

Updated 08/16/2021

# UtahStateUniversity®

## HEALTH PROFESSIONS

# Certified Nursing Assistant

Application and Information Packet

Deadline for Application: 1<sup>st</sup> Friday in August – Fall semester  
3<sup>rd</sup> Friday in November – Spring semester

## Health Professions Program at Utah State University

### Certified Nursing Assistant

The Certified 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. Certified 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 Certified 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 Certified Nursing Assistant Program complies with the State of Utah requirements for Certified Nursing Assistants. Students successfully completing the program will be well prepared for a career as a Nursing Assistant.

### Utah State University Entrance Requirements

In its programs and activities, Utah State University does not discriminate based on race, color, religion, sex, national origin, age, genetic information, sexual orientation or gender identity/expression, disability, status as a protected veteran, or any other status protected by University policy or local, state, or federal law. The following individuals have been designated to handle inquiries regarding non-discrimination policies: Executive Director of the Office of Equity, Alison Adams-Perlac, [alison.adams-perlac@usu.edu](mailto:alison.adams-perlac@usu.edu), Title IX Coordinator, Hilary Renshaw, [hilary.renshaw@usu.edu](mailto:hilary.renshaw@usu.edu), Old Main Rm. 161, 435-797-1266. For further information on notice of non-discrimination: U.S. Department of Education, Office for Civil Rights, 303-844-5695, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov). Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Kenneth L. White, Vice President for Extension and Agriculture, Utah State University.

### General Admissions Procedures

To be officially admitted to the college as a full-time matriculated student, an applicant must submit the following:

1. Must be at least 16 years of age before beginning the program.
2. A completed [Application for Admission](#) to USU along with a \$50 non-refundable fee. **\*\*Please note, there is not an application fee for this program.**
3. Official transcripts of all previous high school and/or their GED and college work if the student is a transfer student.
4. Prior to applying for the CNA Program, student must take and pass the Pre-Admission Exam. (Please see attached CNA Pre-Admission Exam information sheet.)
5. Must have a minimum GPA of 3.0 for admittance into the program.

Notification of acceptance to Utah State University and resident status will be sent from the USU Admissions Office. Students applying for financial aid, must be a high school graduate or GED recipient, and be matriculated before receiving aid.

A declaration of a major is accomplished 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 into the Certified Nurse Assistant program will be sent from the CNA Program Instructor. If a student's application is incomplete at the time of registration, the student will not be admitted to the program.

### **Returning Students**

A student who has been away for more than 2 semesters, must submit a new application for admission along with a **\$20.00** reapplication admission fee. 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 Blanding, Moab or Eastern 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 HEAL 1000, while still in high school.**

### **Transfer Students**

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

1. A completed [Application for Admission](#). Sent to USU along with a \$50.00 non-refundable fee. **Please note \*\*there is not an application fee for the CNA program\*\*.**
2. Official transcripts of all previous college work. (Official transcripts must be sent directly from the previous school. Hand carried transcripts will not be accepted.)
3. ACT or Accuplacer test scores. If a transfer student has completed 20 hours and has taken an English course equivalent to our English 1010, they will not be required to take the above tests.
4. A transfer student cannot transfer credits with D or E (F) grades or credits from developmental or remedial courses. Grades of B 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 Price.

### **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.

## USU Certified Nurse Assistant Program Entrance Requirements

1. **Advising** - Students interested in the Certified Nursing Assistant Program must complete an Application, be accepted and provide all required documents **PRIOR** to registering for the CNA course.
2. **Registration Date and Time** - Please visit the USU Price, USU Blanding or USU Moab Website for registration information.
3. **All immunization records and copies of certificates should be given to the program advisor: Teryn Lyman, (Moab and Blanding) or Danyan Powell (Price).**

### Required Immunizations

All immunizations below are required. All records must be complete and on file with Program Instructor **PRIOR** to beginning your program:

**Twinrix (Hepatitis A & B) series:** The first injection of the series needs to be completed prior to Semester One or in the initial weeks of the semester. The second injection is given one month after the first injection. The third injection is completed six months after the first injection of the series.

**MMR:** Documentation of two MMR immunizations, or a titer indicating immunity, needs to be completed prior to the end of Semester One. If you do not have childhood immunization records, it is recommended that you begin these immunizations or obtain a titer before beginning the program. All students born after 1964, who received their MMR immunization, will require a booster.

**TB:** Documentation of a recent **two-step** TB test is required during the initial weeks of semester one. You can have this test up to 3 months before starting the program. TB tests are good for one year. If yours will expire prior to completion of the program, you will need to repeat it.

**Varicella:** At least one Chicken pox vaccination or titer indicating immunity.

**Tdap:** At least one pertussis immunization as an adult.

**Meningococcal:** One dose

**Influenza:** Seasonal as required by facility.

**Covid Vaccine:** As required by facility.

#### 4. Background Check and Drug Screen

Once you are accepted into the program, a drug screen and a background check will be required. The background check must be ordered and/or uploaded to your Compliance Tracker packet through CastleBranch. Please use this link: [portal.castlebranch.com/ut61](https://portal.castlebranch.com/ut61). All students regardless of campus should order background check from CastleBranch. A fee will be charged.

- If you are a **Blanding campus student**, drug screen will be completed at the Health Professions building located at 344 West 800 North in Blanding. Students will be required to pay the Cashier's Office on campus and obtain a receipt. Cost is \$25.00.
- **Moab students** will be tested through Elwood Staffing. See Stephanie Dahlstrom on the Moab campus.
- **Eastern Campus Students** should order background check and drug screen on CastleBranch and then see Shelley Heath in the Reeves Building, office 254 for paperwork and instructions.

#### 6. CPR requirement

Students must take a Healthcare Provider CPR course and receive a CPR card to meet the CPR requirement. Periodically, CPR courses are offered on campus. Please make arrangements to attend (including notifying other instructors). This must be completed by the middle of Semester One. CPR certification is usually valid for 2 years.

*\*Students will be required to turn in a packet to the Health Professions Program Advisors (see above) with all of the above records. Students should keep a copy of all records for their own files. **PLEASE NOTE: Any incomplete applications including documentation and pre-admittance exam will result in non-acceptance into the Program.***

### Practicum Orientation

Prior to initiating any clinical practicum externship, students are required to attend an orientation with the appropriate sites that they will be attending for their clinical experience.

### Clinical Experience

**Certified Nursing Assistant Practicum/Externship:** 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.

## **Certified Nurse Assistant Program Course Requirements**

**State Certification and Examination:** A \$85.00 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 Certified 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**

## Health Professions: Certified Nursing Assistant Program Checklist

- Must be 16 years of age
- Take CNA pre-admittance exam (See page 8 for exam instructions)
- Submit Completed Certified Nursing Assistant Program Application with a copy of high school/GED and any college transcripts.
- Submit Certified 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 (\$85) 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

### Applicant Information CNA 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>

Price: (425) 613-5325

Blanding: (435) 678-8171

Moab: (435) 797-5103

2. Exam delivered online in USU testing center, 50 questions, multiple choice, 2 hours to complete, allowed pencil and plain paper, must show picture ID

#### *Reading assessment 30 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 20 questions*

Adding and subtracting numbers

Multiplying and dividing numbers

Converting measurements-feet to inches: <https://www.youtube.com/watch?v=101JtxnyMQE>

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.

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

Once results are received, contact your Health Professions advisor:

Price campus: [danyan.powell@usu.edu](mailto:danyan.powell@usu.edu) 435-613-5351

Blanding/Moab campus: [teryn.lyman@usu.edu](mailto:teryn.lyman@usu.edu) 435-678-8208

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

Please submit online Application at <https://caas.usu.edu/avte/health-professions/cna-application>

### For USU Blanding and USU Moab

**Teryn Lyman, USU Health Professions Coordinator/Advisor  
USU Blanding – Bradford Lee Technology Building #208B  
576 West 200 South  
Blanding, UT 84511**

### For USU Eastern

**Danyan Powell, USU Health Professions Advisor  
USU Eastern – One-Stop Building  
451 East 400 North  
Price, UT 84501**

***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.***

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## HEALTH PROFESSIONS

Updated 08/16/2021

### CERTIFIED NURSING ASSISTANT PROGRAM

**DEADLINE:** First Friday in August (Fall Semester)  
Third Friday in November (Spr 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 \_\_\_\_\_