



## Nursing Assistant Certified (NAC) Training Program

<https://nursingassistant.highline.edu/>

### Fall 2017 Session 2 (B782)

*Classroom Theory*- Building 23, Room 115

Class Dates: November 6<sup>th</sup> - November 22<sup>nd</sup> (3 Weeks)

Class Time: 8:00am - 1:30pm (Monday - Friday; No class November 10<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>)

*On-site Clinical* - Judson Park (10 students go the first week/10 students go the second week)

Clinical Dates: November 27<sup>th</sup> - December 1<sup>st</sup> (1 week)

Clinical Time: 6:00am - 2:30pm (Monday - Friday)

Or

Clinical Dates: December 4<sup>th</sup> - December 8<sup>th</sup> (1 week)

Clinical Time: 6:00am - 2:30pm (Monday - Friday)

### Entrance Requirements:

In order to apply for the Nursing Assistant Certified Training Program you must meet the following entrance requirements:

1. Be able to read, write, and speak English proficiently. (ESL level 4 or above preferred)
2. Have completed a Highline College Application for Admission
  - New Highline students must complete a Highline College Application for Admission
  - You can fill out the application in-person in Building 6
  - You can also fill out the application online by clicking I'M READY TO APPLY at the following link: <https://admissions.highline.edu/apply/>

### Nursing Assistant Certified Application Steps:

All application materials should be submitted to the Continuing Education office in Building 99 Room 101. Incomplete or illegible applications will not be considered.

1. Complete the attached Nursing Assistant Certified Application for Admission form and Nursing Assistant Certified Training Policies form. (see page 9 and 11)
2. Provide evidence of a clean Washington State Patrol criminal background check. (see page 2)
3. Provide evidence of a negative Tuberculosis (TB) test reading (within the past year) or current chest x-ray/symptom check reading (within the past 2 years).
4. Provide payment in full for the course upon submission of application. If you are receiving funding, you will be required to submit a letter or documentation from the funding source stating you have been approved for tuition assistance.
5. A reading/math assessment will be administered in our office upon application submission.

### Criminal Background Check:

Students cannot enter the Nursing Assistant Program without providing a clean Washington State Patrol background check. If you have questions about the types of convictions that would exclude you from the program, call Washington State Patrol customer service at (360)705-5100 or check the list online at <http://app.leg.wa.gov/wac/default.aspx?cite=388-113&full=true>.

Clinical sites will perform an additional national background check that includes any previous addresses within the last 3 years. Failure to pass this additional background check will prevent you from completing the program.

To obtain your Washington State Criminal Background Profile go to the following link: <https://fortress.wa.gov/wsp/watch/> Request a Criminal History report. Print your results. The cost is \$12.00 (price may vary) payable online (requires a credit card).

#### **Tuberculosis (TB) test:**

A primary care physician or community health center can provide this service for a fee. The fee will vary depending on the provider. Please visit the sites below to find a provider near you.

<http://www.ushealthworks.com/Home.html> (usually \$15-\$20, submit next page to receive discount)

<http://www.kingcounty.gov/healthservices/health/locations/community.aspx>

<http://www.doh.wa.gov/YouandYourFamily/IllnessandDisease/Tuberculosis/WhereDoIGetaTBTest.aspx>

#### **NAC Program Application Selection Process:**

The first twenty (20) applicants, who have completed **ALL** the above application steps (see page 1) and meet the criteria, will be accepted into the NAC program. If the course is full at the time of application submission you may apply for the next session.

#### **What are the important dates?**

##### **Fall 2017 Session 2 (B782)**

*Classroom Theory*- Building 23, Room 115

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Or

Clinical Dates: December 4<sup>th</sup> - December 8<sup>th</sup> (1 week)

Clinical Time: 6:00am - 2:30pm (Monday - Friday)

**Application Period:** Applications for Fall Session 2 self pay students will not be accepted after **Monday, October 30<sup>th</sup>** or once the course has reached maximum capacity of 20 students.

**Application Period Deadline for WES Funded Students:** Applications for Fall Session 2 will not be accepted after **Monday, October 9<sup>th</sup>**. These deadlines are set in place to give students the opportunity to schedule intake appointments by **October 16<sup>th</sup>** with funding advisors and receive funding decisions in a timely manner.

**Decision Notifications:** Those that have been selected for the NAC program will be notified by email within 2 weeks of submitting their application.

Those that have not been selected for the NAC program will be notified by email within 2 weeks.

**PLEASE BRING  
PHOTO ID**

# Authorization for Medical Services

## U.S. HealthWorks Specializes in Treating On-the-Job Injuries

*Participating Provider in the Labor & Industries Medical Provider Network*

Benefits Of Using U.S. HealthWorks Medical Clinics for Treatment of On-The-Job Injuries

Walk-In Care (Appointments Available Upon Request)  
Limits Out-Of-Pocket Expense for Workers  
Xray, Orthopedic Supplies (Crutches, Braces, Etc.) For Your  
Convenience Open Extended Hours, Including Evenings & Weekends  
Easy Referral to Physical Therapy and Specialists If Medically Necessary  
Industrial Insurance Paperwork Completed & Mailed Within 24 Hours  
**Please be aware U.S. HealthWorks Medical Clinic is not an emergency room If you have a life-threatening illness or injury, call 911.**

**Employer: (Highline College - Employer AS400 # 3259) Student Name:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Service Requested: x P- 09 Student Pays at Time of Service - TB Skin Test**

**IF QUESTIONS, CALL:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## U.S. HealthWorks Puget Sound Locations

- |   |  |
|---|--|
| <p><b>Bellevue</b>, 1925 140<sup>th</sup> Avenue N.E. (425-865-8060)</p> <p><b>Everett (Broadway)</b>, 3726 Broadway, #101 (425-259-0300)</p> <p><b>Everett (Paine Field)</b>, 3101 111th ST SW, Unit T/U (425-267-0299)</p> <p><b>Federal Way</b>, 1300 South 320<sup>th</sup> Street (253-839-2727)</p> <p><b>Kent</b>, 24031 104<sup>th</sup> Avenue S.E. (253-852-1824)</p> <p><b>Lacey</b>, 3928 Pacific Avenue S.E. (360) 455-1350</p> <p><b>Lynnwood</b>, 4320 196th Street S.W. (425-774-8758)</p> <p><b>Puyallup</b>, 3850 South Meridian (253-840-1840)</p> <p><b>Redmond</b>, 16690 Redmond Way (425-882-0100)</p> <p><b>Seattle (Denny)</b>, 1151 Denny Way (206-682-7418)</p> <p><b>Seattle (Northgate)</b>, 836 NE Northgate Way (206-784-0737)</p> <p><b>Seattle (South)</b>, 3223 First Avenue S., Ste. C (206-624-3651)</p> <p><b>Tacoma</b>, 2624 S. 38<sup>th</sup> St. (253-475-5908)</p> <p><b>Tukwila</b>, 200 Andover East (206-575-3136)</p> <p><b>Tukwila (Fort Dent)</b>, 6720 Fort Dent Way, #110 (206-242-3651)</p> | <p>Open M-F, 7am to 7pm; Sat., 9am to 5pm</p> <p>Open M-F, 7am to 6pm</p> <p>Open M-F, 7am to 5pm</p> <p>Open M-F, 8am to 7pm; Sat., 9am to 5pm., Sun., 10am to 4pm</p> <p>Open M-F, 8am to 7pm; Sat., 10am to 4pm</p> <p>Open M-F, 8am to 8pm; Sat 8am to 5pm.; Sun., 9am to 5pm</p> <p>Open M-F, 8am to 8pm; Sat. &amp; Sun., 9am to 5pm</p> <p>Open M-F, 8am to 7pm; Sat. &amp; Sun., 9am to 5pm</p> <p>Open M-F, 7am to 6pm</p> <p>Open M-F, 7am to 6pm; Sat., 9am to 5pm</p> <p>Open M-F, 8am to 6pm; Sat., 10am to 4pm</p> <p>Open M-F, 6am to 4:30 pm</p> <p>Open M-F, 7am to 7pm; Sat., 9am- 5pm</p> <p>Open M-F, 7am to 8pm; Sat. &amp; Sun., 9am to 5pm</p> <p>Open M-F, 7am to 5:00pm</p> |
|---|--|



# Highline College Nursing Assistant Certified (NAC) Training Program FAQ's

The NAC course prepares students to take the Washington State Nurse Aide Exam. After successfully completing the course, students will apply as a class for the state exam online. The exam is given at Highline College in Building 23, Room 115. Information regarding this process will be provided in class.

## Who can apply for the Nursing Assistant Certified Training Program?

Anyone over 16 years of age can apply for the Nursing Assistant Certified Training Program. If you are under 18 you must complete an Underage Student Waiver Form and submit it to Highline College's Continuing Education Department in Building 99, Room 101. *However, to be employed as a Nursing Assistant, you must be 18 years of age or older and a high school diploma or a high school diploma equivalency is preferred.*

## What are the costs associated with the NAC program?

SELF PAY	CREDIT OPTION OR FUNDING SOURCES
<b>\$770.00</b>	<b>\$968.54</b>
Certificate of Completion \$595 tuition \$110 state test fee \$65 WA DOH application fee	7 College Credits and Certificate of Completion \$793.54 (for in-state tuition)** \$110 state test fee \$65 WA DOH application fee

Both the \$770 and \$968.54 fee include the required \$57.35 Medical/Liability Insurance, Nursing Supply Fee, Building Fee, and Testing Fees.

**\*\*Out-of-state tuition** is based on residency status and 7-credit equivalency. For more information, please visit the Registration and Records page at <http://registration.highline.edu/tuition.php>.

There are additional fees required below:

- \$1.00 daily parking passes. \*\*Must be purchased daily. Purchases can be made at the parking pay stations located in the south and east parking lot. For more information, please visit <https://safety.highline.edu/parking.php>
- \$4.15 Student Id/NAC Badge fee
- \$12-\$17 Washington State Criminal Background Check
- TB Test (within the past year) or current CXR/symptom check (within the last 2 years) - price will vary depending on location
- Nursing Assistant Supplies (Refer to pages 7-8)

## What is the next step after successfully completing the Nursing Assistant training course?

After successfully completing the training, you and your classmates will schedule the state exam online and test at Highline College. Your instructor will discuss this process during week three of class. If you pass the test successfully, you will be considered "certified".

We will also assist you with The Department of Health Nursing Assistant registration. Paperwork and payment will be mailed and processed by the Department of Health. This registry will allow employers to verify your Nursing Assistant credentials.

### **What types of financial assistance/funding are available?**

The Nursing Assistant Certified Training Program **does not qualify for traditional Financial Aid**. Students can use other funding sources to pay for the class if eligible. Non-Highline funding sources may be eligible for the \$770.00 self-pay fee (those wanting college credit must pay \$968.54). Highline related funding sources must pay \$968.54. Some of the potential funding sources are:

Workforce Education Services (WES) - Highline Campus Building 1- Phone: (206) 592-3802

(<http://workforce.highline.edu/>)

Women's Programs and WorkFirst Services - Highline Campus building 6, 1<sup>st</sup> floor - Phone: (206) 592-

3340 (<http://womenswkfirst.highline.edu/>)

Scholarships at Highline College -

(<http://funds4highline.org/scholarships.php>)

WorkSource (your local office) -

(<http://connections.highline.edu>)

YWCA -

(<http://www.ywcaworks.org/>)

King County Job Initiatives -

<http://www.kingcounty.gov/socialservices/Employment%20and%20Education%20Resources/ServicesAndPrograms/AdultServices/KCJobsInitiative.aspx>

## What supplies are required for the NAC Program?

**Burgundy/Wine** uniform top/bottom - 2 sets are required. There are various places you can purchase scrubs - just a few examples are the Highline bookstore (Building 8), Uniform Destination in the Auburn Supermall, and Burlington Coat Factory.

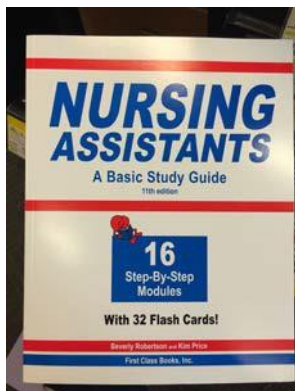


Gait Belt - the gait belt can be purchased in the Highline bookstore (Building 8), second hand stores like Goodwill, Salvation Army, or any medical supply retailer.



Nursing Assistant Textbook- check with Highline bookstore/online for pricing. Title - Nursing Assistants: A Basic Study Guide, 11<sup>th</sup> Edition, Robertson and Price ISBN # 978-1-4951-9022-3

**The Nursing Assistant Textbook is a work book, it must be NEW. No used textbooks.**



Watch with second hand (analog).



Closed toe and heel shoes, non-skid (neutral color - NO bright colors).



\*please note the pictures are for example reference only





Nursing Assistant Certified (NAC) Training Program
Application for Admission

Fall 2017 Session 2 (B782)

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Or

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Clinical Time: 6:00am - 2:30pm (Monday - Friday)

Incomplete or illegible applications will not be accepted.

Student Identification number SID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

You will need a SSN in order to apply for state testing and WA DOH licensing application. Do you have an SSN? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If no, are you currently in the process of obtaining an SSN? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have previous health care experience? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, please explain \_\_\_\_\_

I have reviewed the information of this form and agree that it is correct as stated. I am aware that this information may be shared with clinical agencies that are part of this education program.

Signature \_\_\_\_\_ Date \_\_\_\_\_





## Nursing Assistant Certified Training Policies

Please read the following policies and sign below acknowledging that you have read and understood the following terms and conditions for the Nursing Assistant Certified Training Program.

1. Refund Policy

Refunds will be based as follows:

- a. Sessions cancelled by Continuing Education at any time – 100% Refund
- b. Student withdrawal 48 hours prior to first class session – 100% Refund
- c. Student withdrawal less than 48 hours prior to first class session – No Refund
- d. Student withdrawal after class begins or no appearance in class – No Refund

2. Refunds will not be given to students who are failing, not appearing in class, or have missed more than two days of class.
3. Proof of family or medical emergency will allow the student to be moved to the next available session.
4. Please read the job description on the next page and sign below acknowledging that you are able to perform the essential functions and skills of a Nursing Assistant student.

I have read over the job description and do not have any medical problems that would impede me from these tasks.

X \_\_\_\_\_  
Signature Date

### Access Services

\*If you have a health condition or disability that may require accommodations in order to fully participate in this class, please contact Access Services in Building 99-180, by phone (206) 592-3857, or email [access@highline.edu](mailto:access@highline.edu). Information about disability will be regarded as confidential.

5. Requesting to Move Sessions

- a. The student has until the Wednesday prior to the beginning of class to move sessions.
- b. The student must re-submit a new NAC application form to Continuing Education to be considered for the next session.

I have read and understand the above terms and conditions for the Nursing Assistant Certified Training Program.

X \_\_\_\_\_  
Signature Date



## **JOB DESCRIPTION FOR NURSING ASSISTANT STUDENTS**

**In order to be successful in the Highline College Nursing Assistant Program, a student must be able to do the following physical and mental tasks.**

### **General Job Description:**

*The nursing assistant student is responsible for assisting clients with meals, bathing, toileting, and bathing; positioning them in bed; transferring them out of bed; and assisting with walking. The nursing assistant student performs and records vital signs, measures and records intake and output. This is an active, busy position.*

### **Essential Functions:**

Essential functions necessary for this program include the use of the senses to gather information (e.g., sensing color changes in the skin, hearing blood pressure through a stethoscope, feeling pulses and hot/cold skin). Nursing assisting requires the use of speech, reading, and writing to communicate with clients, families, and other health care professionals. The job will require the ability to understand and follow directions while providing care. The student must be emotionally stable and flexible, so s/he can work under stress. S/he must be able to place the needs of the client first.

### **Working Environment:**

The nursing assistant will learn in a skilled nursing facility and/or hospital setting.

### **Percent of Time Spent:**

The nursing assistant spends most of the day standing and walking. Occasional sitting is possible when reading or writing in the client's chart.

**Sitting -10%**

**Standing -50%**

**Walking -40%**

### **Machines, Tools or Moving Equipment:**

Nursing assistant students will work with a variety of medical supplies and equipment. These include: stethoscope, thermometer, blood pressure cuffs, IV poles, IV tubing, wheelchairs, walkers, canes, lifting devices, hospital beds, and stretchers. Other equipment and supplies may be used.

**While Working The Student Must:**

Twist \_\_\_\_\_ **YES**  
Stoop/Bend \_\_\_\_\_ **YES**  
Squat \_\_\_\_\_ **YES**  
Kneel \_\_\_\_\_ **YES**  
Crawl \_\_\_\_\_ **YES**  
Climb \_\_\_\_\_ **YES**  
Push/Pull \_\_\_\_\_ **YES**  
Grasp/Handling \_\_\_\_\_ **YES**  
Reach over shoulders \_\_\_\_\_ **YES**  
Reach at waist \_\_\_\_\_ **YES**  
Reach below waist \_\_\_\_\_ **YES**

Lifting to 10 lbs. \_\_\_\_\_ **YES**  
Lifting 11-20 lbs. \_\_\_\_\_ **YES**  
Lifting 21-50 lbs. \_\_\_\_\_ **YES**  
Lifting over 50 lbs. \_\_\_\_\_ **YES**

Carry to 10 lbs. \_\_\_\_\_ **YES**  
Carry 11-20 lbs. \_\_\_\_\_ **YES**  
Carry 21-50 lbs. \_\_\_\_\_ **YES**  
Carry over 50 lbs. \_\_\_\_\_ **NO**

**Activities**

**Occasional twisting** while working in clients' rooms to work around tables and chairs while caring for the client.

**Occasional stooping and/or bending** to get supplies from lower storage areas.

**Will push/pull** a variety of medical equipment on wheels as well as clients in wheelchairs or on stretchers.

**Continuous grasping and handling** of client care items.

**Will reach full range of motion** with most of work being at waist level, with some reaching overhead and below waist.

**Continuous lifting** of medical supplies equipment weighing up to 25 lbs.

**Some assisting** of 2-person lifting of clients.

**How much weight** is lifted depends on how much the client is able to help.

**Continuous carrying** of medical supplies and equipment weighing up to 50 lbs.

**Some carrying of items** weighing up to 25-30 lbs.

**Will use carts** to transport.

**This job may be modified: YES**

During each shift nursing assistant students are assigned to do direct care functions. Lifting assistance is usually available for items that are too heavy. The student must be prepared to administer emergency care if other personnel were not available to do so.

# Nursing Assistant Certified Training

## Funding Steps

1

### Do you have a Nursing Assistant Application Packet?

Nursing assistant packets are available online or in person at:  
nursingassistant.highline.edu  
Or in Building 99, Room 101

2

### Have you attended a Workforce/Workfirst orientation?

It is required to attend an orientation session to be considered for Workforce or Workfirst funding.

- **Workfirst** (TANF) orientations are every Friday in Building 10, Room 104 from 12PM-1:30PM. Visit <https://womenswkfirst.highline.edu/WFOrientations.php> for more information.
- **WES** orientations are once a month so **please plan ahead** to ensure that deadlines can be met. Visit <https://workforce.highline.edu/index.php> for more information about dates and times.

3

### Have you submitted a complete NAC application?

Completed applications must be submitted to Continuing Education in Bldg. 99, Rm 101.

(Refer to page 1 of the NAC application packet for full details)

4

### Have you received an NAC acceptance letter?

Those that have been selected for the NAC program will be notified by email within two weeks of submitting their application.

*Note: funding sources will also be notified of acceptance into the NAC program*

5

### Have you scheduled an appointment with a funding advisor?

To determine eligibility, you must have a funding appointment scheduled.

- Schedule an appointment with **Women's Program** in person at Building 6 (lower level) or at 206.592.3340
- Schedule an appointment with **WES** in person in Building 9 or at 206.592.3802

6

### Bring all requested information to funding intake appointment.

Information will be requested from you on day of scheduling an appointment.

**SEE BACK FOR MORE INFO...**

## CONTACT INFORMATION

- **Nursing Assistant questions?** Please contact Continuing Education at 206-870-3785 or ce@highline.edu
- **Funding questions?** Please contact Workforce Education Services at 206-592-3802 or Workfirst/Women's Program at 206-592-3340.

## APPLICATION & FUNDING DEADLINES FOR WES STUDENTS

Deadline to submit an NAC application:  
**October 9, 2017**

Last day for an intake appointment:  
**October 16, 2017**

### **IMPORTANT!**

#### **WES Students Only**

Students will NOT be considered for the NAC program, if they have not:

- (1) Scheduled an intake appointment with a funding advisor before the deadline.
- (2) and/or has re-scheduled or missed an appointment more than once.