

# Northwood Technical College

## FY25 (2024-25) Nursing Assistant

### 90 Hour, 2-credit Program

The following is additional information about the Northwood Tech Nursing Assistant (NA) 90-Hour Program. This information supplements the program web page and district catalog.

**Degree: Technical Certificate**

#### **NURSING ASSISTANT – 2 credits, 90 hours**

The Nursing Assistant (NA) program offers the opportunity to work in a healthcare setting as a certified nursing assistant (CNA) and is also a prerequisite to Northwood Tech's Associate Degree-Nursing (ADN) program. Because our NA program is approved by the State of Wisconsin, our application process has very specific requirements.

Please read the following information carefully to help you apply and begin the Northwood Tech Nursing Assistant program. The Nursing Assistant program provides in-person and hybrid opportunities for the classroom, in-person 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 Northwood Tech locations)**

Stephanie Johnson, RN

Northwood Technical College

1900 College Drive

Rice Lake, WI 54868

Telephone: 715-246-1857

Email: [stephanie.johnson@northwoodtech.edu](mailto:stephanie.johnson@northwoodtech.edu)

#### **PROGRAM LOCATIONS**

The NA program is offered year-round on all four campuses (Ashland, New Richmond, Rice Lake, Superior), and the outreach center in Hayward. Take classes face to face or as a hybrid lecture option (with in-person lab) and clinicals in the long-term care 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 Division of Quality Assurance](#)

#### **CAREER OUTLOOK**

Typical careers that will be available to graduates include:

- Nursing Assistant

Northwood 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, Associate Vice President, Talent and Culture, 1900 College Drive, Rice Lake WI 54868, 715-731-1223, Wisconsin Relay TTY:711, [amanda.gohde@NorthwoodTech.edu](mailto:amanda.gohde@NorthwoodTech.edu).

## **WISCONSIN CAREGIVER BACKGROUND CHECK**

You will complete a Wisconsin Caregiver Background Check Background Information Disclosure (BID) and Student Identification Information form at the orientation session. The caregiver background check will be run after orientation. Your Social Security Number (SSN) is required to run the background check. You must have an acceptable background check in order to participate in the clinical portion of the course.

Background checks that reflect anything other than "NO RECORD" must be reviewed by the Nursing Assistant Program Director and accepted by the clinical agency where you will have your clinical experience. All accepted students must have a Wisconsin Caregiver Background Check completed, even if you have had a background check in the past. The WI Caregiver Background Check must be completed by a Northwood Tech employee no more than 90 days prior to the start of the NA program.

While enrolled in the program, if you are charged with or convicted of a crime or municipal ordinance violation of any type, before any court, or if you are investigated for any violation of a local, state, or federal law, you must self-report this to the NA Program Director by completing the Self-Reporting Requirements form found in your NA student handbook.

## **FUNCTIONAL ABILITIES**

There are defined functional abilities that are necessary to perform the job duties of a Nursing Assistant. All students will be required to sign the Functional Abilities Disclosure.

Students in need of accommodation services will be directed to the campus Accommodation Specialist. Accommodations will be made available to the Nursing Assistant student for only the functional abilities described in the "Nursing Assistant Program Functional Abilities" disclosure and those listed in the Nursing Assistant Program "Functional Abilities" policy. If additional accommodation is required, the Accommodation Specialist will coordinate with the Program Director per college policy. The Program Director will acquire approval from Wisconsin DHS as needed.

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

Provide documentation of negative tuberculosis (TB) status by the end of the first week of class.

## **BENEFITS**

- Working part-time and earning \$15.00 - \$18.00/hour
- Sponsorship (payment or reimbursement of tuition) is 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 4-6 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 Northwood Tech, and they are considered non-district state residents for tuition purposes.

A separate reciprocity agreement exists between Gogebic Community College in the upper peninsula of Michigan and Northwood Tech 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 Northwood Tech.

## 2024-25 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 a letter from your employer/sponsor at registration stating they will pay your fees. A tuberculosis (TB) test is required and is your responsibility to complete/pay for prior to the first day of class. A uniform is required and is your responsibility to purchase. Information on purchasing uniforms will be distributed at orientation.

1. Fees due to Northwood Tech at program acceptance:
  - Tuition = \$340.90
  - WI Caregiver Background Check Fee = \$10.00
2. Additional expenses:
  - TB test & Uniform = costs vary
3. Fees payable to Headmaster:
  - Testing Fee = \$125.00

## HOW TO APPLY

1. Before applying, you must meet the Admission Requirements:
  - You must be at least 16 years old.
  - You must be able to perform the functional abilities described on the NORTHWOOD TECHNICAL COLLEGE 30-543-1 Nursing Assistant Functional Abilities Disclosure.
2. From the enclosed course schedule or the Northwood Tech website, choose which course date works best for you.
  - NA courses are 90 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.
3. Complete the online application: Visit [Northwood Technical College](#) and click on the "Apply" button. There is no application fee for the NA program.
4. Complete a Registration Form and pay fees.
  - 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 WI Caregiver Background Check or provide proof of an agency sponsorship.
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.

**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.**

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

If you have further questions or would like more information regarding the Northwood Tech Nursing Assistant program, please contact the Nursing Assistant Program Director or the campus Student Services Assistant listed below:

- Nursing Assistant Program Director:
  - Stephanie Johnson 715-246-1857 or [stephanie.johnson@northwoodtech.edu](mailto:stephanie.johnson@northwoodtech.edu)
- Ashland campus and Hayward Outreach Center:
  - Cassie Vesey 715-685-3068 or [cassie.vesey@northwoodtech.edu](mailto:cassie.vesey@northwoodtech.edu)
- New Richmond campus:
  - Melissa Lee 715-246-6561 or [melissa.lee@northwoodtech.edu](mailto:melissa.lee@northwoodtech.edu)
- Rice Lake campus and Shell Lake Health Education Center:
  - Ashley Smith 715-788-7095 or [ashley.smith@northwoodtech.edu](mailto:ashley.smith@northwoodtech.edu)
- Superior campus:
  - Hannah Johnson 715-394-6677 [hannah.johnson@northwoodtech.edu](mailto:hannah.johnson@northwoodtech.edu)