



Nursing Assistant, Long Term Care, State Approved Certificate Program
Sumter County Schools – Career and Adult Education <http://aec.sumter.k12.fl.us>
2016-17

This 120-hour program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies, and nurse aides in nursing homes. Those students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 82-163, F.S. The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

Students who identify themselves as having a disability should provide all necessary documentation to the school administrator for review. If the disability is verified by the appropriate documentation, a meeting will take place between the student, teacher, and administrator to develop an individual education plan and assist with an accommodations request with Prometric.

2014 Statewide Annual Wages – \$18,600 -\$30,300 (See <http://www.onetonline.org/link/summary/31-1014.00>)

Projected Statewide Growth – 2012-2022 – 22% increase with 3,040 projected openings annually (www.employflorida.com)

COURSE REQUIREMENTS

Students must be over the age of 18, be able to attend every class and do at-home studying, submit an application, take the TABE reading test, and complete career counseling. The course is 120 hours in length and includes required clinical hours. Students are responsible for transportation to the clinical sites. Absences must not exceed 10% of the class hours or students risk program completion.

Background check must be accomplished within first week of class for student to participate in clinical hours.

TB test required BEFORE class start date. Flu shot required by some clinical partners. Denial will result in student being required to wear a protective mask during clinical hours. Hepatitis B is recommended by clinical partners. A record of all immunizations is required with enrollment.

COURSE TUITION and FEES

*Tuition is calculated at \$2.44 per course hour for Florida residents and \$9.78 per course hour for non-residents. Non-refundable application fee includes TABE testing** and processing. Lab/Supply fees include all consumables used in laboratory experiences (gloves, hand-washing supplies, patient feeding supplies, and patient hygiene products,), instructional supplies, C.N.A. pins, and all printing/copying of course documents. Testing fees include the Prometric skills and written state exams. Textbook fee includes book and workbook.*

Responsibilities of the student – Immunizations, uniform scrubs, watch with second hand, closed-toe work shoes

Payment by money order, cash, or credit card accepted. There is a 3% fee for the use of the credit card. Make money orders payable to Sumter County School Board.

ATTENDANCE Policy

Attendance is required in order to complete the curriculum standards and earn a program completion certificate and take the industry certification exam, if applicable.

Absences cannot exceed 10% of the course hours. Students who exceed 10% of course hours with absences risk earning a program completion certificate. Test makeups will only be allowed for documented absences. Examples of documented absences include doctor's requirements, employer requirements, hospital stays, military assignments, and jury duty.

REFUND POLICY

In the event a student elects to withdraw, under normal circumstances, the following refund procedure applies to students enrolled in adult career and technical courses:

- 1. Before start of class - full refund of course and non-resident student tuition and fees excluding non-refundable application fee and any supplies purchased and provided to student.*
- 2. Within 3 school days of start date – upon written request, full refund of course and non-resident tuition, background/fingerprinting fee, and CPR card fee. NO REFUND of lab fees, textbook/workbook cost, student insurance, Prometric testing fee, and non-refundable application fee.*
- 3. After 3 school days – NO REFUND of any tuition/fees.*

BASIC SKILLS TESTING

Although not required by the state for program completion, the school requires the TABE reading test at a Level D. Students with scores below 9.0 will be required to complete remedial work at no cost to the student. The work will be completed outside of the class hours.

UNIFORM REQUIREMENTS

Students must purchase scrubs to wear each day of the course. A watch with a second hand is required. Close-toed shoes are required. Tattoos must be covered at all times. Piercings (other than one ear piercing) must be removed. Tattoos that cannot be covered (hands or face) will prevent participation in clinical experiences with some agencies.

How to Get Started:

1. Apply for scholarships, if available. (possible funds - CareerSource, Mid Florida Community Services)
2. Complete the enrollment package. Pay the entire fee.
3. Attend orientation and take the TABE reading test.
4. Attend class regularly. Participate fully. Study at home. Meet with success!

COURSE Tuition and Fees

	FL Resident	Non-Resident
*Application Fee (NON-REFUNDABLE)	\$ 35.00	\$ 35.00
FL Resident Tuition - \$2.44 x 120 hours	\$ 292.80	
Out-of-State Tuition - \$9.78 x 120 hours		\$1,173.60
Lab/Supply Fees - Includes consumable supplies	\$ 50.00	\$ 50.00
*Student Insurance	\$ 2.10	\$ 2.10
Prometric Testing Fee	\$ 155.00	\$ 155.00
*Background/Fingerprinting Fee	\$ 79.50	\$ 79.50
Basic Life Support CPR Card	\$ 7.00	\$ 7.00
Textbook and Workbook	\$ 46.50	\$ 46.50
TOTAL (FL Resident)	\$ 667.90	
TOTAL (Out of State)		\$1,548.70
TOTAL PROGRAM COST (payable to Sumter County School Board)		
Additional Fees – Responsibility of Student		
*Scrubs and Watch w/second hand	Approx. \$30.00	Approx. \$30.00
*Immunizations and TB Test	Approx. \$50.00	Approx. \$50.00

All prices subject to change pending legislative action and School Board approval.

Textbook - Hartman's Nursing Assistant Care: The Basics, 4th Edition, by Hartman Publishing and Jetta Fuzy, RN, MS

***Fees not included in CareerSource Training Provider Scholarship**