

# El Centro College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## NURSE AIDE EXAM REVIEW

### Course Information

#### PURPOSE

This course provides an opportunity to refresh current skills and receive instruction in recently developed techniques needed for effective patient care. It is designed to provide skills review and practice for those individuals eligible to take the state exam without completing the entire 100 hour basic class. To verify your eligibility, please call the Texas Department of Aging and Disability (TDADS) at (512) 438-2050 or complete form NAR-5528 and submit to DADS for authorization to retest. The form is available on their website at: [www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html](http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html).

#### *What classes do I have to take?*

- NURA2000 – Nurse Aide Exam Review (9 hour course)

#### *How much does it cost?*

- Nurse Aide Exam Review tuition - \$75
- State exam fee - \$83
- TB test - \$5 / Chest x-ray (if skin test is positive)- \$50
- Liability insurance – Fall \$18.13 / Spring \$11 / Summer \$5
- Criminal Background Check - \$45
- Training Materials - \$7
- **Total - \$220-\$278.13**

#### *Am I certified when I finish the courses?*

- You will take the State Skills and Written Exam at the end of the course. Upon passing this exam you will be listed on the Texas Certified Nurse Aide Registry.

#### *Where are the classes held?*

- Center for Allied Health and Nursing at El Centro College  
301 Market Street  
Dallas, TX 75202

Or

- Bill J. Priest Institute of El Centro College  
1402 Corinth Street  
Dallas, TX 75215

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Revised Summer 2008

## Information Sessions

### **MANDATORY INFORMATION SESSION**

All potential Continuing Education Health Careers applicants will be required to attend a mandatory information session where the course, application procedures, and acceptance policies are discussed in detail. Information sessions are held at the El Centro College downtown campus; no reservation is necessary to attend. The orientation schedule for the current semester is available in the Continuing Education Office (Room A260), from the Continuing Education advisor Alma Martell at (214) 860-2262 or online at [www.elcentrocollege.edu/Programs/ContinuingWorkforceEd/healthfaq.asp](http://www.elcentrocollege.edu/Programs/ContinuingWorkforceEd/healthfaq.asp).

Please bring this information packet with you to the information session. Information sessions begin promptly, therefore, please allow extra time for parking and locating the assigned room. Individuals who are more than 15 minutes late to an information session may not have the attendance recorded and may only receive handout materials (including application forms) at the discretion of the presenter. A map of the El Centro College campus and parking suggestions are available online at: <http://www.elcentrocollege.edu/CampusInfo/Map/default.asp>.

For registration approval the following items are needed:

### **APPROVAL TO TEST**

- Proof of completion of the basic nurse aide class if you are not an El Centro College student  
-OR-
- Proof of completion of at least the first semester of nursing school (RN or LVN). To apply call (512) 438-2017  
-OR-
- Original letter from TDADS granting approval to test. To apply call (512) 438-2050

### **STATE EXAM APPLICATION**

Front page of the state exam application completed. The director of the El Centro College CAN Program will complete the back portion of the state exam application. (A state exam application will accompany the letter from the state granting approval to test.)

### **STATE EXAMINATION FEE**

*Payable with cashier's check or money order only to NACES PLUS FOUNDATION*

Skills & Written - \$83  
Skills & Oral English - \$96  
Skills & Oral Spanish - \$96

### **IDENTIFICATION**

- Valid (non-expired) U. S. or state government-issued photo I.D. (e.g. Passport, driver's license, state identification card)
- Social Security card.

**You must present the actual I.D. and S.S. card.** Copies will be made from the originals. **Your name must be the same on all copies.** If your name has changed then you will need to bring two copies of a name change document (e.g. Marriage license or court order).

### **Health Information**

- Provide results from a tuberculosis screening completed in the last 6 months (negative skin test or chest x-ray)

An intradermal PPD (Mantoux) "skin" test is required for all applicants. The PPD must be current within six (6) months of the applicant's anticipated entry into a Health Careers course, course sequence, or program. When accepted to a Health Careers course, course sequence or

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program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the program.

Once you have received registration approval, you will be responsible for the following items:

**TUITION - \$75**

Tuition must be paid in full at the time of registration. Financial Aid in the form of the Texas Public Education Grant (TPEG) is available to qualified students. TPEG applications are available from the Continuing Education window, but the El Centro College Financial Aid office (A034) determines eligibility. TPEG covers up to \$500 of tuition only.

**LIABILITY INSURANCE – Fall - \$18.13 Spring - \$11.00 Summer - \$5.00**

Liability insurance will appear as a separate fee on the fee receipt that you will receive when you register. Please keep a copy for your records, as you may be asked to provide it prior to being allowed into the clinical course. No refunds are given for liability insurance.

Once you have registered, you will be responsible for the following items:

**I.D. BADGE – free**

Once you have a paid fee receipt from the Cashiers Office indicating payment has been made for your classes, you can obtain an El Centro College I.D. Badge from the SPAR office on the 2<sup>nd</sup> floor of the B Building in room B270. Hours are:

Monday-Thursday 8:30 am-6:00 pm  
Friday 8:30 am-4:30 pm

The I.D. Badge is to be worn at all times on campus and at the clinical training site.

**CRIMINAL BACKGROUND CHECK - \$45**

Background checks are required for all students entering into a health careers program with a clinical component involving patients. Background checks from other sources are not accepted. The results of the background check are only released to the program coordinator. The results of the background check will not be released to students. See Criminal Background Check instructions sheet included in this packet. **DO NOT SUBMIT ANY INFORMATION OR PAYMENT TO GROUP ONE UNTIL YOU HAVE BEEN GIVEN A DIRECTIVE TO DO SO BY YOUR INSTRUCTOR.**

**UNIFORMS**

**YOU MUST BE IN UNIFORM BY THE 5<sup>th</sup> DAY OF THE 1<sup>st</sup> WEEK OF CLASS.** The uniform consists of **navy blue scrubs, white nurse or white leather athletic shoes, a watch with a second hand,** and your **I.D. Badge.** *Only navy blue scrubs and white nurse or white leather athletic shoes are acceptable.*

**STATE EXAMINATION FEE - \$83**

*Payable with cashier's check or money order **only to NACES PLUS FOUNDATION.*** This will be collected by your instructor on the first day of the 2<sup>nd</sup> week of class.

**TRAINING MATERIALS**

The course will be taught from the Procedure Manual for the State of Texas Certified Nurse Aide Department. The Procedure Manual may be accessed via the internet at the following address:

<http://www.dads.state.tx.us/providers/NF/credentialing/NATCEP/cna.pdf>

Print PDF file pages 59-193 for classroom use.

If you need a cost-effective method of printing, the Print Delivery System is available at El Centro College in the Library and Computer Labs. The approximate cost to print out these file pages is \$7.

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**IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN AND PROVIDE ALL REQUIRED DOCUMENTATION TO RECEIVE REGISTRATION APPROVAL. ONCE A STUDENT IS APPROVED TO REGISTER IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER AND MEET ALL FINANCIAL OBLIGATIONS INCURRED BY REGISTRATION IN THE COURSE. (IF THE STUDENT HAS APPLIED FOR FINANCIAL AID, IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW UP WITH THE FINANCIAL AID OFFICE TO ENSURE TIMELY PROCESSING OF HIS/HER FINANCIAL AID APPLICATION.) ONCE A STUDENT IS REGISTERED IN THE COURSE IT IS THE STUDENT'S RESPONSIBILITY TO MEET ALL CLASSROOM, LAB, AND CLINICAL REQUIREMENTS OF THE PROGRAM IN ORDER TO SUCCESSFULLY COMPLETE THE COURSE.**

To speak with an academic advisor, please contact Alma Martell at 214-860-2262.

For any further questions, please contact the Continuing Education office at 214-860-2147.

# Background Check Requirements

For Nurse Aide Training, the following backgrounds will make the student ineligible for clinical training:

(a) A person for whom the facility is entitled to obtain criminal history record information **may not be employed in a facility if the person has been convicted of an offense listed in this subsection:**

- (1) an offense under Chapter 19, Penal Code (**criminal homicide**);
- (2) an offense under Chapter 20, Penal Code (**kidnapping and unlawful restraint**);
- (3) an offense under Section 21.11, Penal Code (**indecent with a child**);
- (4) an offense under Section 22.011, Penal Code (**sexual assault**);
- (5) an offense under Section 22.02, Penal Code (**aggravated assault**);
- (6) an offense under Section 22.04, Penal Code (**injury to a child, elderly individual, or disabled individual**);
- (7) an offense under Section 22.041, Penal Code (**abandoning or endangering child**);
- (8) an offense under Section 22.08, Penal Code (**aiding suicide**);
- (9) an offense under Section 25.031, Penal Code (**agreement to abduct from custody**);
- (10) an offense under Section 25.08, Penal Code (**sale or purchase of a child**);
- (11) an offense under Section 28.02, Penal Code (**arson**);
- (12) an offense under Section 29.02, Penal Code (**robbery**);
- (13) an offense under Section 29.03, Penal Code (**aggravated robbery**); or
- (14) a conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed under Subdivisions (1)-(13).

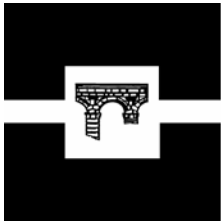
(b) A person may not be employed in a position the duties of which involve direct contact with a consumer in a facility **before the fifth anniversary of the date the person is convicted of:**

- (1) an offense under Section 22.01, Penal Code (assault), that is punishable as a Class A misdemeanor or as a felony;
- (2) an offense under Section 30.02, Penal Code (burglary);
- (3) an offense under Chapter 31, Penal Code (theft), that is punishable as a felony;
- (4) an offense under Section 32.45, Penal Code (misapplication of fiduciary property or property of a financial institution), that is punishable as a Class A misdemeanor or a felony; or
- (5) an offense under Section 32.46, Penal Code (securing execution of a document by deception), that is punishable as a Class A misdemeanor or a felony.

(c) In addition to the prohibitions on employment prescribed by Subsections (a) and (b), a person for whom a facility licensed under Chapter 242 or 247 is entitled to obtain criminal history record information may not be employed in a facility licensed under Chapter 242 or 247 if the person has been **convicted:**

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- (1) of an offense under Section 30.02, Penal Code (**burglary**); or
- (2) under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense under Section 30.02, Penal Code.



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## CRIMINAL BACKGROUND CHECK

**DO NOT START GROUP ONE'S BACKGROUND CHECK PROCESS UNTIL YOU ARE GIVEN A DIRECTIVE BY YOUR INSTRUCTOR TO DO SO**

Background check requests are now processed online. **You must have access to a printer when you input your information in order to print a confirmation page as your receipt.**

The cost of the background check is **\$45.00**. Payment is made via credit card or money order. Instructions for either payment method are found below.

Information you will need to have at hand before you begin this process:

- Valid Mastercard or Visa credit card (no other credit cards or debit cards are accepted)
- FULL legal name (first, middle, last)
- Maiden names and/or former names
- Date of birth
- Home phone number
- Social Security Number
- Current address (complete address; not necessarily what is printed on your drivers license)
- Zip codes where you have lived during the past seven (7) years (There is a U.S. Postal Service zip code lookup link on GroupOne's homepage below to help you with this.)

### PROCEDURE IF PAYING BY CREDIT CARD

Go to the following website: [www.gp1.com/students](http://www.gp1.com/students) and make the following sequenced menu selections:

1. Read the information on the main page, scroll down and click on the arrow by "Continue".
2. On the pull-down menus, select the following:
  - i. "Texas"
  - ii. "El Centro College"
  - iii. On the Discipline pull-down menu, select your health careers program, course, or course sequence.
3. Click on "Add" then click "Continue" (click on the arrow).
4. The next page will indicate the charges for the background check. To accept the charges and continue to the payment procedure, "Continue". To exit the menu without paying, click "Back".
5. Read the agreement information and make your selection at the bottom to agree or not agree to the terms. To continue, type your full name where indicated and "Continue".
6. On the next page, fill out the information completely in the format indicated and "Continue".
7. Fill out the next page (additional names/addresses) if applicable and "Continue".
8. Verify that the information is correct (go "Back" to correct as necessary) and "Continue".
9. On the next page, fill in your credit card information. (Ignore the Payment Code field.)

10. Sign your name "electronically" and after the credit card payment is confirmed, you will be prompted to print the page as your receipt.

- OVER -

## PROCEDURE IF PAYING BY MONEY ORDER

Obtain a Money Order payable to GroupOne Services for \$45.00. On a sheet of paper, provide the following information:

FULL Legal Name (first, middle, last)  
Your Email address  
Telephone Number

Mail the Money Order and the above information to the address below (You may also deliver the Money Order and information sheet to GroupOne offices in person):

GroupOne Services  
250 Decker Drive  
Irving, TX 75062

Within 2-4 business days after money order payment has been processed, you will receive an email from GroupOne with a payment code to use when you enter your data on-line. Follow the instructions below to proceed.

Go to the following website: [www.gp1.com/students](http://www.gp1.com/students) and make the following sequenced menu selections:

1. Read the information on the main page, scroll down and click on the arrow by "Continue".
2. On the pull-down menus, select the following:
  - i. "Texas"
  - ii. "El Centro College"
  - iii. On the Discipline pull-down menu, select your CE health careers program, course, or course, sequence.
3. Click on "Add" then click "Continue" (click on the arrow).
4. The next page will indicate the charges for the background check. To accept the charges and continue to the payment procedure, "Continue". To exit the menu without paying, click "Back".
5. Read the agreement information and make your selection at the bottom to agree or not agree to the terms. To continue, type your full name where indicated and "Continue".
6. On the next page, fill out the information completely in the format indicated and "Continue".
7. Fill out the next page (additional names/addresses) if applicable and "Continue".
8. Verify that the information is correct (go "Back" to correct as necessary) and "Continue".
9. On the next page, fill in the Payment Code field with the information emailed to you from GroupOne. and click on the "Continue" arrow. Do not fill in any other information.
10. You will be prompted to print the page as your receipt.

# GROUP ONE SERVICES

[www.GP1.com](http://www.GP1.com)

250 Decker Dr.

Irving, TX 75062

Telephone: 972-719-4208

FAX: 469-648-5088