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CERTIFIED NURSE AIDE COURSE – Manchester/Dyersville

**Class number: #69181**

**Lecture and Labs: NICC-Manchester Center, Health Lab, Room 103**

**Clinical: Oakcrest Manor, Dyersville**

**Class Dates: MANDATORY ORIENTATION is Tuesday, January 22, 2019 from 4:00 – 6:00PM**

**Class runs January 29 – March 12, 2019** (***all dates and times subject to change***)

**Instructor: Pam Moritz, RN (lecture, lab, clinical)**

**Cost: $625.00** (includes tuition, books, supplies and non-refundable background check fee)

The Certified Nurse Aide course has been designed to meet the training requirements to provide the basic level of knowledge, attitudes and skills common to the nurse aide employed in nursing facilities. Upon successful completion of this course, the student will be eligible to take the state written and skills competency exams, which are required to become a nurse aide in the state of Iowa. Dates, locations and cost of the competency examinations will be announced during the course.

**ATTENDANCE: Per state regulations, students must attend a minimum of 75 total hours of class (not including scheduled breaks) in order to pass the class and receive a certificate of completion. If, at any point, a student is absent for greater than 8 hours, they will be automatically withdrawn from the class and will not receive a refund of their tuition. If students do not formally withdraw from the class, they will receive an “F” for the class. Instructors will not make-up time with students. No exceptions.**

**Refund Policy:** If a class is canceled by Northeast Iowa Community College, a full refund will be issued.  No refund will be given if the participant cancels five business days or less prior to the class start date. Please note that some fees are not refundable.

**Payment MUST accompany registration**. To register with credit card or company billing, call 563-562-3263, ext. 399. You may also mail your registration with full payment to NICC Business and Community Solutions, PO Box 400, Calmar, IA 52132. Please include name, mailing address, Social Security #, date of birth, and daytime phone number with all registrations. Seats are limited so register early.

**Tuberculosis Screening:** Students must show documentation of negative 2-Step TB results or have a medical release for clinical after being treated for a positive TB test (a form will be provided to student). **Students are responsible for having this form completed by a health care provider and returned to the lecture instructor one week prior to the start of clinical.** Students who do not submit this form one week before clinical will NOT be able to attend clinical and therefore will fail the course. The student is responsible for the cost of the 2-Step TB test.

**Accommodations:** Any student requesting to have notes taken, books on tape, exams read to them or the use of adaptive equipment during this course MUST make an appointment with the NICC Office of Disability Services upon registration (563-556-5110 ext. 280). Be prepared to furnish an IEP (Individual Educational Plan) or documentation of a disability. The service must be requested prior to the start of the course in order to complete arrangements in a timely manner.

**Background Checks**: Please be aware that Iowa requires that every Nurse Aide student pass a criminal and an adult/child abuse background check before being allowed to go out on clinicals. The cost of the background check is NON-REFUNDABLE. Paperwork not completed in a timely manner may result in the student not attending clinical and not passing the course. Should any information come to NICC regarding criminal or abuse activity after the completed check, NICC reserves the right to remove the student from the program.

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| **Dates and Times of Lecture and Lab at**  **NICC-Manchester Center, Room 103** | **Dates/Times for Clinical at**  **Oakcrest Manor** |
| Tues, Jan 22 4:00 – 6:00 PM **Mandatory 2 hour Orientation**  Tues, Jan 29 4:00 – 9:45 PM Thurs, Jan 31 4:00 – 9:45 PM  Tues, Feb 5 4:00 – 9:45 PM  Thurs, Feb 7 4:00 – 9:45 PM  Tues, Feb 12 4:00 – 9:45 PM  Thurs, Feb 14 4:00 – 9:45 PM  Tues, Feb 19 4:00 – 9:45 PM **\*\*2-Step TB DUE TODAY\*\***  Thurs, Feb 21 4:00 – 9:45 PM  **Tues, Mar 12 4:00 – 7:00 PM** **Last day of course** | Tues, Feb 26 4:00 PM – 9:30 PM  Thurs, Feb 28 4:00 PM – 9:30 PM  Tues, Mar 5 4:00 PM – 9:30 PM  Thurs, Mar 7 4:00 PM – 9:30 PM  Sat, Mar 9 6:00 AM – 2:30 PM  Sun, Mar 10 6:00 AM – 2:30 PM |