



**Nursing Assistant 1 (NA I)**  
**Checklist /Quick Overview of the Steps for NA I Enrollment**

(Revised 5/9/2022)

**Numbers 1 -3**      **Must be completed to Register for the NA I course:**

- 1. **Must be 16 ½ years old or older on first day of class**
- 2. **Take the TABE TEST** --- this is a required reading test – free of charge – must score at least 563 or must submit a transcript of successful completion of a college English course
- 3. **Complete a Criminal Background Check** – refer to attached packet for instructions

**Numbers 4 – 9**      **Overview of Course Requirements:**

- 4. **MD Physical** – Due date will be announced on the first day of class – student must pay for physical
- 5. **Attendance Policy** – cannot miss more than 12 hours of class, lab or clinicals
- 6. **Drug Test** – \$40 fee student must pay; students will be given instructions during the course
- 7. **Immunization Records** – Due date will be announced on the first day of class
- 8. **Photo I.D. and Social Security Card** - A requirement for the state exam
- 9. **CPR** – Mandatory portion of the NA I class

Please READ the rest of this packet.

*It will explain in **DETAIL** all of the steps you need to take in  
order to enroll*

**in the Nurse Aide I class**

## **Detailed Steps for enrollment:**

### **(1) Must be 16 ½ years old on first day of class**

All NA 1 students must show proof of date of birth. It is mandated by NC DHSR regulations that the student must be at least 16 years & 6 months (16 ½) on the first day of the NA 1 class.

### **(2) Take the TABE TEST --- this is a required reading test – free of charge**

Contact Patrick Cline at (704) 878-3236 or [jcline@mitchellcc.edu](mailto:jcline@mitchellcc.edu) office to schedule TABE test. This test takes approximately 1 hour and 25 minutes, you must bring a government issued photo I.D. when you come to take the test. Patrick will e-mail you the results.

#### **Exemption from the TABE**

To be exempt from taking the TABE test, students must submit a college transcript showing successful completion of a college English course or have an Associate Degree.

### **(3) Complete a Criminal Background Check**

Students must have a criminal background check completed through Castle Branch before registering for the Nurse Aide course. Please go to the website: [www.castlebranch.com](http://www.castlebranch.com) Look for “**Place Order**” in upper right hand corner. In the Package Code box, enter package code: **MI30**. After reading the disclaimer statement click the small box to accept. Click “**Continue Order**”. Complete required information. Select a method of payment: Visa, MasterCard or money order. The cost is \$40 (subject to change). Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available in approximately 48-72 hours. **Please have this completed before you come to register.** This way you will have access to the results and be able to determine if you want to take this class at this time.

### **(4) Physical Requirements – Physical Exam will be required before clinical rotation**

The hospitals require a physical exam within a year of the clinical rotation. A form is included with paperwork received when registering. Students are required to be physically, mentally, and medically able to perform the NC Nurse Aide Registry required skills.

### **(5) Attendance Policy**

Students should be aware that they must be available to complete at least 180 hours of the 192-hour course. Students who miss more than **12 hours** of class, lab or clinical are not eligible for a certificate and **will be dismissed** from the program.

**To progress and successfully complete the program students are required to have:**

**(6) Drug Test**

A drug screen that is **negative**. A date and time will be arranged for students to report for a drug screen after the classes begin. The cost of the test will be the student's responsibility. We have an arrangement with a local healthcare provider to do these tests. The current charge is \$20-\$40 (price subject to change). **Do not do this on your own**. The time and location will be announced after you begin the course.

**(7) Immunization Records**

A verified Record of Immunizations. Information is included in the paperwork received the day you register for the class. Please bring your immunization records with you on the first day of class. All immunizations requirements to the NA Coordinator by the **due date that is announced on the first day of class** (it is typically within 45 calendar days from the first day of class or 32 days for 6 hour classes). There are **NO exceptions** to this policy. Failure to comply will **mean immediate dismissal** from the program.

**(8) Photo I.D.**

A proper Federal or State photo ID and a **non-laminated** social security card are required. Please bring with you on first day of class. This is also a requirement for the NC NNAAP state exam.

**(9) CPR**

Students must successfully complete **an AHA Basic Life Support Course** during the course to qualify for the clinical portion of the class. The cost of the CPR card is included in your registration fee.

**Continue to next page for Registration Instructions**

## **Registration:**

Upon registration, you must present the following:

- Proof of completion of the criminal background check
- \$231.00 (the cost of registration)
- TABE Test scores or Transcript showing college English course.

Registration is completed at the Continuing Education Center cashier's office on Monday – Thursday from 9:00 am – 5:00 pm and on Fridays from 9:00 am – 4:30 pm located at 701 West Front Street, Statesville.

Number of students are limited per class. Seats will not be held and are filled on a first come, first qualified basis.

For more information on class availability, please give Ms. Chambers a call at **(704) 878-4311**. The criminal background checks are usually good for 1 year for our facilities. This is subject to change by our host facility policies.

If you do not have Internet access at home, you can use the public library, college library, or Mitchell's employability lab.

*Due to the current COVID-19 pandemic, students registering should be prepared to transition to online. If there is an executive order issued for the state of NC for an order to "stay at home", we will comply with the executive order. An order to stay at home may result in the class completion being delayed.*

## **Class Information and Expenses:**

Nurse Aide 1 classes at Mitchell Community College are approximately 192 hours:

152 hours of classroom/lab instruction and 40 hours of clinical experience.

If a NA I course is Hybrid, it will include online hours and assignments. Clinical dates may involve Saturdays and eight-hour classes.

Approximate cost of the class is as follows (fees are subject to change):

Registration	\$180.00	Student handbook	\$16.75
CPR card	\$ 5.00	Liability Insurance	\$13.00
Supply fee	\$15.00	<u>Accident Insurance</u>	<u>\$ 1.25</u>
		<b>Total cost: To Be Paid at registration</b>	<b>\$231.00</b>

## **Class Information and Expenses continued:**

### **Textbook and Workbook:**

Please get your textbook and workbook **before** the first day of class. You can order your book online at <https://bookstore.mitchellcc.edu/> or purchase your book in person at the bookstore located at 500 West Street, Statesville NC 28677. The cost of the bundles is approximately \$80.00.

Book information is as follows:

Dugan, D.L. (2020) ***Nursing Assistant/ A Foundation in Caregiving- Fifth Edition***. Albuquerque, New Mexico: Hartman Publishing Company. ISBN: 9781604251210 Textbook ISBN: 9781604251227 Workbook

### **Other expected expenses:** (prices are subject to change)

- Criminal Background Check--\$40.00- (**DO NOT** use another company other than Castle Branch)
- Drug Screen—approximately--\$20-\$40.00-Students will be assigned location of the drug screen after the class begins.
- Immunizations—cost will vary with the individual's history-**IMPORTANT**-required immunizations & physical must be complete on the due date given on the first day of the class. **NO EXCEPTIONS-students who do not comply will be dismissed from the program.**
- Clinical uniforms -
- Wristwatch with a second hand

### **Class Locations Addresses:**

**GW = Goodwill Workforce Center** 124 Fourth Crescent Place, Statesville, NC 28625  
**MC = Mooresville Center** 219 North Academy Street, Mooresville, NC 28115

**Continue to next page for Immunization and Physical Requirements**

## Immunizations and Physical Requirements

North Carolina law, as well as Mitchell Community College’s clinical sites, requires all Nursing Assistant students be properly immunized and to have a physical to show that he/she is physically able to perform skills and procedures related to patient care in the clinical setting without restrictions.

Students must understand that he/she must show proof of immunization or immunity for the following diseases along **with** proof of physical on **the due date** that is announced on the first day of each class.

The required immunizations are as follows:

<p><b>TB Test ( two consecutive skin test, blood test or Chest X-Ray)</b> with Negative results</p>	<p><b><u>Tetanus/diphtheria/pertussis (Tdap) within the past 10 years</u></b></p>	<p><b>Measles/ Mumps/ Rubella (MMR)</b>  -proof of 2 vaccines <b>or</b> positive titer</p>	<p><b>Varicella</b> -proof of 2 vaccines <b>or</b> positive titer</p>	<p><b><u>Influenza</u></b> - optional unless required by facility (yearly September – March</p>
<p><b>Hepatitis B</b> vaccines x 3, positive titer <b>or</b> Waiver</p>	<p><b><u>MD physical</u></b>-students must have clearance from a physician to participate in lab and clinical activities. Form provided.</p>	<p><b>MD Physical</b>  (Within 1 year of clinical dates)</p>	<p><b><u>Poliomyelitis</u></b>- required for individuals 18 years old or younger</p>	<p><b>Covid Vaccines –</b> optional unless required by facility</p>

It is **very strongly** recommended that students start immediately gathering proof of **or** receive required vaccinations/titers prior to the first day of class and be prepared to present proof for as many of the required immunizations listed above as possible on the **first** day of class.

**Questions concerning immunizations should be directed to Pat Pence @ (704) 878-4312**