



Certified Nursing Assistant Program FAQ's

Who are my main contacts at Harford Community College for this program?

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Do I need to apply to the college for this program?

- Students do not need to apply to the college for this program.

What do I have to do first in order to register?

- Students first must successfully complete the New Generation Arithmetic (NGA) and New Generation Reading (NGR) assessment tests at the Test Center, located in Maryland Hall.
- You do not need an appointment, but check the current hours of operation online www.harford.edu/student-services/testing or call 443-412-2352.

Do I need to take the assessments if I completed college-level math and English courses?

- If you successfully completed college-level math and/or English courses, you may provide Dawn a copy of your college transcripts to determine if you need to take the assessments.

How do I register?

- Once you pass the assessments or shown proof of college-level experience, you may register at Registration located in Edgewood Hall.
- You will need to complete a Registration Form and submit it at the desk.

What courses do I register for?

- Nursing Assistant Theory
- Nursing Assistant Clinical

What are the hours for Registration?

- Mondays-Thursdays, 7:30 a.m.-6:30 p.m.
- Friday, 7:30 a.m.-4:30 p.m.

Where are classes held?

- All classes meet in Darlington Hall, Room 121.

Where are clinicals held?

- Clinical sessions are held at an area assisted living facility and hospital.

When is payment due?

- Payment in full is due at time of registration.

Is there a payment plan?

- **Payment Plan:** The College has contracted with NelNet, which allows students registering in Workforce Development programs to pay through multiple installments for their courses. A minimum balance of \$500 is required in order to take advantage of the extended payment plan. A minimum deposit of 25% is required when enrolling with NelNet and the balance of the account must be paid in full by the end of the current semester. A \$35 processing fee is debited from the designated account immediately upon activation. Students must be registered for the classes before applying for the payment plan.
- Login to your SOLAR account, to setup the plan:
https://ssb.harford.edu/pls/prod/twbkwbis.P_WWWLogin; under Student Services & Financial Aid.
- If using payment plan, account must be paid in full and in good standing with college before certificate is awarded for the program, you are able to register with the MBON, and you are able to sit for the GNA exam.

Is there Financial Aid Available?

- Noncredit programs do not qualify for financial aid, such as FAFSA. However, there are scholarships available that are based on a student's financial need and the availability of funds. Eligible programs and criteria may vary and may not be available each year. Contact Dawn Reimer at 443-412-2317 or dreimer@harford.edu to learn about the best opportunities for you.
- See a list of available scholarships here: <https://www.harford.edu/student-services/financial-aid/workforce-development-noncr-scholarships.aspx>.

What book do I need?

- Lippincott Textbook, Workbook, and Video Series for Nursing Assistants, Fifth Edition
- This package is available at the College Store.

What else do I need?

- HCC Clinical Patch (available at the College Store)
- Navy blue scrubs
- White socks
- White leather shoes (closed-toe clogs or athletic-type shoes)
- Watch with a second hand

How do I get an HCC Student ID?

- An HCC Student ID must be worn by students at all times during clinical.
- The Circulation Desk, located on the second floor of the college library, issues HCC IDs.
- You will need to complete a ID Card Registration Form and provide one form of identification (i.e., valid driver's license, US passport, valid government ID). It is helpful if you know your HCC student ID#.
- There is a replacement fee for lost cards.

If I already have an HCC Student ID, do I need to get another one?

- No.

When will I be certified in Healthcare Provider BLS/CPR?

- Students will have BLS CPR training during Nursing Assistant Theory, prior to the start of clinical.
- This is a mandatory class session. Should a student miss this class, he/she will be responsible for obtaining the certification at his/her own expense. This certification is required prior to a student being permitted to begin clinical.

What if I am already certified in Healthcare Provider BLS/CPR?

- This certification class is part of the program hours. Should a student miss the class, it will count as an absence, even if that student is already certified. For students who have BLS certification, view this class as a refresher.

What health information is needed?

- Health Assessment by physician (form provided by college)
- Proof of Immunity
 - Measles
 - Mumps
 - Rubella
 - Varicella
 - Tetanus
 - Influenza (when in season)
 - PPD
 - Hepatitis B (or waiver)
- Please note:
 - Records must come from physician's office. Immunization dates kept in a log book are not acceptable.

What if I don't have immunization records?

- You may have a titer blood test to determine immunization for MMR, Varicella, and Hepatitis B. If you do not have immunity, you will need a booster shot. You will need to submit these results with your health assessment.

Do I really need to have the flu shot?

- Healthcare facilities require the flu shot to protect patients. For this reason, Harford Community College requires students in any allied health program that has an clinical/externship component to have a flu shot during flu season.

What other pre-clinical documentation must be provided before I can be placed at an externship site?

- Agreement/Waiver for the Hepatitis B Vaccination
- Waiver of Responsibility for Illness, Accident, or Injury
- Clinical Programs Forms Receipt

Who do I give this documentation to?

- Coordinator for Allied Health Programs

What if I don't have this documentation complete by the start of clinicals?

- You must attend clinical orientation, but you will not be permitted to interact with patients or attend further clinical sessions until you turn in the documentation (see attendance requirements below).

What if I need to miss class or a clinical day?

- This program includes a Maryland Board of Nursing (MBON) requirement for mandatory attendance. In the event of an unexpected situation, an excused absence is permissible under certain circumstances. Acceptable excused absences include:
 - Illness of yourself or an immediate family member
 - Death in the family
 - Disabling traffic accident
 - Court appearance or jury duty
 - Military duty
 - Weather emergency
- Students missing more than two class sessions must repeat the program from the beginning and pay full tuition.
- Students missing clinical orientation or more than two clinical sessions must repeat the program from the beginning and pay full tuition.
- A no call/no show for clinical is grounds for immediate dismissal.
- If you are out of compliance with attendance, you will be automatically withdrawn and will not be eligible to receive a grade or an award of completion. No refund will be given, and the entire course must be repeated to meet MBON requirements.

It says fingerprinting is included in the cost of the program?

- Students will be provided instructions on where to go for fingerprinting about a month before registration with the MBON.
- Students will be expected to complete an application and bring a copy of their photo ID.
- Students will receive a tracking number on the fingerprinting receipt which is important when it comes time to register with the MBON.
- The cost of fingerprinting is covered in the program fee.

How do I register with the MBON after I finish the program?

- Students will register as a class the night of the completion ceremony.
- The cost of registration is included in the program fee, unless a paper application is required by the MBON. Paper applications will be required depending on background screening and if a student has previously been a CNA. Paper applications are at the student's expense. Contact the MBON at 410-585-1900.

How do I register for the GNA exam?

- Students will complete applications for the GNA exam during class.
- The GNA exam will be scheduled 2-4 weeks after completion of the CNA Program.
- The cost of the GNA exam is included in the program cost, but students are not required to sit for the GNA exam in order to complete the CNA Program.

What if I am unable to sit for the GNA exam when scheduled?

- Depending on your circumstances, you may be permitted to sit for the exam with the following CNA class.
- Your other option is to contact PearsonVue to schedule an exam date.

What if I don't pass the GNA exam?

- If a student does not pass either the written or skills portion of the GNA exam, he/she will be required to retake that portion of the exam in order to become a certified GNA.
- If a student does not pass both portions of the GNA exam, he/she will be required to retake the entire exam.
- Please note, if a student must repeat any portion of the GNA exam, he/she will be required to contact Pearson Vue and secure a new exam date, location, and pay the exam fee.

Completion Ceremony

- A completion ceremony is held on the final day of Nursing Assistant Theory. Programs participating may include Dental Assisting, Certified Nursing Assistant, Phlebotomy, Medical Administrative Assistant, Medical Assisting and Physical Therapy Technician.
- Students are permitted to invite up to four guests to the ceremony.