CINCINNATI STATE NATCEP APPLICATION PACKET

Welcome! This is your first step on your healthcare career path. Whether you are going to pursue nursing or you want to be a certified nursing assistant, once you completed NATCEP, you will have had a glimpse into life behind the scenes in any a healthcare setting you may like to work in. You will also be exposed to other areas of healthcare that may interest you. Getting started with this application is the beginning. Good luck, and I hope to see you soon in one of our classes!

PLEASE NOTE, COMPLETION OF THIS APPLICATION PACKET IS NOT THE SAME AS REGISTERING FOR THE CLASS. YOU MUST DO BOTH. YOU WILL HAVE PERMISSION TO REGISTER FOR THE COURSE AFTER THIS APPLICATION PACKET AND REQUIRED DOCUMENTS HAVE BEEN SUBMITTED AND APPROVED BY THE PROGRAM COORDINATOR.

STEP 1

➤ ALL students must apply to Cincinnati State. Go to www.cincinnatistate.edu , click on APPLY, click on STANDARD APPLICATION and complete the form.

STEP 2

➤ Read, understand, print your name and sign page 3 of this application packet. We don't want any student to be surprised about the strict requirements of this course. The state has specific course requirements that make this course different from other courses you may have taken.

STEP 3

➤ Complete the NATCEP Application on page 4 of this packet. Type or write clearly in black or blue pen. Answer ALL areas including your birthdate, gender, phone #, and full social security number. If you need ADA accommodations, please check the box on page 4. **MAKE SURE YOU SIGN THE BOTTOM OF THE APPLICATION!**

STEP 4

➤ Obtain ONE of the 3THREE screenings for tuberculosis:
  o 2 – Step PPD Skin Test (takes *several weeks*, typically most cost effective)
  o QuantiFERON, TB Gold (*quickest*, results in several days)
  o Chest X-Ray (only *required if you are positive for a TB test*)

The results of the TB test need to be documented with a "stamp" of the testing clinic, and must include the name, address and phone number of that clinic. A print off from the clinic is also acceptable as long as it includes the clinic's name, address, and phone number. The healthcare provider must sign their name and title. Both need to be legible.

STEP 5

➤ Obtain a **BCI AND FBI BACKGROUND CHECK**.
  ***This must be no more than a year old
  *Website for fingerprinting locations:
➤ https://www.ohioattorneygeneral.gov/Business/Services-forBusiness/Webcheck-Community-Listing
➤ CODE FOR BACKGROUND CHECK: **4723 09**   **Reason: "entering nursing"**

HAVE BACKGROUND CHECKS MAILED TO:

**Kathryn Grein, RN, PC
3520 Central Parkway
Cincinnati, OH 45223**

STEP 6 Scan the entire completed packet and required documents. Using your cincinnati state email address), send to NATC@cincinnatistate.edu (YOU MUST attach/ include the receipt for background check and TB test report to the email). DO NOT SEND YOUR APPLICATION 1 PIECE AT A TIME.

Your application will be reviewed in a timely manner, and if complete, you will be approved and receive email notification to your cincinnati state email. Once your application is approved, you will be granted permission to register for a NAT class. If anything is missing, a response will be sent to your Cincinnati State email and your application will be discarded. Students will need to resubmit the entire application again.

CINCINNATI STATE NATCEP COURSE INFORMATION (MCH -130)

- Minimum age for this course is 16 years old

- Attendance for this class is <u>MANDATORY</u>. The Ohio Department of Health requires that the student attend 75-hours with 16 of those hours in a clinical site.

- You must bring your social security card and official state ID on the first day of class.

- A <u>DIGITAL</u> textbook purchase is required Lippincott Nursing Assistant: A Humanistic Approach to Caregiving 6th edition By: Pamela Carter. You may purchase this from the Cincinnati State bookstore.

- There will be mandatory forms posted on Blackboard that must be completed and are due on the 1st day of class. Please bring a blue or black pen and notebook.

- Hunter green scrubs are required for clinical. You may wear modest, clean, street clothes to class. Please make sure you have clean socks. You will be getting in and out of beds. Hair <u>must</u> be pulled back and above the collar.

- A laptop is required. If you do not have one, please read the course syllabus on Blackboard for the procedure on how to borrow one for the class. There are available computers by request. Exams are administered online.

- You will be expected to read and complete chapter work before each class. Passing this course will earn you the opportunity to take the state exam. Once you pass the state exam you will be placed on the nurse aide registry.

- A $\geq$75% grade is required on all tests to pass the knowledge portion of this course. A satisfactory grade in skill demonstration must be achieved in the classroom and in the clinical setting to pass the course. There is no extra credit given to improve a grade. Grades are not rounded up.

- The Office of Disability Services (ODS) ensures that students with special needs receive the academic accommodations they need in their course of study. Any student or prospective student who has a disability, as defined under the American Disabilities Act (ADA) of 1990 or the guidelines for section 504 of the Rehabilitation Act of 1973, may register with ODS. A student who is eligible or thinks they might be eligible may visit the <u>ODS office in Main 129</u> or contact ODS by phone at 569-1775 or emailing <u>disabilities@cincinnatistate.edu</u>

- Students are expected to be their own advocate for their needs for accommodations. If you indicated on your application that you have a learning disability (by checking the box for ADA services on page 4), the Program Coordinator will send you an ADA form. You must return the ADA form to the Program Coordinator in order to use your accommodations for the NAT course and state testing. Accommodations must be utilized throughout the entire course for the student to utilize them during state testing.

- Physical Requirements:
  - a. Ability to lift 50 lbs
  - b. No impairment with bending, stooping, lifting overhead, carrying items
  - c. No casts, crutches, canes, leg braces, walkers, or scooters are allowed in the lab nor clinical site

- Cell phone usage is not permitted in the classroom. If the student has a concern or are expecting an important call, they must inform the instructor prior to class. Phones must be on vibrate. Students must take only important calls outside in the hall and be as swift as possible to return to class. Any content missed must be made up.

- Appropriate behavior consistent with the Code of Conduct (located in the syllabus that will be posted on Blackboard) is expected.

- Please know that your admittance into the program and on clinical is contingent based on your BCI and FBI Background check results, even if the session of class has begun.

- See Cincinnati State's "Refund Policy" at https://www.cincinnatistate.edu/tuition-fees/bursar-and-cashier-office/ or call at the Cashier's Office at (513) 569-1580, if needed.

PRINT NAME: _____DATE: _____

SIGNATURE: x_____ DATE: _____

CINCINNATI STATE NATCEP APPLICATION

TODAYS DATE: _____ STUDENT ID: _____

I PLAN TO ENROLL IN:

_____ SPRING SEMESTER   _____ SUMMER SEMESTER   _____ FALL SEMESTER

CHECK ONE OF THE FOLLOWING:

_____I'm currently a Cincinnati State Student   _____I'm a Facility-Sponsored Student

THE INFORMATION BELOW IS NEEDED TO ADD YOUR NAME AND DEMOGRAPHICS TO THE ODH GATEWAY

PRINT THE FOLLOWING INFORMATION AS IT APPEARS ON YOUR DRIVER'S LICENSE OR YOUR STATE ID:

X_____
      LAST   FIRST   SOCIAL SECURITY NUMBER

X_____
 ADDRESS/STREET   APT#   CITY   STATE   ZIP CODE

@cincinnatistate.edu

X_____
CINCINNATI STATE EMAIL ONLY   CELL PHONE NUMBER

FEMALE   MALE
_____
      GENDER   BIRTHDATE

Do you need accommodations (ADA) through the Office of Disability Services (ODS)? (A separate form to request reasonable accommodations will be sent to your Cincinnati State email). Please see page 2 of this application for bulleted information.

     YES   NO

EMERGENCY CONTACT NAME: _____PHONE #_____

I, _____, DECLARE THE ABOVE INFORMATION IS CORRECT:
       PRINT NAME

X_____
     SIGNATURE   DATE

NATCEP Revised Application. pdf/revised 11/2024

CINCINNATI STATE NATCEP APPLICATION

READ THESE DIRECTIONS!!!! ALL INFORMATION MUST BE RECEIVED. PLEASE WRITE CLEARLY AND IN BLACK OR BLUE PEN

A 2-step PPD/TB Test or QuantiFERON TB Gold or **Chest X-Ray is REQUIRED for the nurse aide training program. If you have had any of these tests within a year of when you will be attending our class, you can submit that paperwork from your clinician. If not, you must have one of these 3 TB tests performed and the results submitted with your application for your application to be approved. If you are choosing to get the 2-step, please make sure the clinician giving you the injection signs their name and title legibly. This is mandatory and required by the state. You must follow the directions when to go back to get your arm read, and then when you can return to get your 2nd injection. Please do not miss the deadline on this. If you attempt to turn in different guidelines than what's stated below, your application will be rejected. You would need to start all over! The other very important thing you must remember to do, is get the clinic to stamp your PPD form. We need them to put their stamp on the form that includes the, name, address, and phone number of the clinic where you received the testing or the clinic may use their own form if it has the facility and practitioner information on it.
**CHEST X-RAY: is only permitted if you have had a prior positive PPD. Submit a copy of X-Ray report with clinic name.

_____

LAST NAME   FIRST NAME   MIDDLE NAME

_____

ADDRESS/STREET   APT.#   CITY   STATE   ZIP CODE

1ST STEP PPD

PATIENT SHOULD RETURN TO THE CLINIC WITHIN 48-72 HRS OF TEST PLACEMENT FOR READING.

DATE & TIME PLACED	ARM	LOT #	MANUFACTURER	SIGNATURE & TITLE OF PRACTIONER
DATE & TIME READ	**RESULTS (mm)**		**SIGNAURE & TITLE OF PRACTIONER**	

2nd STEP PPD

IF 1ST STEP IS POSITIVE, PATIENT MUST NOT RECEIVE 2ND STEP. THE 2ND STEP INJECTION MUST BE PERFORMED 1-3 WEEKS AFTER STEP 1 HAS BEEN READ (NOT PLACED). PATIENT TO RETURN TO THE CLINIC WITHIN 48-72 HRS OF TEST PLACEMENT FOR READING.

DATE & TIME PLACED	ARM	LOT #	MANUFACTURER	SIGNATURE & TITLE OF PRACTIONER
DATE & TIME READ	**RESULTS (mm)**		**SIGNAURE & TITLE OF PRACTIONER**	

CLINIC STAMP WITH NAME, ADDRESS, PHONE# TO THE RIGHT PLEASE

CINCINNATI STATE NATCEP FAQs

QUESTION: **May I use my healthcare provider /clinic's TB test results form?**

ANSWER: Absolutely! As long as it has all the correct information on it, that is fine.

QUESTION: **How do I obtain instructor consent to register?**

ANSWER: The program coordinator will grant you permission to register once you complete the NATP application packet and submit the required documents. The application packet and documents must be scanned and sent to NATC@cincinnatistate.edu Once you have submitted your application correctly, you will receive an email stating that your application has been approved and you can or will be able to register for a nurse aide training class.

QUESTION: **How long are classes? When do they begin?**

ANSWER: According to the Ohio Department of Health, classes are 75 hours in length. Our classes vary in duration depending on how many days a week the class is and how many hours each class runs every time it meets. We will try to have a variety of classes to meet the needs of our students which will include 4.5-hour day and evening classes, to 8-hour classes that run 1 to 2 days a week. Each semester we will have a schedule available so you can choose what fits your lifestyle.

QUESTION: **Is there financial aid for the class?**

ANSWER: If you are a degree seeking student in a program that requires nurse aide training, you may be able to use financial aid for this course. If you are a non-degree seeking student, financial aid is not available. There may be some type of financial assistance available. Please contact the Financial Aid office at (513) 569-1530 with financial aid questions or concerns.

QUESTION: **Will classes ever be canceled because of weather or other circumstances?**

ANSWER: Possibly. There are always unexpected situations that may occur. Whether it be a snow day or an incident that the college would need to close, classes may need to be canceled. If this occurs, please be aware that time missed would need to be made up. Classes may need to be extended past the original end date. Fortunately, this doesn't happen too often.

QUESTION: **Do we have a different start time for our clinical days than we do for our classroom time?**

ANSWER: Yes. You usually need to be at clinical 30-60 minutes earlier than your regular class start time. So, if your class starts at 8:00am, then you will typically need to be at clinical between 7:00 and 7:30am. If your class typically starts at 5:00pm, you will need to be at clinical between 4:00 and 4:30pm.

QUESTION: **Do I need to bring my lunch?**

ANSWER: If you are in a 6.5 hour or an 8-hour class, yes you do. You do not have time to go out to pick up your lunch. You get a half hour for lunch. The classes at the Evendale campus have a refrigerator available to store your lunch and they also have a microwave.

QUESTION: **Is there a coffee machine or vending machine available?**

ANSWER: There are vending machines with soda and snacks that accept credit cards. If you need coffee, please bring your own.

QUESTION: **Where is the classroom located?**

ANSWER: If your class is at Main campus, the NATP is in room 244 MAIN. If your class is at the Evendale campus, your class is in Room 3.

QUESTION: **Where do I park?**

ANSWER: If you are at Main campus some students park in the Ludlow garage and go to the classroom through the HPB to the Main building. Others park in the Central Parkway garage and come through the ATLC to the Main building. Evendale parking lot is closest to the Boy Scout building next door. The door you enter in off of that parking lot.