

2010



Nursing Assistant Training

Location Classes will be held at BSC's Allied Health Campus, 500 East Front Avenue, Bismarck.

Tobacco Free Smoking and the use of chewing tobacco are prohibited anywhere in BSC buildings, on BSC property and/or BSC rented property by employees, students, and visitors.

Investment Evening Class is offered for credit and non-credit in the following months: **February, April, June, July, September, October, November**

Evening Class is offered for non-credit only in the following months: **January, March, May, August**

Day Class is offered for credit only in the following months: **January, March, August October**

Non-Credit: The cost of the class for non-credit is \$395 (includes book). The cost for the state exam is \$110. Payment is due at time of registration. The exam fee is due no later than two weeks prior to the exam date. Payment is made to BSC's Continuing Education, Training and Innovation office.

Credit: The cost of the class for credit is \$505 (includes book) plus college fees. The testing fee is included in the tuition fee and payment in full is due prior to the start of the class. If a student is carrying a minimum part-time status, financial aid may be available. Students need to visit Sara Vollmer, program manager, prior to registering to acquire an override slip for the class. Payment for a credit class is handled through the BSC Business Office at 1500 Edwards Ave, Bismarck. The CNA class is a one credit class and the credit will be applied within the semester you take the course. If you are not registered as a credit student at BSC, it is necessary to complete an application form to BSC along with a \$35 application fee.

CNA State Exam Students will be able to take the State Nursing Exam after completing the CNA class. Students will be notified of the testing date during their classroom instruction. The cost for the state exam is \$110 for written exam, \$120 for oral exam.

Key Cards The BSC Allied Health Building is accessed by key cards for evening classes. This measure is for the protection of BSC students and staff utilizing the building after hours. All students need to have a key card to gain access to the Allied Health Building for the night and weekend classes. Each student is required to make a \$10 deposit for a key card on the first night of class. The \$10 deposit will be returned to the student on the last night of class after return of the key card. If the card is not returned, damaged or lost, the \$10 deposit will be forfeited.

Refund Policy: Non-credit – If a student cancels from a class prior to the start date, a \$25 processing fee will be deducted from the amount refunded. Students must contact the BSC Continuing Education office at least two working days prior to the start of the class for a refund. If a student cancels after the class has started, the entire registration fee will be forfeited. Students can call (701) 224-5600 for more information.

Refund Policy: Credit – Student must contact the Student Records office regarding the dates and deadlines for dropping a credit course.

Student Requirements Essential physical requirements for the CNA course are:

1. Ability to lift a minimum of 50 pounds during class, lab, and clinical practice.
2. Ability to attend an 8 hour clinical session with minimal resting periods.

If the student has a temporary/permanent condition limiting his/her ability to perform the essential physical requirements, please contact the program manager.

Attendance Class attendance is an essential part of the educational process of this training. Class attendance is mandatory. Students may be dropped if attendance requirements are not met. A \$25 transfer fee is applied to any student who transfers to another class.

Nursing Assistant Training

TO REGISTER



Online www.bismarckstate.edu/ceti/nurse
(Credit card payment only, Discover, Visa, MasterCard)
Only available for non-credit.



Mail BSC Continuing Education, Training & Innovation
PO Box 5587, Bismarck, ND 58506-5587



In Person National Energy Center of Excellence Building
1200 Schafer Street, Bismarck
Phone: 224-5600 or 1-877-846-9387

First Name MI Last Name

Email Address *Unless otherwise requested, your confirmation will be sent to this email address.*

Home Address

City, State, Zip

Phone: (work) (home)

Date of Birth Session Start Date

Please check one: For Credit* For Non-Credit
**If taking class for credit, students must be a registered BSC student and meet with program manager for an override slip for the class.*

Please check one:
 Fee enclosed: \$395 (Make checks payable to BSC)
 Fee enclosed: \$110 for State Certification Exam
 Fee paid to business office for credit
 Bill (facility name and address):

Please check one: Discover Visa MasterCard Credit Card Number Exp. Date

Signature

Name of Card Holder