



NURSING ASSISTANT PROGRAM

Admission & Program Requirements Information

ADMISSION TO THE PROGRAM

- ☐ **STEP 1: APPLY ONLINE TO BTC.** Go to www.btc.edu/applyonline and indicate Nursing Assistant as your program of intent.
- ☐ **STEP 2: COMPLETE PLACEMENT TESTING OR PREREQUISITE COURSES WITH A 2.0 OR HIGHER.**
- ☐ **STEP 3: SCHEDULE AN APPOINTMENT WITH A COLLEGE STUDENT NAVIGATOR.**
BTC student navigators assist with education planning and can answer questions about program requirements and the registration process. Please email nursingalliedhealthnav@btc.edu to schedule an appointment.
- ☐ **STEP 4: REGISTER FOR CLASSES.** Course calendar and registration information is on the [Nursing Assistant website](#). Register after your Access Time or with General Registration. See [College Calendar](#).
Register for these classes in this order:
 - NA 101 – Nursing Assistant Essentials
Choose one: *Students register for either Clinical Section 1 or Clinical Section 2 (not both).*
 - NA 102 – Clinical Section 1
 - NA 102 – Clinical Section 2

Please note: NA 101 and NA 102 must be taken concurrently. **NA 102 includes American Heart Association BLS Provider CPR training.** Students do NOT need to register for this class in addition to NA 101 & NA 102.
- **STEP 5: BEGIN THE CLINICAL PLACEMENT REQUIREMENT PROCESS.** See below for details.

Financial Aid Eligibility

The Nursing Assistant Program courses are a stand-alone certificate and are not eligible for federal or state financial aid. Students pursuing the Associate Degree Nursing program may be eligible to receive financial aid for Nursing Assistant coursework as a prerequisite requirement. Applicants are encouraged to meet with [BTC Financial Resources](#) staff prior to registering for courses.

CLINICAL PLACEMENT REQUIREMENTS PROCESS

ACEMAPP

Information on how to create your account will be emailed to you by the Nursing Department. The cost will be approximately \$85. Students will use ACEMAPP for their immunization tracking for the duration of the Nursing Program. Students will need to upload all their clinical documentation to the website and keep their clinical placement requirements current throughout the program. (Here is a helpful link to the ACEMAPP Student User Guide w/ Videos: <https://collaboration.acemapp.org/kb/474?q=student+user+guide>)

Criminal History Background Inquiry & Urine Drug Screening through Complio/American DataBank (Bellinghamtechcompliance.com)

Students will be required to create an account with Bellinghamtechcompliance.com. Information on how to create your account will be emailed to you by the Nursing Department. The cost will be approximately \$90. Students must pass a

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criminal history background check and provide a negative 10-panel urine drug test. Information on the background check process and disqualifying crimes can be found on the Criminal History Background Check Info Sheet. Students with pending and/or disqualifying crimes are not eligible for clinical rotations. Dilute UA samples require rescreening within five business days at an additional cost and a second dilute sample is considered a positive. If your final drug test results are positive, you will be ineligible to participate in the program for one year. *Instructions for initiating the process and creating an account will be sent to you from the Nursing Department after registering for the program.*

➤ **Criminal History Background Inquiry:**

- Students must complete a criminal history background check verifying that there is not a history of child or adult abuse, financial exploitation of vulnerable adults, or other crimes against persons as defined in RCW 43.43.830. Details about the disqualifying crimes and Washington State Department of Social and Health Services (DSHS) Negative Actions can be found on the [Criminal History Background Check Information Sheet](#).
- On the first day of class or lab, students will be asked to complete the online WA DSHS background check form. ***Students with background checks indicating crimes as described in the WACs will not be permitted access to clients at clinical affiliates' sites, as required by law, and thus will not be allowed to continue in the program.*** There is no cost for the DSHS Background Check.
- Students with questions or concerns about their criminal history should email nursing@btc.edu

➤ **Urine Drug Screening**

- Students must provide a negative 10-panel urine drug test through Complio. Dilute UA samples require rescreening within five business days at an additional cost and a second dilute sample is considered a positive. If your final drug test results are positive, you will be ineligible to participate in the program for one year. Marijuana is considered a banned substance and a positive result for marijuana will disqualify a student from clinical placement.

➤ **Immunizations**

- Nursing Assistant students must have proof of all the required immunizations uploaded and accepted by Complio before they can attend clinical. If you need to update your immunizations, you may submit partial proof initially and then complete the process after the quarter starts **but before** beginning clinical rotations.
- **MMR (Measles-Mumps-Rubella):** proof of 2 MMR vaccinations in your lifetime or positive titer indicating immunity to Measles, Mumps and Rubella is acceptable.
- **Tdap:** you must have proof of having received one Tdap (tetanus, diphtheria, acellular pertussis) booster immunization *since 2006*. Students are encouraged to be up to date on their tetanus vaccination as well but it is not required.
- **Varicella:** proof of 2 varicella vaccinations in your lifetime or positive titer indicating immunity to varicella. The vaccination or titer may be waived (*for varicella only*) if your healthcare provider signs off stating the date (m/d/y) that you had the disease (chicken pox).
- **Hepatitis B (Hep B):** proof of a positive titer indicating immunity to Hepatitis B or proof of 3 Hep B vaccinations for the 3 dose vaccination series or 2 doses for the 2 dose vaccination series (Heplisav-B).
- **Influenza:** you will be required to obtain an influenza vaccine during flu season. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where your vaccination was administered. If you cannot receive the influenza vaccination you will need to request a medical exemption. Be aware our clinical partners will need to review and accept your medical exemption prior to you being cleared to attend clinical.
 - Please note: If our clinical partners do not approve this exemption, you will be unable to complete the required clinical rotations. Contact the clinicalinfo@btc.edu for information about the influenza medical exemption.
- **COVID-19:** you will be required to obtain a COVID-19 vaccine during respiratory illness season. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where you vaccination was administered. Personal exemptions are accepted in place of yearly COVID-19 vaccination. Contact clinicalinfo@btc.edu for information about the personal exemption.

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- **Health Insurance:** students must have active health insurance for the duration of the clinical practicum. Student Health Insurance is acceptable (see [Student Resources](#) on the BTC website for details about enrolling in student health insurance).
- **Tuberculosis Screening:** students must submit proof of negative TB status to the program. TB screening tests are valid for one year. Most students complete the 2-step TB Skin Test (TST). [Student Tuberculous \(TB\) Test Form](#) is located on the Nursing Assistant website. **Note: COVID-19 vaccines can cause a false positive on a TB screening. You must wait four weeks after receiving the a COVID-19 vaccination to complete TB screening.**
 - **2-Step Skin Test (TST):** A two-step is an initial injection that is then read by your nurse or doctor within 48-72 hours. The test must be repeated (second step) no earlier than one week from the 1st reading. A typical schedule is as follows:
 1. Initial appointment – first test (injection) is placed
 2. Second appointment – 48-72 hours after receiving the first test, it is read (measured)
Wait – 1 to 3 weeks after reading of the first TB test
 3. Third appointment– second test (injection) is placed
 4. Fourth appointment – 48-72 hours after receiving the second test, it is read (measured)

If you have had a two-step TB (TST) screening in the past, you only need to have a one-step screening done every year. If more than a year has passed since your last TST, you must start over with the two-step process.
 - **IGRA Quantiferon or TSpot:** is a blood test that is ordered by your healthcare provider, you go to a lab to have your blood drawn and then you receive the results.
 - **Chest x-ray and annual symptom review:** is usually done only for people who have tested positive for TB from either the TB skin test or blood test. Students who were born outside the United States may have received a vaccination that now shows up as a positive result on the skin test. Proof of a negative chest x-ray is required, but students do not need to get a chest x-ray every year. To maintain current with this type of screening students need to have their healthcare provider complete an annual symptom review.

Additional Clinical Placement Requirements for Acute Care (hospital) Clinical

Some quarters may offer an opportunity for nursing assistant students to complete clinical rotations at an acute care (hospital) setting in addition to a skilled nursing (nursing home) setting. For students to be eligible to complete clinical in acute care they will need to complete the following clinical placement requirements in addition to the requirements listed above. *Instructions for initiating the process and creating an account will be emailed to you by the Nursing Department.*

Summary of Next Steps- After enrollment into CNA courses

1. You will receive an email from the Nursing Department with deadlines for completing clinical requirements, instructions for creating an account and submitting documentation.
2. You may begin by gathering your immunization records. If you are unsure of your current vaccinations the WA DOH offers online access to the vaccine registry at <https://wa.myir.net/>. You will need to register and create an account.
3. Start the 2-step TB skin test process as it can take three or more weeks to complete. Please see note above about COVID-19 vaccination and TB screening.
4. Creating your Complio account and paying for the services initiate the background check process.
5. You must pass the urine drug screen (UA) and background check before you are released to attend clinical rotations.
 - You are responsible for scheduling your UA appointment at the designated collection site. Negative results will be available within 3 business days from collection. If the test is non-negative it will be transmitted to a Medical Review Officer (MRO) for review. The MRO will contact you by phone with the next steps. If your

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sample is dilute you will need to retest at additional cost. BTC staff cannot be involved in the drug testing process in any way.

6. Upload your immunization clinical requirements documentation to ACEMAPP.

For questions about Complio/American DataBank or ACEMAPP, please contact clinicalinfo@btc.edu