CERTIFIED NURSE AIDE - STUDENT ORIENTATION

About the Program

- The Certified Nurse Aide program is comprised of 2 classes/components: lecture and clinical.
- The program is 108 hours in length, which is about 6 weeks.
- Once you finish and pass the lecture portion (56 hours), you will move on to clinicals (52 hours).
- This is a licensure program, meaning that the training ends with your taking and passing a state exam which qualifies you for licensure.
- You must first apply and be accepted into the CNA program before being allowed to register. Please review your CNA application packet in detail to become familiar with the application requirements.

Training Content

- In this course you will learn how to safely perform the skills that a CNA performs on the job. These include such skills as:
  - Bed making, vital signs, feeding the resident, personal care (bathing, oral care, shaving, fingernail care, etc), transferring a resident, communication skills, hand washing, etc.
  - Specifically there are 37 different Nurse Aide skills that you will learn.
- You will also spend time learning about the aging process, the psychology of aging, nutrition, ethics, laws, preventing infection, and other topics.
- We highly encourage you to review the “Is CNA Right for You?” presentation on our website before applying to the program.

Time Demands and Commitment

- The CNA program is very fast-paced and condensed.
- You will have homework assignments, reading assignments, tests, and quizzes.
- This means that you will have to devote time outside of your classroom hours to complete your assignments and study for tests and quizzes.
- On average, most students will require 10-15 hours per week of studying outside of the classroom to be successful in this course.

Clinicals

- Clinicals are held at a nursing home, and the specific facility will vary depending on the class section you register for.
- The entire class goes to clinicals together at the same facility, and your instructor will also be there with you.
- The clinicals are 52 hours in length, and you cannot miss any hours. No clinical absences are allowed.
- We have established “Clinical Guidelines” which are essentially a code of conduct agreement which you must abide by while at clinicals. Your instructor will review these with you as clinicals approach. Failure to abide by these rules at clinicals will result in your immediate dismissal from the program.
Progression of the Program

- In order to move on to clinicals, you must first pass the lecture portion of the CNA training.
- The instructor will determine who can attend clinicals. This will be based on attendance, test grades, quiz grades, skills check-offs, participation, and any other criteria established by the instructor.
- Should you not be permitted to begin clinicals, you will have the option to take the program again with a future cohort if deemed appropriate by the instructor and program manager.

Physical Demands

- In order to be able to successfully participate in this course, you must be able to perform the following physical skills:
  - Standing, sitting, and walking for extended periods of time
  - Lifting and carrying up to 50 lbs (you will learn how to do this safely)
  - Handling, fingering, pushing, pulling
  - Reaching overhead, reaching forward and reaching low
  - Stooping, kneeling, climbing, and balancing
  - Visual acuity
- If you are unable to perform these skills, then the CNA class is probably not right for you.

Application Process

- We only accept complete applications; therefore, you must have proof of all immunizations at the time of application (this includes all 3 Hepatitis B shots!).
- Review of applications takes 2-3 weeks so submit your application in a timely manner.
- Criminal background checks are due 2 weeks before clinicals, and are only valid for 90 days. If you have a felony on your record, call us so we can discuss your individual situation.
- You will be updated on the status of your application by email; if you are accepted, then your acceptance letter will be emailed to you; if you are denied, then the reasons why will also be emailed to you.

Communication

- In an effort to improve efficiency, and to adopt more environmentally-friendly practices, we will not mail or send anything to you via letter.
- All communications from the Academy of Health Career Training will come in the form of email.
  - Information about the status of your application will be emailed to you.
  - Your acceptance letter will be emailed to you.
  - Information about your class, including any changes in the class schedule, will be emailed to you.
  - Details about your state exam will be emailed to you.
- Therefore, an active email address is required. And it is your responsibility to check your email regularly so as not to miss any important information. If you do not have an email account you can obtain one for free from Yahoo, Hotmail, Gmail, or another provider.

ACES Account

- Once you are accepted to the program, you are then eligible to register for classes.
- Upon registration, you will be given access to your ACES (Alamo College Educational Services) account.
- In ACES, you:
  - Pay for classes
  - Check your financial aid status
  - Search for, add and/or drop classes
- View and print your class schedule
- Check your Alamo Colleges email account (activated after you register and pay for your classes)
- Update your personal information (phone, address, email, etc)
- View campus events and announcements
- Much more…

Cost of the Program
- The Certified Nurse Aide program costs $655.
  - The first class (lecture) costs $377
  - The second class (clinical) costs $278
- Textbooks, scrubs, and other supplies are not included in the cost of course. These costs are in addition to the $655.
- Payment can be made for each class separately, or all together.

Financial Aid
- Financial aid is available in the form of a TPEG-CE grant for students who qualify. Call (210) 486-2600 for more information about financial aid.
- You must apply for financial aid by filling out a FAFSA application at fasfa.ed.gov.
- Financial aid applications typically take 6 weeks to 4 months to be processed, so apply early.
- This is a grant, meaning that you will not have to pay the money back after completion of the program.
- Financial aid will pay for the CNA courses ($655) 100%; however, it does not pay for textbooks, scrubs, or other supplies. It is your responsibility to obtain these items.
- The SPC Financial Aid Office is located on the 1st floor of the Welcome Center.
- You must regularly check your ACES account to see the status of your FAFSA application. The financial aid office will not contact you directly to give you updates, they will only post information to your ACES account.
- It is your responsibility to check your ACES account so you’ll know if your FAFSA application was approved, denied, or missing information.
- If approved, you will fill out a TPEG-CE form in our office when you register for your classes. If your FAFSA application has not been approved, then the financial aid office cannot pay for your classes.
- The financial aid office has a strict 10-day processing rule. All paperwork must be in their office at least 10 business days before the first day of your class. If they do not have all of your paperwork within those 10 days, then they will not pay for your classes.

Paying for the Course
- If you are approved for financial aid, then they will pay your tuition after they receive your TPEG-CE form. Again, it is your responsibility to ensure that you have secured funding for the course, and that all of your paperwork is submitted at least 10 business days before the first day of class.
- If you are paying out-of-pocket, then you must submit payment at least 3 business days prior to the first day of each class.
- Cash payments are taken at the Business Office on campus.
- Payments of any other form (check, credit card, debit card) must be paid online through your ACES account.
Attendance Policy
- According to our state regulatory agency, each student must complete at least 51 clock hours of classroom training.
- The classroom/lecture portion of our training is 56 hours.
- This means that you can miss up to 5 hours of class and still be in compliance with the state’s requirements.
- Absences in excess of this amount will result in your being dropped from the program.
- Tardies will be counted towards the total amount of your absences.
- You are not allowed to miss any clinical hours.

Dropping the Class
- If you cannot finish the course, you must follow the steps below to drop yourself:
  - If it is before the first day of any class, then you must drop yourself through your ACES account.
  - If it is on or after the first day of any class then you must submit a written drop request to the Academy of Health Career Training.
- You must drop the course if you cannot finish. Failure to officially remove yourself from the class roster will result in your receiving an ‘F’ at the end of the course.

Textbooks
- There is one (1) required textbook for the course, which you must have by the first day of class.
  - Mosby’s Textbook for Nursing Assistants
  - 7th edition (must be the 7th edition)
  - Author: Sheila Sorrentino
- Brand new books can be purchased from the St. Philip’s College Bookstore for about $62.00. They can also be ordered online from the St. Philip’s College Bookstore at efollett.com.
- Used copies may be available from other retailers such as L&M Bookstore, amazon.com, half.com, ebay.com, etc.
- You may also wish to rent your textbook from a retailer such as chegg.com, bookrenter.com, etc.

Parking Permits
- Any vehicle parked in an Alamo Colleges parking lot must display a parking permit.
- They are available at the Business Office located in the Welcome Center at a cost of $50 each.
- These can also be purchased online through your ACES account, and you can then pick up your sticker from the Business Office.
- They are good for one whole academic year, from September 1st through August 31st of the following year.
- The cost of parking permits purchased after January 1st of any given academic year will be prorated.
- Limited street parking may be available if you choose not to purchase a parking permit.

Dress Code
- You must wear scrubs to class every day.
  - For the lecture portion of your training, they can be any color or pattern.
  - For clinicals they must be solid white scrubs.
- You will also need to wear a closed-toe athletic style shoe to class and clinical (your clinical shoes must also be white). No clogs, or Crocs, or other open-back shoes.
You will also need to wear a watch with a second hand every day. You will need this to measure vital signs.

All tattoos and piercings must be covered (except for standard ear piercing).

For ladies, hair must be pulled back.

No multi-colored hair (unnatural colors like pink, green, blue, etc)

Jewelry must be kept to minimum
- No necklaces
- No bracelets (other than your watch)
- No rings (other than your wedding band)
- No large earrings (a simple stud only)

Pregnancy and Injuries
- If you are pregnant or become pregnant, you can only participate in the course with a Doctor’s note stating that you can perform the skills outlined.
  - Even with a Doctor’s note, you may not be allowed to participate in clinicals or take the state exam.
- If you are injured or become injured, you can return to class with a Doctor’s note.
  - Even with the Doctor’s note, you may not be permitted to participate in clinicals or take the state exam.
- Failure to disclose your having a pregnancy or injury will result in immediate dismissal from the program.

Accommodations
- St. Philip’s College has a wide variety of services available for students with documented physical, visual, and health impairments, both temporary and permanent.
- Services are free to all St. Philip’s College students.
- If you require such accommodations, please inform the Academy of Health Career Training at least 2 weeks before you start class so we can provide you with further information.

State Exam
- Taking the state exam is the final component of the CNA program. Without taking and passing the exam, you will not receive your CNA license.
- You must have a valid (not expired) picture ID and a Social Security Card to test. These items are required along with your application for admission.
- Ensure that the name on your picture ID and your Social Security Card match. The state will not accept them if the names are different.
- You must also bring these forms of identification on the day of your state exam.
- Your state exam will usually take place 3-4 weeks after the last day of clinicals.
- Scheduling the exam is at the discretion of the state and the nurse examiner.
- St. Philip’s will communicate the details of your state exam with you via email as soon as the information is made available to us.
- The cost of your state exam is already included in your tuition.
- You are allowed to retest twice, if necessary.
- Retest fees are not included in your tuition and will be your responsibility to pay.
- If you pass, your CNA license will be mailed to you from the state within 2-4 weeks.

Contact Us
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