



# Nursing Assistant Course Dates 2011

- Nursing Assistant Program is a 3 week program; two weeks are in the classroom with an additional one week clinical in a long term care facility.
- 75 hour O.B.R.A approved state of Iowa program.
- Cost for Nursing Assistant program is \$650.00 and is due prior to your 1st day of class.
- Price includes program tuition, books, physical and TB test , mandatory abuse reporting certification and initial state testing.
- Any questions, please call 1-800-727-1912 or visit us online at [www.tristatenursing.com](http://www.tristatenursing.com)

## Upcoming Classes:

- |   |  |
|---|--|
| ★ Feb 21 - Mar 11<br>8:30 am to 2:30 pm | ★ Aug 8 - Aug 26<br>8:30 am to 2:30 pm       |
| ★ Mar 14 - Apr 1<br>2:30 pm to 8:30 pm  | ★ Aug 29 - Sep 16<br>2:30 pm to 8:30 pm      |
| ★ Apr 4 - Apr 22<br>8:30 am to 2:30 pm  | ★ Sep 19 - Oct 7<br>8:30 am to 2:30 pm       |
| ★ Apr 25 - May 13<br>2:30 pm to 8:30 pm | ★ Oct 10 - Oct 28<br>2:30 pm to 8:30 pm      |
| ★ May 16 - Jun 3<br>8:30 am to 2:30 pm  | ★ Oct 31 - Nov 18<br>8:30 am to 2:30 pm      |
| ★ Jun 6 - Jun 24<br>2:30 pm to 8:30 pm  | ★ Nov 21 - Dec 9<br>2:30 pm to 8:30 pm       |
| ★ Jun 27 - Jul 15<br>8:30 am to 2:30 pm | ★ Dec 12 - Dec 30<br>8:30 am to 2:30 pm      |
| ★ Jul 18 - Aug 5<br>2:30 pm to 8:30 pm  | ★ Jan 2 - Jan 20, 2012<br>8:30 am to 2:30 pm |

\*\*\* Class dates are tentative depending on number of students registered. \*\*\*

Times & dates are subject to change at the discretion of Tri-State Nursing.



A division of

# Tri-State Nursing





## Nursing Assistant Program Fees

<i>Tuition:</i>	<b>\$385.00</b> (includes required, non-refundable \$30.00 background check)
<i>Books:</i>	<b>\$95.00</b>
<i>Background Check:</i>	<b>\$30.00</b>
<i>State Testing:</i>	<b>\$120.00</b>
<i>Physical fee:</i>	<b>\$10.00</b> (if provided by Tri-State Nursing)
<i>TB fee:</i>	<b>\$10.00</b> (if provided by Tri-State Nursing)
2 sets of scrubs:	Not provided
Shoes:	Not provided (Mostly white tennis shoes or nursing shoes)
<b>Total Costs:</b>	<b>\$650.00 with physical &amp; TB</b> <b>\$630.00 without physical &amp; TB</b>
Federal ID Number:	20-0346348
Course Requirement:	must be at least 16 years of age must have clear criminal and abuse registry check by State of IA
Recommended Courses:	Medical Terminology Human Anatomy

Payment required in full at the time of the registration. No refunds will be made if a student has attended one class. Program size restricted to minimum of 3 students. \*\* If you are unable to finish the program, you must provide a documented, legitimate reason and will be charged an additional fee to retake the missed portion of the program. \*\*

### Course Description:

Our 75 hour OBRA approved program is geared with the traditional and non-traditional student in mind. The Nursing Assistant curriculum is designed to prepare students for careers in health care under the supervision of the licensed nurse. Students will learn the basic entry-level nursing skills to work in health care. A Nursing Assistant may be involved in direct patient/resident care or assist with care of the patient/resident unit and/or equipment, charting, record keeping and home-health services. The Nursing Assistant Theory and Clinical curriculum provides the student with the necessary information and skills in long-term care to take the Iowa State Competency Skills and Written exam, which is required for the Nursing Assistant State Registry.

We offer flexibility of program with day and evening classes. Our friendly, helpful instructors provide an environment conducive to learning with smaller program size for individual instruction. Our instructors are also available for tutoring and additional hands-on assistance. The program is offered monthly and the duration is only 3 weeks.

Dear Student,

Thanks for you for choosing Tri State Nursing for your Nursing Assistant program. Here is some additional information for you. We are located at 3100 S Lakeport Street in Sioux City, Iowa. The classroom is in the TLC portion of our building. We alternate morning and afternoon/evening programs throughout the year, so please check the schedule for the time that works best.

The first nine days consists of classroom work with lecture, videos and practicing skills. The following five days are spent in the clinical setting and the final day is in the classroom where you will practice skills, review material, with graduation immediately following.

The program dates are tentative depending on the number of students and times are subject to change at the discretion of Tri-State Nursing.

Morning classes are from 8:30am – 2:30pm with  
Morning clinicals are from 7:00am – 1:30pm.

Afternoon classes are from 2:30pm – 8:30pm with  
Afternoon clinicals are from 2:30pm – 8:00pm.

You may wear whatever is comfortable for you in the classroom providing it is clean and presentable.

Please bring a notebook, paper, and pen or pencil to take notes. You may also want to bring a highlighter as well.

Plan on bringing a lunch and a drink; there is a refrigerator and a microwave that you may use. We only take a short lunch break, but you can eat during class.

Before clinicals you will need to have a set of ‘scrubs’ of any color, a watch with a second hand, mostly white shoes (tennis shoes are fine), physical and TB test (which, if provided by us, will be done first week of class).

We will discuss these items the first few days of class, so you will have time to get them accomplished. We are flexible and will do all we can to make this a great learning experience for you. If you have any questions, please feel free to call me.

*Sonyia Struthers, RN*  
**Course Instructor**  
**Tri State Nursing**  
712-277-4442

## Program Registration

Name \_\_\_\_\_ SSN# \_\_\_\_\_

Phone \_\_\_\_\_ Birth date (16 & over) \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Emergency contact (name) \_\_\_\_\_ Ph. # \_\_\_\_\_

School attended \_\_\_\_\_ Year graduated \_\_\_\_\_  Diploma  GED

I prefer (please circle)  Morning class  Afternoon class  Evening class

Payment Method:  Private Pay  Promise Jobs  Other  Facility (name) \_\_\_\_\_

### Tuition and Other Expenses:

Please accept my enrollment in the program indicated below:

**Nursing Assistant - 75 hour**  
**\$650.00**

Includes program tuition, background check fee, all necessary books, tb test and physical, mandatory reporter certification and first state exam fee. See program description for any additional requirements.

**Pharmacy Technician - 200 hour**  
**\$2628.00**

Includes program tuition, background check fee, all necessary books, tb test and physical. See program description for any additional requirements.

**Medical Coding Specialist - 260 hour**  
**\$3136.00**

Includes program tuition, background check fee, all necessary books. See program description for any additional requirements.

**Dialysis Technician – 300 hour**  
**\$3500.00**

Includes program tuition, background check fee, all necessary books, tb test and physical, CPR certification fee and first national exam fee. See program description for any additional requirements.

Which begins \_\_\_\_\_ and ending \_\_\_\_\_  
(Course date) (Course Graduation date)

### Enrollment agreement

Student must show proof of age as well as diploma or GED if required by the program.

Upon successful completion of the program, student will be awarded a certificate of completion. Students may then sit for the state or national exam as required by state or national regulations.

Tri-State Nursing Learning Center reserves the right to postpone or cancel a program in its entirety due to insufficient student enrollment. A minimum of 3 students enrolled is required for most programs.

### Grading Scale:

100%=A+

90%-99%=A

80%-89%=B

70%-79%=C

60%-69%=D

0%-59%=F (failing/failed)

P=Pass

F=Fail

**Payment:**

Payment of course fee is due in full prior to start date of the class. Tri-State Nursing accepts payment in the form of cash, check, and/or credit card. Students will be charged a fee of \$25.00 for any check returned due to insufficient funds.

**Refund Policies:**

Tuition paid by the applicant will be refunded if requested within 3 days of signing the enrollment agreement and initial payment, provided the student gives Tri-State Nursing written notice of cancellation within this 3 day period. No refunds will be made if the student has attended 1 class.

Refunds will be paid within 30 calendar days of your request. To obtain a refund you must make a written request to the school Administrator; in person. If you are unable to finish the course, you must provide a documented legitimate reason, and will be charged an additional fee to retake any missed portion of the class.

**Attendance and Withdraw Policies**

A student must formally withdraw from class at student services in person. Not attending a class is not dropping a class. A student will be charged for the class if they do not withdraw.

A student may not miss more than 15% of their class room hours (this includes tardiness). Tuition is Non-Refundable after attending the first class. A student may be dropped from the program for missing more than 15% of the class room hours at the instructor or the owner’s discretion.

**Academic Advising**

The Administrator for Tri-State Learning Center can assist you with developing an educational plan to meet your career goals, identify on and off campus resources to help with academic success, help with course selection and appropriate sequencing of courses, and answer questions as they arise.

**Employment Options**

Please note that a student attending classes here at Tri-State Nursing are not obligated to be employed with Tri-State Nursing nor does that guarantee employment with Tri-State Nursing or any healthcare facility.

**Enrollment Acknowledgement**

I acknowledge that I have read and understand the agreement. I affirm that information I provided is true and that false information may lead to my dismissal from the program.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if student is under 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Learning Center Administrator

\_\_\_\_\_  
Date

\*\*Administrator signature denotes approval for admission to the Tri-State Learning Center

**STATE OF IOWA  
NON-LAW ENFORCEMENT RECORD CHECK REQUEST  
FORM A**

ACCOUNT NUMBER 7180-C

<p><b>TO:</b> Iowa Division of Criminal Investigation Bureau of Identification, 1<sup>st</sup> Floor 215 E 7<sup>th</sup> Street Des Moines, IA 50319 (515) 725-6066 (515) 725-6080 (fax)</p>	<p><b>FROM:</b> <u>Tri-State Nursing Enterprises Inc</u> <u>3100 S Lakeport Rd</u> <u>Sioux City, IA 51106</u> <b>Phone #</b> <u>(712) 277-4442</u> <b>Fax #</b> <u>(712)202-0578</u></p>
---	---

I am requesting an **IOWA CRIMINAL HISTORY** check on:

(Type or Print Legibly)

**Maiden Name** \_\_\_\_\_

**REQUEST**

_____	_____	_____
<b>Last Name</b> (mandatory)	<b>First Name</b> (mandatory)	<b>Middle Name</b> (recommended)
_____/_____/_____	_____	____-____-_____
<b>Date of Birth</b> (mandatory)	<b>Sex</b> (mandatory)	<b>Social Security Number</b> (recommended)
_____		
<b>Signature of Requester</b>		

**There is a separate Form "A" required for each last name submitted**

**(DCI Use Only)**

**RESULTS**

As of \_\_\_\_\_, a Name and date of birth check revealed:

CCH record attached       No CCH record found

DCI initials \_\_\_\_\_

**WAIVER**

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

_____	_____
<b>Signature</b>	<b>Date</b>

Form No. 595-1489 (4/07)



## ATTENDANCE POLICY

This Nursing Assistant program is a **state regulated** course and the hour requirements must be adhered to. The state requirement for this program is 75 hours – 30 hours classroom instruction, 15 hours of laboratory experience, and 30 hours of clinical training. Our program here at Tri-State Nursing meets those state requirements.

Your attendance is essential for thorough training of the information and skill sets you will need to pass the state certification exam.

The state regulation allows a student to miss **no more than** seven (7) hours total of the 75 hour program. If you miss any time from the class, it is the student’s responsibility to contact the instructor and determine what materials were covered during an absence. Once absences from the program exceed 7 hours, the student is dismissed from the class and is not entitled to any type of refund.

If completion of the program at a future date is agreed upon; an additional fee may be charged to retake the missed portion of the program, based on the documented, legitimate reason provided.

*I have read the above statement and agree to adhere to the requirements set forth by the State of Iowa regarding the Nursing Assistant program attendance regulations.*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness signature*

\_\_\_\_\_  
*Date*

## Nursing Assistant Assessment Reading Test

**Directions: Circle the best answer to each questions**

Name \_\_\_\_\_

### Part 1-Vocabulary

1. You go to a doctor when you \_\_\_\_\_.
 

A. feel sleepy	C. feel sick	E. need clothes
B. need socks	D. need money	
  
2. A person who flies an airplane is its \_\_\_\_\_.
 

A. pilot	C. mother	E. director
B. steward	D. surgeon	
  
3. You use a \_\_\_\_\_ to write.
 

A. bow	C. pencil	E. needle
B. calculator	D. carpenter	
  
4. To EXIT a room means to \_\_\_\_\_ it.
 

A. enter	C. forget	E. interrupt
B. leave	D. read	
  
5. A wedding is a joyous \_\_\_\_\_.
 

A. focus	C. balloon	E. civilization
B. vehicle	D. occasion	
  
6. To REQUIRE something means to \_\_\_\_\_ it.
 

A. need	C. forget	E. hear
B. have	D. understand	
  
7. You \_\_\_\_\_ something to find its length.
 

A. slice	C. measure	E. tape
B. lock	D. force	
  
8. Soup is served in a \_\_\_\_\_.
 

A. plate	C. fork	E. closet
B. bowl	D. chair	
  
9. To ACCOMPANY someone means to \_\_\_\_\_.
 

A. disagree with him	B. work for him	D. speak to him
	C. go with him	E. choose him



18. She would like to work in\_\_\_\_\_.

- A. an office
- B. a library
- C. a garden
- D. a hospital
- E. a supermarket

19. As a child, Maria lived\_\_\_\_\_.

- A. in the city
- B. in an apartment
- C. on a farm
- D. in a large house
- E. on the beach

Carolyn has a good job. She is a nurse in a large hospital. Every day she can help many people. She enjoys this very much. She also makes a good salary. Each month she can pay her bills and save some money.

20. Carolyn works in a\_\_\_\_\_.

- A. hospital
- B. doctor's office
- C. garage
- D. school
- E. library

21. One of the things Carolyn enjoys is\_\_\_\_\_.

- A. working in an office
- B. helping people
- C. reading books
- D. working late hours
- E. driving a car

22. With her salary she can pay her bills and\_\_\_\_\_.

- A. buy furniture
- B. give to charity
- C. save money
- D. buy new clothes
- E. pay for college

