



# *Certified Nursing Assistant (CNA)*

ONLINE ADVISING SESSION

# *Goals for This Advising Session*

- Making an informed decision about enrolling in the Certified Nursing Assistant Training Program
- How to complete all required documents for registration in the NURSA-1105 course
- How to fulfill all pre-enrollment requirements
- Register PRIOR to the close date for the program
  - Please note that registration for this program is first-come; first-serve so please complete all steps as soon as possible in order to secure your seat.

# *What is a CNA?*

- Assist nurses to provide care to patients; are the eyes and ears for the patient's health!
- Routine Tasks
  - Assist with meals, bathing, elimination needs, mobility, transport
- Collects data from patient
  - Vital signs
  - Skin condition
  - Any visible and non-visible changes

# *Who Does a CNA Care For and Where?*

- Elderly residents of residential care facilities
  - Individuals recovering from an accident, injuries, or surgeries in a hospital setting
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- Healthcare setting (hospital, nursing and residential care facilities)
  - Home healthcare

# How Can I Become a CNA?

- Valid US Social Security Number
- Registration Requirements: (**Please reference [C.N.A. Registration Packet](#)**)
  - Take the ACCUPLACER Reading Placement Test (or meet the specified criteria)
  - Health Requirements, Edward Corporate Health Chart Review, Drug Test, and Medical Document Manager
  - Once cleared, register for NURSA 1105 and make payment
- Attend CNA Student Orientation
- Clear record on Criminal Background check
- Successfully Complete the *Approved* CNA (NURSA 1105) Course
- Pass the state-written Competency Exam (***Nurse Aide Competency Exam***)

After this, your name is placed on the Health Care Worker Registry as a CNA!

# Before You Begin Registering:

- Navigate to the CNA Homepage:
  - <https://cod.edu/academics/programs/cna/>
- Refer to these important documents:
  - CNA Registration Checklist in the [CNA Registration Packet](#)
    - Take the ACCUPLACER Reading Placement Test (or meet the specified criteria)
    - Health Requirements, Edward Corporate Health Chart Review, Drug Test, and Medical Document Manager
    - Once cleared, register for NURSA 1105 and submit payment

# *Our CNA Program :*

- This program is Illinois Department of Public Health approved!
- Classroom/Lab location – COD Westmont Center
- Clinical sites mainly within district, near these locations:
  - Hinsdale
  - Lombard
  - Naperville
  - Westmont
  - Wheaton
  - Winfield

# Essentials Needed for Course

- Current College of DuPage student (To become a COD student, visit [admissions.cod.edu](http://admissions.cod.edu))
- [Reading Placement Test](#) (or meets specific criteria)
- Health Requirements
- Edward Corporate Health Chart Review
- Drug Test – **must** be completed within 3 months of program start
- Medical Document Manager through Castle Branch
- Health Insurance
- A completed *Health Care Worker Criminal Background Check* form (Found on CastleBranch)
- Registration & Payment
- After Registration, a Clear Background Check is required



# Health Requirements & Edward Corporate Health Chart Review

- We recommend using a physician covered under your health insurance plan, as this will be the most affordable option.
- Step 1: Contact your physician to set an appointment for a **physical exam** and **vaccination evaluation**. (Please reference the [C.N.A Registration Packet](#) and [Health Requirement Packet](#) for details.)
- Step 2: After you visit your physician and have all your vaccination and titer records, please schedule an in-person Chart Review with Edward Corporate Health (ECH).
  - Please reference [C.N.A Registration Packet](#) for required ECH locations.
- Step 3: Leave ECH with a completed Chart Review.

## *Drug Test & Medical Document Manager*

- Both the Drug Test & Medical Document Manager MUST be ordered through CastleBranch.com (Please refer to the [C.N.A. Registration Packet](#) for additional details)
  - Please note the Drug Test must be completed within 3 months of program start
- Registration – once the Drug Test & Medical Document Manager are completed, you will be granted permission to register via e-mail.
  - **Please note that registration is first-come; first-serve.**

# *College of DuPage Essential Functions Health Career Programs*

- Motor/Sensory Capability
  - Move from room to room and maneuver in small spaces
  - Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
  - Lift and carry up to 50 lbs., exert up to 100 lbs. force (push/pull)
  - Use hands repetitively; use manual dexterity; sufficient fine motor function
  - Must be able to walk and stand for extended periods of time
  - Perform CPR
  - Travel to and from academic and clinical sites
  - Coordinate verbal and manual instruction
  - Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals
  - Discern soft sounds, such as those associated with taking a blood pressure
  - Visual acuity to acquire information from documents such as charts
  - Comfortable working in close physical proximity to patient

# College of DuPage Essential Functions Health Career Programs

- Communication/Problem Solving Ability
  - Communication effectively in English with patients, families, and other health care providers, both verbally and in writing
  - Effectively adapt communication for intended audience
  - Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual background
  - Assume the role of a health care team member
  - Function effectively under supervision
  - Sufficient command of the English language in order to read and retrieve information from lectures, textbooks, as well as understanding medical terminology
  - Skills include computer literacy
  - Function effectively under stress
  - Respond appropriately to emergencies
  - Adhere to infection control procedures
  - Demonstrate problem-solving skills in patient care (measure, calculate, reason, prioritize, and synthesize data)
  - Use sound judgement and safety precautions
  - Address problems or questions to the appropriate persons at the appropriate time
  - Organize and prioritize job tasks
- Behavioral Skills and Professionalism
  - Follow policies and procedures required by academic and clinical settings
  - Adheres to COD Academic Honesty Policy (per College Catalog)
  - Adheres to COD Code of Conduct (per College Catalog)
  - Abides by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA, the National Privacy Act)

***Once you receive permission to register, please follow the below steps in order to enroll in a NURSA-1105 class:***

1. Go to [inside.cod.edu](https://inside.cod.edu)
2. Go to “myAccess for Students” on the left-hand side
3. Choose “Registration” and “Search for Classes”
4. Fill in minimum of 3 fields:
  1. Term (ie. Summer 2023)
  2. Subject (Nursing Assistant)
  3. Course # (1105)
5. Choose “Submit” at the bottom of the form

You **MUST** attend ALL days that the class meets and complete the mandatory CNA Student Orientation.

**All Credit class sections are available approximately one month prior to registration.**  
**([Click here](#) for the registration calendar)**

**The fields below, marked with an asterisk, are those that may be used towards the three necessary search criteria.**

Term \* Summer 2023 ▾ -- OR -- Starting/After Date \*  -- AND -- Ending By Date \*

**Check this box and select your subject(s) below to receive a list of Course #'s/titles offered.** (optional)  
(if unchecked, all sections that meet your criteria will be displayed.)

**Check this box and select your subject(s) below to be sent to another page to limit the selection by specific types, such as Honors, Hybrid, Learning Community and Online.**  
(Do not select both this checkbox and from the Course Types/Course Sessions drop-down list.)

**Search for Open Sections Only** (optional)

<b>Subject *</b>	<b>Course # *</b>	<b>Section *</b>	<b>Course Types / Course Sessions *</b>
Nursing Assistant ▾	1105	<input type="text"/>	<input type="text"/> ▾
<input type="text"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/> ▾

# Course Format: Face to Face

- Weekly Learning Modules
  - Complete via Blackboard
- Two face-to-face meeting each week
  - Lab with class
- One 8-hr clinical session per week for 6 weeks
  - On-site work experience

# *Fingerprint Background Check and Uniform Fitting*

- Occurs at the College of DuPage-Westmont Center after you are cleared to register and one week before the class begins.
- All information accurate on your *Health Care Worker Background Check* form must be accurate and completed before registering.
- Uniforms will be purchased at the fitting
- Payment must be made on-site using; (credit card, debit card, or cashier's check ) cash and personal checks are not accepted



# *Program Costs and Supplies*

- Please reference the [CNA Program Costs website](#) for details.

## *For Program Participation, You **MUST**:*

- Attend all class sessions, including the mandatory orientation
- An average of 78% must be earned in 3 grading areas
- All IDPH required skills must be competently performed
- Any change in your health requires a doctor's note to continue
  - If this limits your ability to meet the Essential Functions, you will need to disclose this and withdraw from the class

# *In Summary*

1. Complete ALL pre-registration steps per the [CNA Registration packet](#) and [Health Requirement packet](#)
2. Register for the course (NURSA-1105)
3. Monitor your COD email (@dupage.edu)
4. Follow instructions for CNA Student Orientation and Accurate Biometrics Background Check
5. Complete required CNA Student Orientation session
6. Graduate from the program
7. Pass the Illinois State Competency Exam

# Deadlines: *SUMMER 2023*

- Priority Registration opens: 3/22/23 (refer to your myAccess account to confirm date in which you are eligible to register)
- All student Registration opens: 3/30/23
- Summer start course:
  - **Registration DEADLINE:** 5/18/23 at close of business day or until seats are filled

# Contact for Additional Help

## Need Help Planning?

- Lynn Weyrich [weyrichl@cod.edu](mailto:weyrichl@cod.edu)
- Tara Hawkins [hawkinst551@cod.edu](mailto:hawkinst551@cod.edu)
- Academic Advising
  - [Ask for Healthcare Advisor](#)
- Health Requirement questions
  - [nursinghealth@cod.edu](mailto:nursinghealth@cod.edu)

# *Additional Resources*

- Health Care Worker Registry
  - [Home Page](#)
    - Verification and alternate ways to become a CNA in IL under this page
  - [Disqualifying Convictions](#)