



UtahStateUniversity™ HEALTH PROFESSIONS

Nursing Assistant Program

Application and Information Packet
HEALTH PROFESSIONS

**DEADLINE: First Friday in August for Fall Semester and
Third Friday in November for Spring Semester**

Health Professions Program at Utah State University

Nursing Assistant

The Nursing Assistant Program is a certificate program that can be completed in one semester. The program prepares and trains individuals for a career in health care. Nursing Assistants can seek employment with home health and long-term care facilities. Students receive a Certificate of Completion from Utah State University upon completion of academic coursework and clinical experience. The Nursing Assistant Program is an approved program with the Utah Nursing Assistant Registry. Upon the successful completion of coursework, students are eligible to take written and skills certifications exams. The USU Nursing Assistant Program complies with the State of Utah requirements for Nursing Assistants. Students successfully completing the program will be well prepared for a career as a Nursing Assistant.

Nursing Assistant Entrance Requirements

Utah State University has an open admission policy. Applicants will be admitted without regard to race, color, religion, sex, national origin, age, disability, or veteran's status. In addition, discrimination on the basis of sexual orientation for employees in all aspects of employment and for students in academic programs and activities is prohibited. High school graduation or a GED is required to be accepted into the program. Acceptance into this program will be by the application process.

Admissions Procedures (3-STEPS)

STEP ONE: As a perspective student, you must first apply for admission to become a Utah State University student. To be officially admitted to USU as a full-time student, an applicant must submit the following:

- A. A completed [Application for Admission](#).
- B. A \$50 nonrefundable application fee (**NON-RESIDENTS ONLY**).
- C. Official high school transcript or GED
- D. Official ACT or SAT scores (optional)

All students entering the Nursing Assistant (NA) Program will submit a declaration of the NA major through the Application for Admission. Students desiring to change their majors after acceptance are required to complete a change of major form at the Admissions and Records Office.

Notification of acceptance and resident status will be sent from the Health Professions Department Chairperson. If a student's application is incomplete at the time of registration, the student will not be admitted to the program. Students applying for financial aid must be high school graduates or GED recipients, and be matriculated before receiving aid.

Returning Students

A student who has been away for more than three years must submit a new application for admission. Those who have attended other colleges or universities in the interim will be asked to submit transcripts of all college credits.

Enrollment Prior to High School Graduation

An academically-qualified high school student who wishes to enroll at USU Eastern, USU Blanding, or USU

Moab must fill out a Concurrent Enrollment-Early College form as well as a Student Acknowledgement & Parental Consent Agreement form. **Students may work concurrently on high school classes and the college courses required for acceptance into the NA Program while still in high school.**

Transfer Students

A transfer student from another college or university must submit the following:

1. **A completed USU Application for Admission.**
2. A \$50 one-time nonrefundable application fee (**NON-RESIDENTS ONLY**).
3. Official transcripts of all previous college work. (Official transcripts must be sent directly from the previous school. Hand-carried transcripts will not be accepted.)
4. A transfer student cannot transfer credits with D or E (F) grades or credits from developmental or remedial courses. **Grades of C or better will be allowed for all classes required for the Program. Credits from remedial classes will not be accepted.**
5. The student must be in good standing and eligible to re-enroll at the college or university where they were most recently registered.
6. Transfer students will not be matriculated until official transcripts of all high school previous college or university work are submitted to USU Eastern Price, USU Moab, or USU Blanding.

Students with Disabilities

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires reasonable accommodation, that student should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures. Students may contact the DRC to determine if they qualify for accommodations. Disabilities covered by ADA may include learning, sensory, emotional, physical, or medical impairments. Students may call directly to the USU DRC at 1-435-797-2444. Students should contact the DRC as early in the semester as possible.

STEP TWO: To apply to the NA Program once you have become a USU student you must:

1. **Complete the Nursing Assistant Application online at:**

<https://caas.usu.edu/health-professions/cna-application>

OR meet with:

Marla Palomares Ruiz, Advisor for Health Professions
Utah State University Blanding and Moab Campuses
HSL Building Room 201B
576 West 200 South Blanding, UT 84511
(You may mail applications to this address)
435-678-8221 marla.palomaresruiz@usu.edu

OR

Danyan Powell, Advisor for Health Professions
Utah State University Eastern Campus
451 East 400 North, One-Stop Building Room 111
Price, UT 84501
435-613-5351 danyan.powell@usu.edu

2. **Take a NA pre-admittance exam (see Page 8 for instructions)**

- A. Students must have a minimum **GPA of 3.00 for admittance** into the program and **maintain a 2.67 GPA throughout the program**
- B. **Advising** - Students interested in the NA Program must complete a NA Program Application, be accepted, and provide all required documents **PRIOR** to registering for classes.
- C. **Program costs** – Students are responsible for tuition, course fees and student fees. For information on tuition, course fees and student fees, please visit:
https://www.usu.edu/budget/files/tuition_and_fees/2024-25-usu-tuition-fee-schedule.pdf
 (Scroll down to Statewide Campuses: Blanding, Price, Moab)
- D. **Registration Date and Time** - Please visit the USU Eastern, USU Blanding, or USU Moab Website for registration information.
- E. **Background Check** - The background check will be required for all students over the age of 18 and must be ordered and/or uploaded to your Compliance Tracker packet through CastleBranch. Please use this link: <portal.castlebranch.com/ut61> *A fee will be charged.*
- F. **Drug Screen** - Students on Blanding campus ONLY must visit with the Health Professions Staff Assistant at the Health Professions Building, 344 West 800 North, to complete the Drug Screen. For USU Eastern students and USU Moab students, please see your Health Professions advisor for the drug screening process.
- G. **Required Immunizations** - All immunizations below are required. All records must be complete and on file with Program Director **PRIOR** to beginning your program:
- Hepatitis B**
- Provide written evidence from your healthcare provider or immunization record indicating the three (3) dates you have received the vaccine series, **AND**
 - Provide written documentation of titer results as “Reactive.”
- Tuberculosis**
- 2-step TST (two separate Tuberculin Skin Tests, aka PPD) placed no sooner than seven (7) days apart. The 2-step TST must be completed at the time the student begins the NA program. **OR**
 - One (1) QuantiFERON Gold blood test with negative result **OR**
 - One (1) T-SPOT blood test with negative result.
 - If there is history of a positive TB skin test, the student must see a physician for evaluation of risk **AND** have a chest x-ray report showing no evidence of active disease.
- Tdap**
- One (1) adult dose of Tdap is required for the USU ST Program. A tetanus/diphtheria (Td) booster is required if 10 years have elapsed since the last booster.
- The CDC Advisory Committee on Immunization Practices recommends that all healthcare personnel, regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap regardless of the time since last Td dose.**
- Measles, Mumps and Rubella (MMR)**
- Students must provide written evidence of the required two (2) vaccines; **OR**

- Provide written documentation of titer results (blood test). Verbal history of disease is NOT reliable and will not be accepted.

Varicella (Chicken Pox)

- Proof of two (2) Varicella vaccinations **OR**
- Proof of immunity to Varicella through a blood titer.

Flu (Influenza)

- Students must provide written evidence of having received the seasonal flu vaccine by October of current year.
- Students must maintain compliance with annual flu vaccinations during their enrollment in the NA program.
- **Covid -19**
 - Refer to requirements from the Center for Medicare/Medicaid Services (CMS)

H. Health Requirements

- **Basic Cardiac Life Support** - Prior to the designated deadline, all students are required to show proof of certification in Basic Cardiac Life Support. Students may enter the program without certification, but must obtain BLS certification during the first semester of the cohort. Each student must maintain current certification throughout their educational experience.
- **HIPAA and Blood borne Pathogens** - Each student will sign a statement reflecting they have received instruction and understand Blood borne Pathogen Exposure and HIPAA compliance prior to attending clinical rotations.
- **Physical Health** - Physical health is defined as being free of disabling and contagious disease, being able to perform fine and gross motor skills, being able to perform normal weight-bearing ambulatory activities as well as abstaining from illegal use of controlled substances or abuse of alcohol or prescribed medication.

All students are required to meet these essential functions with or without accommodations for disability:

- **Stand or sit for 10 hours per day.**
- **Push and pull 50 pounds.**
- **Lift and support 25 pounds.**
- **Move within confined spaces.**
- **Manipulate suture as fine as a human hair either with/without glasses or contacts.**
- **Effective verbal communication in English without visual clues.**
- **Hear normal speaking level sounds.**
- **Hear in situations when not able to see lips (e.g., when masks are used).**
- **Communicate verbally with others.**

If a physical condition threatens to prevent satisfactory performance, the applicant is counseled and referred to an appropriate professional. An applicant who has had an existing problem(s) (physical or emotional) must provide certification from a physician that the condition(s) is/are stable and the student is able to participate fully in the program. A plan of treatment for said condition(s) is to be in the applicant's file in the NA Program Director's Office, which is kept in a locked file drawer.

- **Emotional Health** - Emotional health is defined as reacting appropriately to stressful situations, coping with every day environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations. Assessment of the emotional health of an applicant is made through the use of physical examinations, personal conferences, references, and letters from mental health care providers if intensive therapy is in progress or has occurred, and psychological evaluations if necessary.

The program faculty believes that the practice of surgical technology involves cognitive, sensory,

affective, and psychomotor performance requirements. Therefore, the essential eligibility requirements for participants in an ST education program shall be further defined according to the previously listed physical and emotional requirements.

Waivers:

A student may receive a waiver on health grounds if he or she presents a written statement from a healthcare provider indicating that immunization against any or all of the diseases for which immunization is required is medically contraindicated, detrimental to, or not in the best interest of the student. Specific reasons should be noted, such as allergy to components of the vaccine. The physician's statement shall document whether the contraindication is permanent or temporary, and if temporary, provide assurance that the student will receive the immunization(s) at the first reasonable opportunity. (For example, rubella vaccine should not be given to pregnant women.) If the student fails to complete the immunizations and provide evidence of same, the student will not be permitted to enter or remain in the program. If the student objects to any immunization due to religious beliefs, he or she must submit a signed written statement stating that they have chosen not to be immunized because he or she is an adherent to a religion the teachings of which are opposed to such immunizations.

Students who are unwilling or unable to comply with the immunization policy of the NA Program must understand that some clinical agencies prohibit the presence of unvaccinated students at their facility. While USU will make reasonable efforts to find appropriate alternate clinical rotations for these students, there is always the risk the student will not be permitted to complete clinical or practicum rotations which are a required part of the NA curriculum.

****Students will be required to turn in this packet to the Health Professions Advisor with all of the above records. A copy of the above records and documentation needs to be maintained and updated as appropriate by the student and as requested by the instructor and/or staff assistant.***

NOTES:

Moving out of the NA Program service area may adversely impact the student's ability to successfully complete the NA Program or gain employment in the Nursing Assistant field.

The USU NA program is offered as a hybrid (blended-course) delivery. There are no additional costs or requirements for distance education students.

Competitive Ranking

The USU NA Program accepts a maximum of 20 students per cohort. Should the number of applicants exceed the number allowed, then competitive ranking will happen. If the number of qualified applicants exceeds the number listed above, then the admission process becomes competitive and the selection criteria of the top applicants for the program are based on a ranking system. This system is utilized to determine the most qualified students based on their performance on the Accuplacer/ALEKS Placement, or ACT. Ranking will be awarded as follows: (50%) university or high school cumulative GPA, (25%) on points awarded for courses completed in Nursing Assistant admissions requirements, previously earned degree(s), and health care related work experience (25%). The program does not grant advanced placement for experiential learning.

If the number of qualified applicants does not exceed the maximum number allowed, the applicants will be required to attend a mandatory orientation meeting or meet with the Program Director.

NA Program Requirements

Clinical Orientation

Prior to initiating any clinical or externship experience, students are required to attend an orientation with the sites they will be attending for their Clinical experience. At times, this may require students completing experience at more than one Clinical site to attend orientations for each site they will be working under.

Clinical Experience

Nursing Assistant Clinicals:

Our Certified Nursing Assistant students will train in long-term nursing settings. After students demonstrate proficiency in all areas of clinical aspects through course work and practice, students will be placed in clinical rotations to get the best experience possible. These clinical rotations are an important part of the program. Students must commit to attending all clinical rotations of 24 hours minimum. This will ensure that they meet course completion requirements. Students are responsible for their own transportation to and from their Clinical sites.

The USU Nursing Assistant Program utilizes the following training facilities:

- Four Corners Care Center – Blanding, UT
- Canyonlands Care Center – Moab, UT
- Pinnacle Nursing & Rehab – Price, UT
- San Rafael Care & Rehab – Ferron, UT

State Certification and Examination:

A testing fee is required at the end of the course work and practicum for those students wanting to receive state certification. Students will schedule both written & skill portions of the State of Utah Certification Examination (given on Utah State University Price, Moab or Blanding Campuses). Three attempts are allowed for each test (separate fees are charged). Upon passing, the student will be certified as a Nursing Assistant.

IMPORTANT: Exams must be completed within one year of course completion.

ATTENDANCE:

UNAR requires proof of 100 (+) training hours minimum

- **80 hours Class/skills Lab**
- **24 hours Clinical training**

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Applicant Information NA pre-admission exam

1. Schedule exam at your local USU campus-testing center after online application is submitted.
<https://caas.usu.edu/avte/health-professions/cna-application>

USU Testing Centers:

Price: (425) 613-5325

Blanding: (435) 678-8171

Moab: (435) 259-7432

2. Exam delivered online in USU testing center, 30 questions, multiple choice, 2 hours to complete, allowed pencil and plain paper, must show picture ID.

Students must pass exam with 80% or higher.

Reading assessment 22 questions

Reading comprehension-read a short passage and answer the questions that follow

Vocabulary-select the best answer (word) to complete a sentence

Math assessment 8 questions

Adding and subtracting numbers

Multiplying and dividing numbers

3. Cheating Statement:
Cheating by an applicant on this examination is considered unprofessional conduct and shall result in dismissal from the test. Cheating is defined as the use of any instrumentality for the benefit of an examinee to alter the results of an examination.

Exam results are sent to the email entered to access test.

Once results are received, contact your Health Professions advisor:

Price campus:

435-613-5351

danyan.powell@usu.edu

Blanding/Moab campus:

435-678-8221

marla.palomaresruiz@usu.edu

4. High school/concurrent enrollment students:
Contact your local high school counselor after exam results received

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Health Professions: Nursing Assistant Program Checklist

- Must be 16 years of age prior to class start date
- Take NA pre-admittance exam (See page 8 for exam instructions)
- Submit Completed Nursing Assistant Program Application with a copy of high school/GED and any college transcripts.
- Submit Nursing Assistant Student Contractual Agreement (found in the Handbook) to the instructor first day of class.
- Vaccination Records: Complete and up to date to instructor
- Complete Background Check and Drug Screen
- CPR card up to date (will be offered during semester if necessary)
- Pay for state certification and exam fee prior to admission into the program. This must be paid prior to the first day of class.

Application packet deadline: First Friday in August (Fall semester)

Third Friday in November (Spring semester)

After application approval, you are ready to register for semester one courses.

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HEALTH PROFESSIONS

NURSING ASSISTANT PROGRAM

DEADLINE: First Friday in August (Fall Semester) Third Friday in November (Spring Semester)

Application

Name (Print) _____
Last First Middle

Names Previously used: _____

Student USU A# _____

Phone: Day _____ Evening _____ Cell _____

Mailing Address _____

City _____ State _____ Zip _____

Age _____ High School Attended _____

Accuplacer Score ENGLISH _____ ALEKS Score MATH _____ **OR** WRAT Level _____

OR ACT Score _____ High School or College GPA _____

Email address _____

(This email will be used to contact you about the CNA Program)

Emergency Contact (Name & Phone) _____

I have provided true, complete and correct information on this application. I have read and understand the information presented in this packet.

Signature _____ Date _____