

## Wisconsin Indianhead Technical College FY21 (2020-21) Nursing Assistant Program

The following is additional information about the WITC's Nursing Assistant (NA) program.  
This information supplements the program webpage and district catalog.

**Degree: Technical Diploma**

### **NA PROGRAM – 3 credits, 120 hours**

The NA program offers the opportunity to work in a healthcare setting as a certified nursing assistant (CNA) and is also a prerequisite to the WITC Associate Degree Nursing program. Because our NA program is approved by the State of Wisconsin, our application process has very specific requirements for entry into our program. Please carefully read the following information to help you apply and begin the WITC Nursing Assistant program. The Nursing Assistant program provides classroom, laboratory instruction and supervised practice in area nursing homes and hospitals. After successfully completing this program, students will be eligible to complete the written and skills exams to be placed on the Wisconsin Nurse Aide Registry.

### **PROGRAM DIRECTOR (All WITC locations)**

Stephanie Johnson, RN  
WITC-New Richmond  
1019 S. Knowles Avenue  
New Richmond, WI 54017  
Telephone: 800/243-9482, Ext. 4967  
Email: [stephanie.johnson@witic.edu](mailto:stephanie.johnson@witic.edu)

### **PROGRAM LOCATIONS**

The NA course is offered year-round on all four campuses (Ashland, New Richmond, Rice Lake, Superior), the Ladysmith High School, and outreach centers in Hayward and Shell Lake. Take classes face to face and in the clinical setting. Due to the required instructor to student ratio, class enrollment is limited to 16 students.

### **PREPARATION FOR ADMISSION**

Students should strive to reach a comfort level in the following courses or skills:

- Basic Anatomy
- Communications – Written and Oral

### **STATE APPROVAL**

The program is approved by the Wisconsin Department of Health Services ([dhs.wisconsin.gov](http://dhs.wisconsin.gov)), Office of Quality Assurance ([dhs.wisconsin.gov/rl\\_dsl/bqa.htm](http://dhs.wisconsin.gov/rl_dsl/bqa.htm)).

### **CAREER OUTLOOK**

Typical careers that will be available to graduates include:

- Nursing Assistant

Wisconsin Indianhead Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, Wisconsin Relay TTY:711, [amanda.gohde@witic.edu](mailto:amanda.gohde@witic.edu).

## **WISCONSIN CAREGIVER BACKGROUND CHECK**

You will complete the paperwork for a Dept of Health Services/State of Wisconsin Background Information Disclosure and WITC Background Check Disclosure at the orientation session and the caregiver background check will be run after orientation. SSN is required to run the background check. You must have an acceptable background check in order to go to the clinical portion of the course.

Background checks that reflect anything other than “NO RECORD” must be reviewed by Nursing Assistant Program Director and accepted by the clinical agency where you will have your clinical experience. All accepted students must have a new Wisconsin Caregiver Background Check completed, regardless if you have had a background check in the past.

While enrolled in the program, if a student is charged with or convicted of a crime or municipal ordinance violation of any type, before any court, or investigated for any violation of a local, state, or federal law, he or she must self-report this to the NA Program Director by completing the Caregiver Background Check Self Reporting form.

## **FUNCTIONAL ABILITIES**

There are defined functional abilities that are necessary in order to perform the job duties of a Nursing Assistant. At the orientation session, all students will be required to sign the Functional Abilities Disclosure of the functional abilities form.

WITC will make accommodations as described on the “Functional Ability Categories for the WITC Nursing Assistant Program” form for those students with identified disabilities by working with the campus Accommodation Specialist. If you are need of accommodations, please notify the campus Nursing Assistant contact person listed below.

## **NA HEALTH FORM-TB STATUS**

Provide documentation of negative tuberculosis (Tb) status on 1<sup>st</sup> day of class.

## **BENEFITS**

- Working part-time and earning \$8.50 - \$15.00/hour
- Sponsorship (payment or reimbursement of tuition) available through facilities employing graduates of the program
- Eligibility to work in nursing homes, hospitals, home health, and hospices
- A quality introduction to health care in only three weeks

## **STUDENT PROFILE**

Nursing Assistant students should be able to:

- Display a caring attitude toward ill patients
- Be flexible, empathetic, and nonjudgmental
- Be emotionally stable
- Adjust to diverse personalities and backgrounds
- Work under stress

## **WI-MN RECIPROCITY**

Minnesota students pay resident material and program fees while attending WITC and they are considered non-district state residents for tuition purposes.

## WI-MI RECIPROCITY

A separate reciprocity agreement exists between Gogebic Community College in the upper peninsula of Michigan and WITC that allows residents of the Gogebic Community College district to pay the resident program fee charge plus an additional \$5 for each credit taken at WITC.

## 2020-21 PROGRAM COSTS (subject to change)

This program is not financial aid eligible and below is a breakdown of costs. You are responsible for payment of these fees prior to the first day of class. If sponsored, bring letter from employer at registration stating they will pay your fees. A tuberculosis (Tb) test is required and is your responsibility to complete/pay for prior to 1<sup>st</sup> day of class. A uniform is required and is your responsibility to purchase. Information on purchasing uniforms will be distributed at orientation.

Fees due to WITC at program acceptance:	Tuition .....	\$476.40
	WI Caregiver Background Check Fee .....	\$10.00
Required books and supplies (order form enclosed):	Approximately .....	\$160.00
Additional expenses:	Tb test & Uniform .....	varies
Fees payable to the Headmaster:	Testing Fee .....	\$125.00 (Visa or MC debit/credit card)
	(money order, facility check, or cashier's check are also accepted)	

## HOW TO APPLY

### Step 1

Before applying, you must meet the Admission Requirements: You must

- be at least 16 years old
- be able to perform the functional abilities described on the "Functional Ability for the WITC Nursing Assistant Program" form and Disclosure

### Step 2

From the enclosed course schedule or the WITC website, choose which course date works best for you.

- NA courses are for 120 hours and you ***must attend every class and every clinical session, as well as the orientation session.*** Mandatory attendance is required by the State of Wisconsin and there are no exceptions made. Choose the NA course that will best suit your schedule.

### Step 3

**Complete the online application:** Visit <https://www.witc.edu/> and click on the "Apply" button. There is no application fee for the NA program.

### Step 4

**Complete a Registration Form and Provide Payment**

- Fill in your Personal and Contact information completely
- Fill in the appropriate Class Number associated with the start date you have chosen
- Provide full payment for your course registration and caregiver background check or provide proof of an agency sponsorship

Your registration process *must be completed* before the required course orientation session. It is recommended that you register about 2 weeks before the orientation session.

You will need to purchase the course textbook and syllabus at your local campus bookstore and bring them to the first day of class.

#### **☐ Step 5**

Attend the mandatory orientation session and begin the Nursing Assistant program!

- Failure to attend the orientation session will result in being dropped from the course.

Designated Student Affairs staff on campus (listed below) will be available to assist you in applying or registering for the NA program.

If you have further questions or would like more information regarding the WITC Nursing Assistant program, please contact the WITC Student Affairs at the campus you would like to attend, 800-243-WITC (9482). Contact information for the campus Nursing Assistant contact person is listed below:

Ashland (Hayward Outreach Center): Denise Boutin x3182

New Richmond: Loni Sempf x4230

Rice Lake (Ladysmith High School & Shell Lake Outreach Center): Sarah Kruger X5238

Superior: Rachel Lee x6271.