISSIONS REQUIREMENTS	COMPLETED
<b>Apply to the Nursing Assistant Program</b> <a href="http://nwtc.edu/apply">nwtc.edu/apply</a> This is your first step. Please submit only one application to the term you plan to take the course at NWTC.	<input type="checkbox"/>
<b>IF YOU'RE UNDER THE AGE OF 18, email <a href="mailto:cbc@nwtc.edu">cbc@nwtc.edu</a> the following:</b> "I am a potential Nursing Assistant student, my name is _____, my NWTC student ID# is _____, and I am under 18. My date of birth is _____." *Because you are under 18, you will NOT need to complete the background check portion of the clinical requirements (see below for more information).	<input type="checkbox"/>

CLINICAL REQUIREMENTS IN VIEWPOINT	COMPLETED
<b>Create Viewpoint account and complete requirements below.</b> Visit <a href="http://viewpointscreening.com">viewpointscreening.com</a> and follow the step-by-step instructions: <a href="http://go.nwtc.edu/viewpointhelp">go.nwtc.edu/viewpointhelp</a> . <b>If you're under 18, select 'Nursing Assistant for K12 Students (under age 18 only)' package and then select only the 'Health Portal'. If over 18, select 'Nursing Assistant' package and then 'Background Check + Health Portal'.</b> Note: There is a fee when setting up your Viewpoint account. For Viewpoint questions, use the chat feature when signed in or contact customer support ( <a href="mailto:studentsupport@viewpointscreening.com">studentsupport@viewpointscreening.com</a> ).	<input type="checkbox"/>
<b>Complete TB Testing</b> NOT REQUIRED FOR ADMISSION but MUST BE COMPLETED WITHIN 90 DAYS PRIOR TO STARTING CLASS. Report must include dates, times, & results of each test & reading. Upload to Viewpoint.	<input type="checkbox"/>
<b>Complete the Nursing Technical Standards Form</b> Complete the electronic fillable form in Viewpoint.	<input type="checkbox"/>
<b>Upload Immunizations</b> Obtain a copy of your immunizations* (Hepatitis B and Covid-19) and upload to Viewpoint. There are two common ways to obtain them: <ol style="list-style-type: none"> <li>1. <a href="#">Wisconsin Immunization Registry</a></li> <li>2. Contact your primary care provider (or log in to their website or app)</li> </ol> *Copy of Covid-19 vaccination card is NOT approved documentation. *Declination forms/options are available within Viewpoint Health Portal for both immunizations.	<input type="checkbox"/>
<b>When all Viewpoint items (except TB testing) are completed AND approved, email <a href="mailto:cbc@nwtc.edu">cbc@nwtc.edu</a> so the completion can be verified and checklist items can be marked complete ASAP.</b>	<input type="checkbox"/>

Once your checklist items have been marked complete and everything is processed, you'll receive communication about program acceptance. This is when you're eligible to enroll into a Nursing Assistant course (NWTC Catalog #30543300).



## Tuberculin Skin (TB) Testing Information

### What is TB Skin Testing?

TB Skin Testing is done to screen and monitor for Tuberculosis. It is required for all Nursing Assistant students to be eligible to attend clinical.

### What are the TB Requirements?

This is not required for admission into the program, but it must be completed within 90 days prior to the start of class.

- A two-step TB skin test (TST) OR a Single Blood Assay Test IGRA (QuantiFERON Gold or T-Spot) are required
  - *If there is a positive TB skin test, get a TB screening blood test or chest x-ray. If TB screening blood test is positive, then a clear chest x-ray is required. For those with a history of TB disease or LTBI, an initial post-positive chest x-ray and symptom evaluation is required to rule out TB disease. Follow-up will be determined by the facility.*
- Annual renewal required. May complete Annual TB Risk Assessment Questionnaire after initial testing above.

### What to Expect for 2-Step Skin Test:

This process takes a minimum of 2 weeks to complete. Results must include patient name, dates of all visits, and full results.

- You will visit the medical provider a **total of 4 times**
- The first appointment is when you receive your first TB test
- The second appointment (48 hours later) is when the TB results are read
- A minimum of 7 days after your first appointment, you will return for a 2<sup>nd</sup> TB test
- A fourth appointment (48 hours later) is required for the results of the 2<sup>nd</sup> TB test (this concludes the 2-step process)

### Where to go for TB test:

- Your health care provider or school Nurse Practitioner
- Bellin Health & Concentra Occupational Health
  - Bellin Health + Concentra Occupational Health can provide your physical examination within 48 hours. Call 920-430-4560 to find the provider closest to you and schedule an appointment. NOTE: Bellin will not accept insurance for these services. TB Skin Test is \$69 each (two total required).
- N.E.W. Clinic at 610 N. Broadway, Green Bay, WI (Call 920-437-7206 to make an appointment)
- Your County Public Health Department

# NWTC NURSING ASSISTANT COURSE SUPPLIES NEEDED

These supplies must be purchased and ready for use by your first day of class.

SUPPLIES NEEDED	COMPLETED
<b>Hartman's Nursing Assistant Care 5<sup>th</sup> Edition (textbook and workbook)</b> <ul style="list-style-type: none"><li>Visit the NWTC Bookstore with your Student ID or log into your student portal to order</li></ul>	<input type="checkbox"/>
<b>Watch with a second hand for heart rate/respiratory rate checks</b>	<input type="checkbox"/>
<b>Pens with black ink</b>	<input type="checkbox"/>
<b>Shoes – clean athletic with laces</b> <ul style="list-style-type: none"><li>Must be worn at all times and kept clean. No open toes, heels, clogs, or crocs.</li></ul>	<input type="checkbox"/>
<b>Uniforms/Scrubs</b> <ul style="list-style-type: none"><li>You are required to wear uniforms during the entire program, both in the classroom &amp; clinicals</li><li>Uniform must not be worn outside of the school or clinical</li><li>Females: TWO sets of white, colored, or subtle print uniforms or scrub tops/pants or dress</li><li>Males: TWO sets of white or colored scrub pants and shirts</li><li>Must have pockets</li><li>T-shirts of any color are allowed to be worn under the scrub top</li><li>Scrub pants cannot drag on the floor</li></ul>	<input type="checkbox"/>

## ***Discounted scrub/uniform options***

- Discounted scrubs can be purchased through the Elite Group (<https://nwtc-101644.mybrightsites.com/>)
  - Click on "Scrubs for General Use" (upper blue ribbon)
  - The first time you purchase, you will need to create a new account at checkout
  - Students should order at least one month prior to the start of class
  - Sample uniforms may be available to try on by going to the NWTC Health Sciences Office (HS310) on the Green Bay Campus
- To be considered for borrowing/free-of-charge uniforms from the Health Sciences Department, call 920-498-5543 or email [collegeofnursing@nwtc.edu](mailto:collegeofnursing@nwtc.edu).

Uniforms can also be purchased from Wal-Mart, Fleet Farm, Uniform Shoppe, etc.

# WHAT TO EXPECT IN YOUR NURSING ASSISTANT COURSE

## SUMMARY OF COSTS

Application for Admission	\$0
Viewpoint Account	\$73 (\$25 for under 18 w/o background check)
Course Fee/Tuition	Consult <a href="#">program webpage</a> (linked)
Nursing Assistant Textbook & Workbook	Consult <a href="#">program webpage</a> (linked)
Miscellaneous Items: scrubs, shoes, watch, etc. (estimate)	\$175
Competency Testing (to become Certified)	Consult <a href="#">WI Nurse Aide Handbook</a> (linked)

## WHAT TO EXPECT IN CLASS

- ☐ Most Nursing Assistant classes meet 2 or 3 days a week (this will depend on the specific section you choose).
- ☐ Classes are offered during the day, in the evening, and on weekends. Weekend classes often fill quickly.
- ☐ Class sessions may be 4,5,6 or 8 hours long.
- ☐ Most clinical sessions are 8 hours long.
  - Day clinicals are 6am – 2:30pm, evening clinicals are 1-9:30pm
- ☐ The Nursing Assistant program is regulated and monitored by the WI Dept of Health Services. Every student is **REQUIRED** to complete 60 hours of classroom time and 45 hours of clinical time.
  - It is **CRITICAL** that you attend **EVERY** session of the class you select. It is very difficult to make up missed time.
- ☐ Clinical is held in a local Nursing Home – you will provide personal care to Nursing Home Residents.
- ☐ There is a lot of reading required. You will read almost the entire textbook in approximately 3 weeks.
- ☐ You will have homework after every class session.
- ☐ You will take quizzes and exams on a computer. There are four quizzes, four lab session exams, and a final exam.
- ☐ You must have an average score of 80% to be eligible to attend clinical.
- ☐ You must pass both the classroom and clinical portion of the program to pass the program.
- ☐ You will be expected to demonstrate skills while being graded by an instructor.
- ☐ The Nursing Assistant program is not eligible for Financial Aid when taken by itself. If you are in need of financial assistance, see information on [scholarships](#). It IS aid eligible if also pursuing the PN or ADN program.
- ☐ If you have a criminal record including things like theft, forgery or disorderly conduct of domestic violence nature, you may not be eligible for clinical, thus not able to complete the program. Each clinical site accepts or denies students based on their criminal history. Repeated convictions and recent convictions also may prevent you from being eligible for clinical.
- ☐ Professional behavior is expected at all times in the classroom and clinical.
- ☐ Excessive piercings are not allowed and you will be asked to remove earrings.
- ☐ Tattoos must be covered during clinical per facility policy.

Please feel free to contact Carolyn DeBaker, academic program specialist, with further questions.

E-mail: [carolyn.debaker@nwtc.edu](mailto:carolyn.debaker@nwtc.edu). Telephone: 920-498-6985 or 1-800-422-NWTC, Extension 6985

