

**Howard College – Big Spring
Workforce Training/Continuing Education
NURSE AIDE STUDENT AGREEMENT**

I, _____, as a condition of admittance to the Certified Nurse Aide program at Howard College, contend the following statements are true.

1. I will complete the background check & drug screening. www.portal.castlebranch.com
This will be completed prior to first day of class.
2. I am able to read, write, and comprehend English on at least an eighth-grade level;
3. I am able to provide proof I am free of any communicable disease;
4. I can provide at least 2 forms of ID with the **SAME NAME** on each, one of which **MUST** be a Social Security Card, and one of which must be a valid photo ID.
5. I understand that I **MUST NOT** have any disqualifying attributes as listed on the Nurse Aide Registry, listed unemployable on the Employee Misconduct Registry and have not been convicted of a criminal offense listed in Texas Health and Safety Code, 250.006.
6. I understand that copies of the results of the Nurse Aide Registry, Employee Misconduct Registry and my criminal background check will be kept in my student file for review only by the Department of Aging and Disability Services auditor and the NATCP Director at any given time.
7. I understand if I am pregnant or become pregnant while attending the CNA course, I must obtain a physician's order giving permission to take the class.
8. I understand that I will be required to lift greater than 10 lbs. If I am currently under the care of a physician for any previous surgery, I must obtain a physician's order giving permission to take the class.
9. I will be required to wear scrubs, a watch with a second hand and closed toe shoes while in the clinical setting and will be purchased by self.
10. I will be required to purchase my own stethoscope.

Furthermore, I understand I can withdraw from the class under the following Continuing Education guidelines for withdrawals:

1. Prior to the first class day 100% refund
2. Prior to second class day 70% refund
3. Second class day and beyond 0% refund

The withdrawal process included contacting the Registrar's office during business hours; for example, a student must contact the Registrar's office during business hours prior to the second class day to be eligible for the 70% refund.

Please sign and date below indicating that you have read and understand the terms and conditions of eligibility into the Certified Nurse Aide program at Howard College. This agreement must be signed and returned to the Nursing Office **prior** to enrollment in the Certified Nurse Aide course.

Signature of Student

Date

Certified Nurse Aide (NURA 1001, 108 hours, 10.8 CEUs)

Designed to provide basic nursing skills, emphasizing long-term elderly care facilities. Includes physical and psychological needs, safety, infection control, and resident rights. Applicants must read, write, speak, and understand English to be successful in this course. Tuition includes \$10.00 malpractice insurance, \$95.00 state certification exam fee, and textbook fee. Scrubs are required for clinicals.

Employment status will also be verified through the DADS' Nurse Aide Registry and the Employee Misconduct Registry. Upon registration, students **must** bring their social security card, driver's license, and shot records showing they have had at least the first hepatitis B vaccine. No scrubs needed until clinicals.

Certified Nurse Aide

Program requirements:

- ❖ Completion of background check: www.portal.castlebranch.com/HH80
SEE SHEET ATTACHED FOR DIRECTIONS
- ❖ Completion of drug screening. **(See attached sheet for directions)**
- ❖ Must be able to read, write, speak and understand English to be successful in this course;
- ❖ Must be in good standing with the Nurse Aide Registry and the Employee Misconduct Registry;
- ❖ Must be completed with the 3 dose hepatitis B (or at least 1 injection) vaccination series prior to direct patient care or be able to show serologic confirmation of immunity to hepatitis B virus.
- ❖ Copy of Social Security Card & current Driver's License

Course objectives: To prepare nurse aides with the knowledge, skills, and abilities essential for the provision of basic care to residents in long term care facilities.

- ❖ To provide basic care to residents of long term care facilities
- ❖ To communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs of residents
- ❖ To assist residents in attaining and maintaining maximum functional independence
- ❖ To protect, support, and promote the rights of residents
- ❖ To provide safety and preventive measures in the care of residents
- ❖ To demonstrate skill in observing and reporting
- ❖ To function effectively as a member of the health care team



Howard College

Instructions for Order Placement

To place your order, go to:

portal.castlebranch.com/HH80



HH86

To place your order, you will be prompted to create a secure myCB account. Personal identifying information will be needed to complete this process. The email address provided will become your login.

myCB enables you to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

888-723-4263

Castlebranch.com





Order Instructions for **Howard College - Big Spring - CNA**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **HH86**: Background Check - Drug Test

About

About CastleBranch

Howard College - Big Spring - CNA and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.