Nursing Assistant Training Program
2012-2013 Information Packet

Program Description

This curriculum is designed to prepare the student for an entry-level nursing assistant position with potential for employment opportunities primarily in extended care facilities with application to positions in hospitals, clinics, doctors’ offices and patients’ homes. Classroom lectures, hands-on practice of skills as well as supervised experience in an extended care facility are provided. This program meets federal and state requirements and is offered at the Livonia campus.

The Nursing Assistant Training Program includes two options for students. Students may elect to take the Nursing Assistant Training Course on its own or students may complete the course and take two other courses to attain a Schoolcraft College Nursing Assistant Training Program Skills Certificate. Students do not need to do the certificate skills program to become certified by the State of Michigan, it is an additional educational option students may select to complete.

- The Nursing Assistant Training Course is open only to students who are officially admitted to the program.
- Students who satisfactorily complete the Nursing Assistant Training Course are eligible to apply to take the State of Michigan written and clinical skills certification evaluations to be placed on the State of Michigan Nurse Aide Registry as a CENA (Competency Evaluated Nursing Assistant/Aide).

- 24 students are admitted to each course
- The program is 7 weeks in length and is offered throughout the year
- Classes are currently MTW from 8AM to 3:30 PM. Forty hours of clinical are provided utilizing 8 or 10 hour options over 4-5 days towards the end of the course
- Attendance is mandatory: maximum time missed must not exceed 15 hours
- Students must pass theory with a minimum of 75% overall grade
- Students must pass designated lab and clinical skills with 100% proficiency and without assistance
- Students must meet health and clinical requirements prior to attending clinical plus pass a criminal background check
- Health forms and further instructions are mailed to registered students approximately two weeks prior to the start of the course

Students wishing to complete the Nursing Assistant Skills Certificate Program** would complete the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATP 110</td>
<td>Nursing Assistant Course</td>
<td>10 credits</td>
</tr>
<tr>
<td>BIOL 236*</td>
<td>Human Anatomy and Physiology</td>
<td>5 credits</td>
</tr>
<tr>
<td>HUM 106</td>
<td>Introduction to Art and Music</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>Program Total</td>
<td>16 credits</td>
</tr>
</tbody>
</table>

* Students who may transfer to a baccalaureate program should elect the BIOL 237-238 sequence. BIOL 101 is a prerequisite to BIOL 236 and the BIOL 237-238 sequence.

**Students wishing to do the Certificate Program option need to make an appointment with the Counseling Center to complete a graduate application at 734-462-4429.
APPLICATION PROCESS
1. Complete the NATP Restricted Application and NATP Enrollment Program Change Form.
2. Meet with a Counselor or Academic Advisor to complete the application requirements.

REGISTRATION PROCEDURES
Official authorization to register is required to enroll in the Nursing Assistant Program. Students who have met the application requirements may register utilizing standard registration processes.

Additional information is available from the Nursing Office at (734) 462-4401, located in the Applied Science Building, Room 510.

NOTE
Requirements for admission to the Nursing Assistant Training Program are subject to change at any time.
Please contact the Office of Admissions for updates of any applicable changes.

Phone: (734) 462-4426
Fax: (734) 462-4553
E-mail: admissions@schoolcraft.edu
Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, martial status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.

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**Estimate of Tuition and Fees – Nursing Assistant Program**
(Based on 10 credit hours)

<table>
<thead>
<tr>
<th></th>
<th>Resident:</th>
<th>Non-Resident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$870.00</td>
<td>$1270.00</td>
</tr>
<tr>
<td>Registration Fees:</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Service Fee:</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Instructional Equipment Fees:</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Course Fees:</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Additional Expenses (Approximate):</td>
<td>$385.00</td>
<td>$385.00</td>
</tr>
<tr>
<td>Books ($50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability Insurance ($20)</td>
<td></td>
<td></td>
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<tr>
<td>Uniform, Shoes, Watch ($100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stethoscope ($40)</td>
<td></td>
<td></td>
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<tr>
<td>Physical ($25)</td>
<td></td>
<td></td>
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<tr>
<td>TB Testing ($40)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunization Titers/Vaccinations ($80+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Screening ($20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Vaccine (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check ($10)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**

<table>
<thead>
<tr>
<th></th>
<th>Resident:</th>
<th>Non-Resident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1510.00</td>
<td>$1910.00</td>
</tr>
</tbody>
</table>

Application Fee for CENA Licensure ($176.50) is optional and will be paid to the State testing facility after the course is completed.

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The above figures are based on 2012-2013 rates and are subject to change.
A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or part of Novi. All other students are Non-Resident students.

Revised 6/29/12
The Nursing Assistant Training Program requires an application and Restricted Enrollment Program Change. To begin this program, students must complete this form and meet with a Counselor or Academic Advisor (McDowell Building). Counselor/Academic Advisor will then submit this form and the Enrollment Change Form to the Admissions and Enrollment Center.

Counselor/Academic Advisor will complete:

**TRANSCRIPTS**

College: □ has received all college transcripts  
□ no previous college transcripts needed (new student)

**ASSESSMENT**

Student:
- □ has taken Asset  
□ has taken the CPT/Accuplacer  
□ is exempt from assessment

<table>
<thead>
<tr>
<th>Minimum Scores:</th>
<th>ASSET</th>
<th>CPT/ Accuplacer</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>38 +</td>
<td>51 +</td>
<td>15 +</td>
</tr>
<tr>
<td>Reading</td>
<td>35 +</td>
<td>57 +</td>
<td>15 +</td>
</tr>
<tr>
<td>Numerical/Arithmetic</td>
<td>39 +</td>
<td>75 +</td>
<td>16 +</td>
</tr>
</tbody>
</table>

**PROFICIENCY**

Student:
- □ has met minimum English score  
or ⇒ □ has successfully completed appropriate course (ENG 050 or higher with a 2.0/C or better)
- □ has met minimum reading score  
or ⇒ □ has successfully completed appropriate course (COLLS 050 or higher with a 2.0 or better)
- □ has met minimum math score or □ has successfully completed appropriate course (MATH 047 or higher with a 2.0/C or better)

**CUMULATIVE COLLEGE GPA** Attain a 2.0 or better cumulative grade point average.

Student:
- □ has a cumulative GPA of 2.0 or better.

Counselor/Advisor Signature: ___________________________ Date: _____________
NATP Restricted Enrollment Program Change Form

Please Print:

Student Name: __________________________________________________________________________

Last    First    Middle Initial

Student Number: _______________________________ or Social Security Number (last four digits) _______

Month and Day of Birth _____/_____

Current Academic Program Name: ____________________________________________________________

(ex: Pre Nursing or other name)

Current Academic Program Number: __________________________________________________________

(Numbers found in Schoolcraft College Catalog)

New Academic Program Name: _______Nursing Assistant Training Program________

New Academic Program Number: ______CRT.00321___________________________

Semester to Take Effect:

☐ Summer  _____  ☐ Fall  _____
   (year)        (year)

☐ Winter  _____  ☐ Spring  _____
   (year)        (year)

Counselor/Advisor Signature: _________________________________________ Date: ____________

Student Signature: __________________________________________________ Date: ____________

Return to:
Schoolcraft College
Admissions and Enrollment Center
240 McDowell Center
18600 Haggerty Road, Livonia MI 48152
Phone: 734-462-4426
Fax: 734-462-4553

Revised 6/29/12