



CERTIFIED NURSE AIDE (CNA) INFORMATION SHEET

2015 - 2016

How do I become a CNA?

- Successfully complete a training course approved by the Texas Department of Aging and Disability Services (DADS), such as the course offered by Ranger College.
- Successfully complete the examination for registration as a nurse aide in Texas
 - Must have Social Security card or Tax ID number
 - Must have valid photo identification

Curriculum Plan

- First five weeks (60 hours) are classroom theory, laboratory practice and skill demonstration.
- Last three weeks (40 hours) are conducted in a clinical setting in a long term care facility (arranged by instructor).
- At the conclusion of the 100 hour course, the student will be able to arrange for the State Examination which includes skills performance in a nursing aide testing facility, and a 70 question written examination.

Attendance Policy

- Perfect attendance is recommended.
- You are allowed (2) two absences (8 hours) during the classroom portion.
- You are allowed (1) one absence (4 hours) during the clinical portion.

Admission Requirements

- Immunizations
 - Immunizations can take 4 - 6 months
 - Must be completed before enrolling
- Criminal History Background Check
 - Required by first day of class
 - Mandatory disqualifying convictions include: murder, manslaughter, CRI negligent homicide, false imprisonment, kidnapping, aggravated kidnapping, agreement to abduct from custody, sale/purchase of a child, indecency with a child, arson, robbery, aggravated robbery.

- Clear background check on the Nurse Aide Registry (NAR) and Employee Misconduct Registry (EMR).
 - Ranger College will perform these background checks.
- Must be able to read, write, speak and understand English
- Must be free of communicable diseases and in suitable physical and emotional health to safely care for residents
- Respect confidential nature of medical information
- Reasonable level of manual dexterity and visual acuity

Textbooks

(MUST PURCHASE PRIOR TO CLASS)

- "Nursing Assistant Care: The Basics 4e" 4th Edition by Hartman Publishing, Inc. by Jetta Fuzy, ISBN 978-1-60425-050-3.
- "Workbook for Nursing Assistant Care: The Basics 4e" 4th Edition by Hartman Publishing, Inc. ISBN 978-1-60425-051-0.

Supplies Needed

- Dark purple scrub suit, and comfortable, clean nursing shoes, (can be trainers, sneakers, tennis shoes) must be mostly white.
- Must have a watch with a second hand and a stethoscope.
- A name tag will be provided by the college.

Campus Locations for CNA Classes

- Ranger College in Erath County; 1835 W. Lingleville Rd., Stephenville TX, 76401
- Ranger College in Brownwood; 300 Early Blvd., Suite 105, Early TX, 76802

How to Register

First, show proof of all items listed under Admission Requirements. Once approved by the Program Manager, then register in person.

- Complete and sign a Ranger College Continuing Education Enrollment Form
 - Bring it to any Ranger College campus registration office
 - Pay tuition and fees at the time of registration (checks, credit cards, cash or money order accepted)
- Bring your receipt to the first day of class and show it to your instructor

Note: To start class, tuition and fees must be paid in full, or you must be on Ranger College Payment Plan.

Payment Plan

- Pay 50% at registration; pay remaining by start of class.
- Receipts must be shown to Instructor the first class day.

Needed on First Day of Class

- Receipt showing registration and payment
- Copies of completed immunizations
- Copy of Criminal Background Check
- 2 copies of your signed social security card & picture ID

Accommodation Requests

Students requiring special accommodations for disabilities during class/clinical time are required to self-disclose to the Office for Students with Disabilities. Every reasonable effort will be made to accommodate you.

How to Get a Criminal History Check

1. Go to website [://records.txdps.state.tx.us](http://records.txdps.state.tx.us)
2. Look to the right of the page at "CCH menu" and click "search individuals."
3. Go under "please sign in" and make sure Public Criminal History shows in the first box.
4. Scroll down and click "sign up for account."
5. Click "Texas DPS Public website Account." Then click "Begin."
6. Read the information under Criminal History, then scroll down and click "Continue."
7. Click "I am an individual and do not have an organization/company name." Then click "Continue."
8. Type in your email address, then retype and confirm email address.
9. Now click "Continue."
10. Fill in all required fields.
11. Then click "Continue" to request criminal history check.
12. Click "Full User" then scroll down and click save.
13. Click if you would like to add another user to your account.
14. Scroll down and click "Agree" after reading the information.
15. You should view your User ID and password.
16. Now click "Search Criminal History Database."

17. Click "Search Individual."
18. Fill in User ID and password.
19. It will request you to enter a new password.
20. Check the box marked "I agree to privacy policy."
21. Click "Criminal History Conviction Search."
22. Click "Search Individual."
23. Read all the information. Click "I have read the website caveats and agree to the terms."
24. Put in payment method. Fill out credit card information.
25. Wait for criminal check to print out. If you do not have any criminal convictions, it should read "No Records Found."
26. If you have convictions, please notify the program manager, at 254-965-8875.

Immunization Requirements

Proof of the following immunizations is required before entrance into the Certified Nurse Aide Program:

Varicella (Chicken Pox)

- A physician documented history of the disease, or
- A documentation of two varicella immunizations, or
- Or a serum titer confirming immunity

Note: The varicella injection series is a four-week process.

Note: If the first dose of varicella was received prior to 13 years of age only one dose is necessary. Proof of date of birth must be included.

Hepatitis B Proof of either:

- A complete three-injection series of Hepatitis B vaccinations
- A serum titer confirming immunity (positive reading)

*Note: The Hepatitis B injection series is a 4-6 month process.

There must be a minimum of 4 weeks between the 1st and 2nd immunization, minimum of 8 weeks between the 2nd and 3rd immunization, and a minimum of 16 weeks between the 1st and 3rd immunization.

Measles Proof of either:

- Two doses of measles vaccine on or after first birthday, or
- Record of physician-diagnosed Measles, or
- Or a serum titer confirming immunity (*positive reading*)

Note: Students born before January 1, 1957 are exempt from the measles requirement.

Note: There must be at least 4 weeks between the 1st and 2nd measles vaccination.

Mumps Proof of either:

- One dose of mumps vaccination on or after first birthday, or
- Record of physician-diagnosed Mumps, or
- A serum titer confirming immunity (*positive reading*)

Note: Students born before January 1, 1957 are exempt from mumps requirement.

Rubella Proof of either:

- One dose of rubella vaccination on or after first birthday, or
- Record of physician-diagnosed Rubella, or
- A serum titer confirming immunity (*positive reading*)

Note: All students are required to show proof of Rubella Combined MMR vaccine is a vaccine of choice if recipients are likely to be susceptible.

Tetanus

Proof of tetanus vaccination within the last 10 years must be shown at time of application.

Tuberculosis (TB) Proof of either:

- A negative PPD skin test, or Proof of either:
- A negative chest x-ray if skin test is positive or cannot be taken

*Note: Test may not be more than 180 days old (6 months) on the first day of class.

MORE INFORMATION REGARDING IMMUNIZATION REQUIREMENTS:

- Documentation of immunizations is required at the time of application to the program
- Program applications are not accepted without a completed immunization form
- Vaccines administered on or after September 1, 1991 must include the month/date/year each vaccine was given.
- Physician-documented history of disease and serum titers must be the date of diagnosis or test collection, not when the form is signed by the healthcare provider.
- If a student is pregnant, a written statement is needed from the physician regarding immunizations, as well as attending the clinical portion of the program.

2015 - 2016 Schedule

Erath County

Fall: September 2 – December 4

Note: Class times WF 4pm – 8pm

Spring: February 2 – June 3

Note: Class times Fridays 2pm – 8pm

Summer: None

For questions or information contact:
Kerry Schindler, Ed.D. 254.918.7232

Brown County

Fall: TBA

Spring: TBA

Summer: TBA