Nursing Assistant-Important Information

Welcome to Gateway Technical College.

Admission to Nursing Assistant

- Students must be accepted to the Nursing Assistant program prior to enrolling in the course. To be accepted, all applicants must:
    - Complete reading, writing, math and computer skills placement assessments;
    - Students must be able to perform all functions, with or without accommodation described in the Nursing Assistant Functional Abilities to participate in the class. Read the Nursing Assistant Functional Abilities found at www.gtc.edu/nursing-assistant. Complete the Functional Abilities form;
    - Complete the Background Disclosure form. This form is the applicant's opportunity to disclose anything that might be revealed in a background check. This will be directly compared to your actual background check. Discrepancies will prevent you from enrolling in the course.
    - Request a background check. Go to http://www.gtc.edu/student-services/admissions/getting-started under Additional Requirements to request one.
    - Applicants' must not have a criminal conviction history that is objectionable to our clinical partners. In general, all convictions must have occurred five years prior to application and cannot include theft, violence or drug related crimes.
- Upon acceptance, you will receive an official acceptance letter to Nursing Assistant in the U.S. mail.
- Upon receipt of the acceptance letter, you will be eligible to register. You will be approved to register for a class for up to one calendar year.
- Students who have a COMPASS score of 55+ can enroll in the Nursing Assistant course. Students scoring at 54 or below must earn a 2.0 or better in Pre-Tech Reading 858-760 before registering for Nursing Assistant.
- For registration information and dates, see http://www.gtc.edu/student-services/registrar/registration-information.
- We encourage registering for class as soon as you are eligible for best course selection.
- Payment for Nursing Assistant or Pre-Tech Reading courses is due at the time of registration. Payment may be made by cash, check, or credit card. Only students accepted to another aid-eligible program and enrolled in at least three additional credits may use financial aid to cover the cost of the Nursing Assistant course.
- If you have any questions about the Nursing Assistant admission process, please contact a New Student Specialist. New Student Specialists are the experts in helping you with your application.

New Student Specialists are –

Racine	**Kenosha**	**Elkhorn/Burlington**
Paul Eggers	Bao Lee	Joe Sell
262.619.6350	262.564.2652	262-741-8356
Maria Perez	Katie Dembowski	
262.619.6328	262.564.2352	

New Student Specialists can be reached by email at newstudentspecialists@gtc.edu.

Nursing Assistant – More Important Facts Before You Proceed:

- The Nursing Assistant course consists of two parts. The first is the classroom portion of the course. The second is a clinical, hands-on portion.
- Students are responsible for transportation to and from both the classroom and clinical parts of Nursing Assistant, as well as to a state certification testing site.
- All Nursing Assistant students must wear solid navy blue uniform top and bottoms. Students are responsible to purchase these. Uniforms may be purchased at Follett Bookstores on Gateway campuses. White socks and white shoes with white soles are also required. These may be slip-on or tied, but no clogs, Crocs [tm], or sandals are acceptable.
- The professional dress code is strictly enforced beginning the first day of class. Your uniform must be worn for all classroom and clinical classes, and should be clean each day. Long or artificial finger nails, nail polish, colognes, and heavy make-up are prohibited. Long hair must be tied back. Jewelry should be minimal. Piercings other than ears may not be visible.
- Students must also bring a watch with a second hand, notebook, a black pen, and any other supplies needed to be successful in the class.
- Prior to the first day of clinicals all Nursing Assistant students need to turn in:
    - Immunization Forms (We strongly encourage Hepatitis B and Tetanus or that you have had one within the last 10 years. If you opt out of Hepatitis B, you must complete the Hepatitis B Acknowledgement Form.)
    - The TB test must be completed within 90 days of the start of the clinical experience. The form must be signed and dated by a medical professional.
    - Completed immunization forms can be turned in or mailed to Student Services.
    - Any student who has a medical restriction during the course of the clinical experience is required to submit a waiver from their physician before entry to a clinical area.
    - Flu Vaccination is mandatory for clinicals scheduled between October 1 and April 30 of each year.
- The textbook title is available in Web Advisor in the course search. You must purchase and have your book on the first day of class. You may buy your book at Follett Bookstore; used books may be available.
- Attendance is critical. To pass, students are required to attend 120 hours. You may be allowed to miss up to 8 hours (absent or tardy) during the entire course.
- Students must earn a 78% (2.0) for the classroom portion to proceed to the clinical experience. Those who pass both classroom and clinical are eligible to take the state certification exam.
- The Wisconsin Nursing Assistant Certification exam is completed at a Pearson Vue testing center. Visit http://www.asisvcs.com/indhome.asp?CPCat=0750NURSE for a practice exam, Examination, and Registry information. You have one year from the end-date of your class to take the Certification exam.
    - We advise students to review the Wisconsin Candidate Handbook available at http://www.asisvcs.com/indhome.asp?CPCat=0750NURSE. The handbook outlines the testing program, exam fees, how to schedule the exam, testing locations, scoring polices, what you can expect during exam day and other Skills Examination, and Registry information.
- Rules regarding attendance, registry, and certification examinations are federal and Wisconsin regulations. To obtain more information, go to http://www.dhs.wisconsin.gov/caregiver/NATD/NATDintro.htm.

Encl. Tuberculin and Tetanus immunization forms, Information Regarding Hepatitis B Vaccine sheet, Acknowledgement and Release form, Health Career Programs data form, NA Cost Estimate.