



NAVARRO COLLEGE

## **Certified Nurse Aide Program Application**

*The Navarro College Certified Nurse Aide (CNA) program is a 72-contact hour program. The CNA program provides the skills, knowledge, and experience required for entry-level nurse aides. This program is a blend of online coursework and in-person training.*

This information packet contains specific application guidelines and requirements. By applying, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents, and 3) understood the policies and procedures for application and acceptance to the program.

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### **EQUAL EDUCATIONAL OPPORTUNITY**

***Educational opportunities are offered by Navarro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.***

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## **APPLICATION REQUIREMENTS**

Application to the CNA Program requires:

- Submission of a valid non-expired U.S. or State Government issued identification
- Submission of social security card
- Submission of immunization record and tuberculosis test
- Submission of a certificate of completion of the 60 Hour Texas Health and Human Services Computer Based Training
- Consent to the Employability Check on the Nurse Aide Registry and Department of Aging and Disability Services
- CE Registration Request Form found here: <https://www.navarrocollege.edu/ce/>
- Drug Screen (cost is non-refundable)
- Background Check (cost is non-refundable)

### **CNA Packet Submission**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY.** Applicants must submit the completed CNA application either in person or upload all documents to a CE Registration Request found at [www.navarrocollege.edu/ce](http://www.navarrocollege.edu/ce)

The CNA application materials must be submitted at least one week before program start date and include all required documentation.

## ***Certified Nurse Aide Program Information***

Nurse aides typically provide basic care to residents of long-term care facilities. Students will learn about residents' rights, communication, safety, observation, reporting, and how to assist residents in maintaining basic comfort and safety.

- Navarro College is a Texas Health & Human Services Commission (HHSC) approved Nurse Aide Training & Competency Evaluation Program (NATCEP). HHSC provides regulatory oversight for all NATCEP throughout the state of Texas. More information regarding NATCEPs and how to be a Certified Nurse Aide in the state of Texas can be found at <https://www.hhs.texas.gov/business/licensing-credentialing-regulation>
- This program is a blend of online coursework and in-person training. All CNA students must first complete the free 60 Hour HHSC Computer Based Training for Nurse Aides as part of their application. The Continuing Education Coordinator will provide instructions for this requirement prior to application submission.
- The Navarro College Certified Nurse Aide (CNA) program is a 72-contact hour program. The CNA program provides the skills, knowledge, and experience required for entry-level nurse aides. The program consists of 24 hours of skills review and validation and 48 clinical hours. After successful completion of the program, students will be eligible to take the Certified Nurse Aide exam administered through the Texas Department of Health and Human Services.
- ***Course Titles: NURA-2005 Nurse Aide Skills & NURA-1060 Nurse Aide Clinical***

## **Navarro College Office of Continuing Education Allied Health Program Immunization Requirements**

To comply with the Texas Administrative Code (Title 25 Health Services, Rules 97.61-97.72) regarding immunization records for students enrolled in health-related courses, the below guidelines are enforced in all allied health programs at Navarro College:

An immunization record form is included with this information packet. The completed form verified by a physician or nurse practitioner would document dates of all required immunizations and/or date of a positive titer result for each. **If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a clear photocopy of that documentation may be attached to the Immunization Record Form.**

### **Tuberculosis Screening**

An intradermal PPD (Mantoux) "skin" test is required for all applicants. The PPD must be current within (12) months of the applicant's anticipated entry into the course.

If the PPD indicates a positive reaction, documentation must indicate the induration of the test site and the applicant must obtain a chest x-ray verifying the absence of active disease. The chest x-ray must be current within one (1) year of program entry. The chest x-ray will then be valid for two (2) years while the student is enrolled. Individuals who have received the BCG injection or who have a history of tuberculosis or a positive PPD result should obtain a chest x-ray rather than the PPD.

### **Immunizations**

An applicant must have completed the following immunizations according to the indicated guidelines and schedules. Documentation of a titer (blood test) with specific lab values verifying immunity or seropositivity is also accepted for Measles, Mumps, Rubella, Varicella and Hepatitis B.

- **Measles** – Two (2) doses of measles ("rubeola") vaccine is required either in a separate injection or in combination with mumps and rubella ("MMR"). Both measles immunizations must have been received after January 1, 1968. Individuals who were born prior to 01/01/1957 are exempt from the measles immunization requirements.
- **Mumps** – One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR"). Individuals who were born prior to 01/01/1957 are exempt from the mumps immunization requirement.
- **Rubella** – One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR"). There is no exemption from the rubella immunization requirement for individuals who were born prior to 01/01/1957.
- **Tetanus/Diphtheria/Pertussis ("Tdap")** – One dose of tetanus-diphtheria-pertussis vaccine (Tdap). In addition, one dose of a tetanus-containing vaccine must have been received within the last ten years. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated. **NOTE: A standard Tetanus or Tetanus Diphtheria (Td) is not accepted.**
- **Varicella (chickenpox)** – Two (2) doses of varicella vaccine are required or documentation of a positive titer (blood test) with lab values report. **NOTE: A statement from a physician or parent indicating the student's previous varicella disease history is not accepted.**
- **Hepatitis B Series** – A complete series (either the two-dose OR three-dose) is required or documentation of a position titer (blood test) with lab values report.
- **Influenza-Only if required by externship site**

***Provisional Enrollments will be approved on a case-by-case basis should an applicant not have evidence of all vaccines; however, there can be NO direct patient contact until all required immunization documentation is turned in. Finally, documentation of at least one dose of the missing vaccine(s) series must be submitted for the provisional enrollment to be approved.***

# **Navarro College Office of Continuing Education Allied Health Program Background Check & Drug Screening Policy**

## **Drug Screening**

A clean drug screen is required for acceptance into all Allied Health programs at Navarro College. The cost of testing is the responsibility of the applicants. **Applicants must take a 10-panel drug test at an approved location and the results must be sent directly to the Office of Continuing Education from the testing facility.** Results emailed by the student will not be accepted. Applicants may also utilize Castlebranch to order the drug screening. The Office of Continuing Education can provide applicants with a code to order the drug screening online. Upon purchase, they are provided with a voucher to take the screening at a specific facility. Results are sent directly to Navarro College upon completion.

In the event there are positive findings, the results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. Extra costs are the applicant's responsibility. Positive results may deem applicants ineligible for acceptance into the program.\*

\*Once admitted into the program, students may be subject to future drug screens if "for cause" behavior (suspicious in nature) is demonstrated in the classroom or externship or per agency/externship requirement. A positive test result may deem the student ineligible for progression. This can be cause for withdrawal from the program with no refund and a "No-Pass" grade. All drug screening costs are the responsibility of the student in the program.

## **Background Check**

All Allied Health Program applicants, except for applicants to the Medication Aide program, must submit a background check to Navarro College prior to enrollment. Any findings on the background check will be reviewed by the Office of Continuing Education. Certain offenses may make applicants ineligible for an occupational license upon program completion. Should applicants have offenses that make them ineligible for occupational licensure and/or ineligible to participate in any required externship or clinical experience, they will be denied admissions into the program.

The background check must be completed via Castlebranch, the third-party background check screening company. No other background checks will be accepted. The Office of Continuing Education will provide applicants with a code to purchase the background check. Applicants are responsible for the cost of the background check and no refunds should there be any findings deeming the applicant ineligible for program admission.

### ***Notice to Students Regarding Licensing – Criminal History***

*Effective September 1st 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. Please contact the Office of Continuing Education should you wish to request a review of the impact of criminal history on your potential certification prior to registration or during the program.*

*This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

**BACKGROUND CHECK AND DRUG TEST INFORMATION WILL BE SENT  
TO STUDENT AFTER THEY SUBMIT IMMUNIZATION RECORDS**

## **Payment & Program Expenses**

### **Payment Plan**

A payment plan is not available for the Certified Nurse Aide program.

### **Financial Aid**

Continuing Education programs are not eligible for Pell Grant or traditional student loan funding. The Texas Public Education Grant (TPEG) is a grant designed to help Texas resident students cover his/her tuition and fees, when these expenses exceed the Expected Family Contribution (EFC) reported on their Student Aid Report (SAR). TPEG is awarded to eligible applicants on a first-come, first-served basis while funds are available and does not cover the cost of books, material, tools or any other supplies. Not all programs qualify for TPEG funding. To determine eligibility for TPEG, you will need to submit a FAFSA to Navarro College. The FAFSA application is found at [www.studentaid.gov](http://www.studentaid.gov). **Navarro College School Code 003593**. For more information, contact the Office of Continuing Education.

### **Adult Education and Literacy Program**

Students may be eligible for assistance through the Adult Education and Literacy Program. Please contact the Career Navigator at 903-875-7467 for more information.

### **Payment is due in full prior to the start date of the program**

### **Textbooks & Supplies**

- Applicants must purchase the textbook, supplies, and uniform prior to the first day of class at the Navarro College Bookstore. The Continuing Education Coordinator will provide the textbook information upon registration.
- Supplies & Uniform:
  - Red Scrubs (must be worn at all times during the CNA program)
  - Gait Belt
  - Manual Blood Pressure Cuff
  - Stethoscope

### **Estimated Certified Nurse Aide Program Expenses**

The CNA program is \$628 tuition plus \$155 in fees. Below you will find a breakdown of program costs, to include other expenses.

<b>CNA Tuition payable to Navarro College*</b>	<b>\$628</b>
<b>State Testing Fee- paid to Navarro College</b>	<b>\$120</b>
<b>Supply Fee- paid to Navarro College</b>	<b>\$30</b>
<b>Textbooks- paid separately</b>	<b>\$50</b>
<b>Drug &amp; Background Test- paid separately</b>	<b>\$77.24</b>
<b>Supplies &amp; Uniform</b>	<b>\$100</b>
<b>Total Estimated Program Expense</b>	<b>\$1,005.24</b>

\*Tuition and other fees subject to change. Tuition above is current as of Summer 2024

**If you have questions about the program application and/or other program specifics, please contact the Continuing Education Coordinator at 972-923-6463 or [continuing.education@navarrocollege.edu](mailto:continuing.education@navarrocollege.edu).**

## Immunization Form

Two ways to submit immunizations: (1) Use this form, each line requires a doctor's signature or verification from your health center and date of immunization or dates of lab results indicating positive titer (seropositivity) required. You must include the lab results. (2) Or immunization records recorded on a separate document such as a hospital printout/health department card.

	Date of Immunization	If Seropositive, Date of Positive Titer (Attach Lab Results)	Doctor's Signature or Health Center Signature valid only if injection was given
1. <b>Measles</b> - 2 doses since 01/01/68 or positive Titer; Exempt if born on or before 01/01/1957			
2. <b>Mumps</b> - 1 dose if born on or after 01/01/1957; or positive Titer; Exempt if born on or before 01/01/957			
3. <b>Rubella</b> - 1 dose or positive Titer			
4. <b>Tetanus/diphtheria/pertussis (Tdap)</b> - 1 dose within past 10 years		<b>DOES NOT APPLY</b>	
5. <b>Varicella (chickenpox)</b> - 2 doses or positive Titer			
6. <b>Hepatitis B Series</b> <ul style="list-style-type: none"> <li>➤ Complete 2 Dose Series</li> <li>➤ Complete 3 Dose Series</li> <li>➤ Twin RIX series or Positive Titer</li> </ul>			
7. <b>Influenza</b> – Only if required by externship site		<b>DOES NOT APPLY</b>	

### TUBERCULOSIS SCREENING

Documentation requires a **physician's signature** or verification from testing provider.

**Intradermal PPD (Mantoux)** – within twelve (12) months unless previously positive

Date \_\_\_\_\_ Results \_\_\_\_\_  
\_\_\_\_\_ Physician's Signature

**Chest X-Ray** – within one (1) year if PPD positive (Must also include positive PPD verification above)

Date \_\_\_\_\_ Results \_\_\_\_\_  
\_\_\_\_\_ Physician's Signature

## ***Certified Nurse Aide Application Checklist***

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**This checklist is provided to assist you in following the steps toward program application.**

\_\_\_\_\_ Completed the CNA application

\_\_\_\_\_ Employability Check (Nurse Aide Registry and Department of Aging and Disability Services)- (Navarro College will conduct the Employability Check upon receipt of application and add the results to the applicant's application packet)

### **Compile the following materials as your complete CNA Application**

\_\_\_\_\_ Submission of a certificate of completion of the 60 Hour Texas Health and Human Services Computer Based Training

\_\_\_\_\_ Photocopy of valid non-expired U.S. or State Government issued identification

\_\_\_\_\_ Photocopy of signed social security card (front and back)

\_\_\_\_\_ Photocopy of immunization records and tuberculosis test

\_\_\_\_\_ Background check and drug test—**Completed after immunization records are submitted**

\_\_\_\_\_ Online CE Registration Request found here: [www.navarrocollege.edu/ce/](http://www.navarrocollege.edu/ce/)

## ***CNA Classroom and Clinical Policy***

When registering for class, students are expressing their commitment to attend all lecture, skills, and clinical sessions as required and specified by the program schedule. All instruction must be provided by an authorized Navarro College Certified Nurse Aide program instructor. Students will not be allowed to complete skills training or clinical hours at any other location other than the designated Navarro College Campus indicated on the schedule and clinical partner locations approved for the Navarro College Certified Nurse Aide program. To complete this program, students must attend classes as scheduled and demonstrate mastery of skills and competencies as designated by the Texas Health & Human Services Commission Nurse Aide Competency and Evaluation Program standards and evaluated by an authorized Navarro College Certified Nurse Aide Instructor. **Finally, I understand that nursing is a hazardous profession and that I may be exposed to communicable diseases during this class. I agree that Navarro College will not be liable in the event I am exposed to a contagious disease.**

**By signing below, you are stating that you have read, understand, and agree to abide by, the above CNA Classroom and Clinical Policy.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

## **Authorization for Release of Nurse Aide Registry and Employee Misconduct Registry Information**

I, \_\_\_\_\_ hereby authorize Navarro College to inquire at the Nurse Aide Registry (NAR) and the Employee Misconduct Registry (EMR) for any negative findings entered on these registries. If negative findings have been documented, I understand that I will be prohibited from taking the Texas Health and Human Services (HHS) competency examination test, thereby being refused issuance of a new certificate of nurse aide competency.

Pursuant to 42 Code of Federal Regulation (CFR), §483.13©(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of resident' property are prohibited from employment in nursing and skilled nursing facilities. I authorize, request, and require the NAR agency, or person so contacted to furnish Navarro College whatever information they may have concerning documented negative findings on the NAR deemed by the college to be relevant to my status for testing.

I hereby release, indemnify, and forever hold harmless the NAR and EMR who may furnish such information concerning me for any and all liability, which may be incurred as a result of furnishing any such information. I also release and hold harmless Navarro College, its officers, and agents from any claim or demand related to the college obtaining and/or considering any such information.

I understand that any information obtained by the NAR and EMR, which is captured in whole or in part, upon this release authorization will be considered in determining my suitability for competency examination testing by the Texas HHS.

I further understand and agree that any negative findings found on the NAR and EMR during the training session is considered just grounds for Navarro College to refuse purchase and scheduling of the Texas HHS competency examination. I hereby give Navarro College lasting permission to reinvestigate NAR and EMR records at any time during any Certified Nurse Aide training program course of study.

A photocopy or facsimile copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature. My signature below indicates my understanding of, agreement with, and acceptance of all the above terms and stipulations.

\_\_\_\_\_  
**Certified Nurse Aide Applicant Name (PRINT)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Certified Nurse Aide Applicant Signature**



## ***Health Insurance and the COVID-19 Vaccine Student Acknowledgment***

Navarro College Office of Continuing Education does not require students to have health insurance or the COVID-19 vaccine; however, certain clinical and externship sites require health insurance and/or the COVID-19 vaccine series to complete hours at their facility. It is highly recommended that students have both health insurance and the COVID-19 vaccine series (including the booster vaccine). Should a student NOT have health insurance and/or the COVID-19 vaccine series, they will be placed at a clinical site that does not require one or both. This may increase travel time and travel expenses for the student. Navarro College is not liable for these expenses. Please note: if all available sites for clinicals and externships require the COVID-19 vaccine series at some point during the class, Navarro College is not liable for refunds should a student not have the vaccine and thus not be eligible for clinicals and externships. Clinicals and externships are a requirement of program completion.

Important notice regarding the COVID-19 vaccine series: The situation regarding COVID-19 is fluid and subject to constant updates from the CDC and local government authorities. Hospitals are starting to require the COVID-19 vaccine series for all employees and students. Students may begin at a clinical site during a period when the vaccine series is suddenly mandated for continuation of clinical hours. Should this occur, Navarro College will not guarantee a clinical location change due to a student being unvaccinated. It is the student's responsibility to ensure they comply with all clinical site requirements.

The COVID-19 situation is fluid and subject to federal, state, and local mandates and guidelines. Upticks in COVID-19 cases and changes in CDC protocol can cause a hospital or facility to temporarily prohibit on site clinical and externship rotations. Should clinical and externship rotations be suspended during your program, Navarro College will offer either simulated externship hours when appropriate (and in line with professional certification requirements) or delay program completion until externship rotations are available.

**By signing below, you are stating that you have read, understand, and agree to abide by, the above Health Insurance and the COVID-19 Vaccine Student Acknowledgment.**

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**Applicant Signature**

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**Date**

## ***Participant Acknowledgement and Release of Information***

The information provided to Navarro College (NC) Continuing Education is complete and correct to the best of my knowledge. I agree to abide by Continuing Education program policies, rules, and regulations. I further understand the submission of false information is grounds for rejection of my application, withdrawal of acceptance, and cancellation of enrollment. My signature below acknowledges that the Continuing Education program and NC has my permission to release information obtained through background checks and shot records to other local partnering sites used for educational purposes to allow for approval of participation at their site. I understand that participation in clinicals, externships, or apprenticeships on partnering sites are required to complete my program.

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**Applicant Signature**

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**Date**

## ***Certified Nurse Aide Student Agreement***

**Statements of understanding. Initial each and sign below:**

\_\_\_\_\_ Information given is factual. Falsification of required documentation results in application rejection.

\_\_\_\_\_ I have received, reviewed, and agree to abide by the Navarro College Office of Continuing Education Allied Health Program Background Check & Drug Screening Policy

\_\_\_\_\_ I understand that this type of course/career has specific physical requirements, which may include lifting a minimum of 50 pounds or more.

\_\_\_\_\_ I understand that if I do not successfully complete and pass each requirement for admissions, my application will be declined.

\_\_\_\_\_ I understand that enrollment in these courses is limited, and seats will be awarded in date order based on those students who complete, turn in, and pass all pre-admission requirements.

\_\_\_\_\_ **I understand that the completion of the Navarro College Nurse Aide class will not ensure my passing the nurse aide certification examination and I agree that Navarro College will not be liable in the event of my failure.**

\_\_\_\_\_ **I understand that nursing is a hazardous profession and that I may be exposed to communicable diseases during this class. I agree that Navarro College will not be liable in the event I am exposed to a contagious disease.**

\_\_\_\_\_ **I understand that attendance and passing my exams are necessary for passing the Nurse Aide class. If I miss more than the allowed absences (4 hours of skills validation and 8 hours of clinicals), I will fail the program.**

\_\_\_\_\_ I agree to the terms as laid out by the Student Handbook, located at <https://www.navarrocollege.edu/handbook/index.html>. I understand if I do not follow the terms laid out by the Student Handbook could result in referral to the Dean of Workforce Training and Continuing Education and possible expulsion. I understand if this happens at any time during the course, I will not receive a refund. I understand that any of the following can be grounds for dismissal from the course, effective immediately with no refund: Not maintaining a passing grade of 70% or higher; unsatisfactory attendance, dishonorable conduct as stated in the Student Handbook; as ordered by the Dean of Workforce Training and Continuing Education.

**I have read and understand the terms related, and release Navarro College and its employees from any liability.**

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**

## ***Student Health Agreement and Release of Liability***

I, \_\_\_\_\_, hereby certify that I am physically fit to participate in any classroom or clinical activity associated with the Navarro College Certified Nurse Aide (CNA) Program. I am not suffering from any illness or injury which would disqualify me from student participation.

Before registering for the CNA class, the following compliances must be read and acknowledged by signature at the bottom of the document regarding the above-mentioned student:

**For the student safety, Navarro College and the clinical site, must be notified of:**

- Chronic health problems
- Pregnancy
- Certain health conditions may require a doctor's full release statement on official doctor office letterhead before the student will be allowed to enter or return to the program. If the condition prevents the student from participating fully, she/he will not be allowed to return to the clinical site until the student's attending physician has released the student to full duty. If this release is more than the allowable absences, the student will be dropped from clinical.

IF ACCEPTED INTO THE PROGRAM, I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do hereby indemnify and hold harmless the designated training facility owners, board members, administrators, nursing staff, employees, volunteers, and representatives. I do hereby indemnify and hold harmless Navarro College, and their board, officers, directors, agents, instructors, employees, volunteers, and representatives (the "Indemnified Parties") from and against all liability, damages, actions, causes of action, claims, losses and/or expenses, including, but not limited to, attorneys fees, court costs, and expenses arising in connection with or based on injury to or death of any persons or property, including the loss of use thereof, caused in whole or in part by any member of Navarro College, regardless whether or not caused in whole or in part by the negligence of the Indemnified Parties, or any one or more of them.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Texas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I/WE SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and have understood.

I understand that all policies, regulations, and standards of conduct of Navarro College will be in effect and must be adhered to in any classroom or clinical activity. It is also understood that I will not be allowed to participate in any classroom activities until this form is executed below.

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**