



# CNA2 Course Information

Central Oregon Community College – Continuing Education

541.383.7270 [ceinfo@cocc.edu](mailto:ceinfo@cocc.edu)

FALL TERM – Course Begins 10/9/18 (See below for detailed dates/times)

## Course Description

The COCC Certified Nursing Assistant Level 2 (CNA2) course is an Oregon State Board of Nursing (OSBN) approved curriculum offered as a noncredit course through COCC's Continuing Education Program. The course includes 60 hours of lecture/skills lab practice and 28 hours of clinical practicum in a hospital setting. Per OSBN requirements, 100% attendance is required to pass the course. Upon successful completion of the course, COCC will submit the necessary paperwork to the OSBN for placement on the CNA2 Registry. Once processed by OSBN, the student's CNA2 status will appear on the OSBN online license verification system. The CNA will not receive a new certificate indicating their advanced training. Students enrolled in the Continuing Education CNA2 course do not receive academic credit. This course does not qualify for Federal Financial Aid. Payment is required upon registration and pre-requisites must be met by stated deadlines to participate in this course. If you are a current COCC student taking credit classes and hold an Oregon CNA Level 1 license, you may be eligible to register for the CNA2 course through the nursing department and use Federal Financial Aid funds. Please review this document and contact COCC Continuing Education if you have questions. **Please read and review all information contained in this document.**

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## Course Schedule – Attendance Requirement

The course meets the following days/times:

- The lecture/skills lab meets 8:00am-2:30pm on the COCC Campus in the Health Careers Center, room 230 on Tuesdays and Thursdays from October 9 through November 20 (no class Nov. 24, Thanksgiving).
- The clinical practicum meets 6:45am-3:00pm at the designated clinical site on November 27, 29, December 4, 6 and half-day on December 11. The final exam is in the afternoon on December 11.

**100% attendance at all lecture, lab and clinical sessions is required by OSBN rules.** Please make all necessary arrangements to attend all sessions (pre-arrange with employer, schedule back-up childcare, etc). No refunds will be granted for students who do not meet the attendance requirement.

## Course Contact Information

PHONE: 541.383.7270 FAX: 541.383.7503 EMAIL: [ceinfo@cocc.edu](mailto:ceinfo@cocc.edu)  
 Mail: COCC Continuing Education, 2600 NW College Way, Bend OR 97703  
 In Person: Chandler Lab Building – 1027 NW Trenton Avenue, Bend (not on main COCC campus)  
 Hours: 9am – 5pm Monday through Friday (Summer Hours through 8/31: Friday 9:00am-1:00pm)

## Course Fees

The fee for the noncredit CNA2 course is \$995, which covers instruction. In addition to this fee, you will be required to purchase the required textbook (approx. \$80 at COCC Bookstore; see page 3) and course pack (approx. \$30 at COCC Bookstore), obtain a criminal history check, a urine drug test, upload documentation of all required immunizations, CPR card and TB testing (\$110 total for drug test, criminal history and document upload). The additional costs for immunizations will vary depending on individual student. If your CPR card expires before December 11, 2018, you are responsible for taking a CPR BLS Provider course (**must be American Heart Association**). Upcoming courses can be found at: <https://www.cocc.edu/ce/cpr/>. There may also be uniform costs for the clinical portion, see page 3. In order to hold your spot in the course, you must pay the full course fee at the time of registration and hold a current unencumbered CNA1 license in Oregon. See below (“Grants/Scholarships”) for exceptions to the payment requirement for St. Charles Foundation scholarships. COCC accepts Visa, Mastercard and Discover credit cards.

## Grants & Scholarships

**COCC Foundation’s Community Opportunity Fund:** Partial grants for students with financial need for up to \$200 may be available. Please inquire through Continuing Education 541.383.7270. You are required to pay the \$795 balance at the time of registration when you submit your grant application.

**St. Charles Health System:** A limited number of scholarships for CNA2 students may be available. Please contact Alison Evans [akevans@stcharleshealthcare.org](mailto:akevans@stcharleshealthcare.org) to inquire. You must complete the scholarship application process by September 21, 2018 to allow St. Charles enough time for application review.

**Exceptions to the full payment requirement at time of registration:** If you can provide written documentation that you’ve received a full scholarship from St. Charles Foundation for the course at the time you register, you will not be required to pay the full course fee. If you are in the process of applying for a St. Charles scholarship, you are required to pay 50% of the course fee (\$497.50) to register and hold your spot. If you cannot confirm that you’ve received a scholarship by October 1, you are required to pay the balance of the course fee on October 1. If you receive a scholarship, COCC will refund any excess funds paid once the scholarship is applied to your COCC account.

## Steps to Register

1. Print out a copy of your CNA1 license verification from the Oregon State Board of Nursing license verification website: <http://osbn.oregon.gov/osbnverification/Default.aspx>. You must be listed on the OSBN site as a current, unencumbered CNA1 in Oregon.
2. Print a copy of the “Letter of Agreement”, read, initial each line, and sign this. See page 7 of this document for the letter.
3. Visit the Continuing Education department at the COCC Chandler Lab, 1027 NW Trenton and pay the course fee (no online registration) or call with payment information (541.383.7270), followed by emailing verification of CNA1 license and letter of agreement. Your license verification, signed letter of agreement, and payment are required at the time of registration. See [Grants & Scholarships](#) (above) for the only exceptions to paying the full course fee to register.
4. After you have completed #3, COCC will email you the instructions to upload your immunization records, TB test results, initiate your criminal background report, and urine drug test. You will also need to provide a hard copy or PDF of your CPR card by October 5. You must complete all requirements by October 5. If you do not complete all requirements by October 5, you are not eligible for a refund. Please plan ahead.

Space is limited and students will be accepted in the order registrations are received following the registration directions above. **It is VERY IMPORTANT to plan ahead. You must hold a CNA1 license to register for the CNA2 course, so take your state test before you register for the CNA2 course. Please plan ahead to meet all immunization/TB test and CPR requirements on or before October 5, 2018.**

## Refunds

1. If you have registered/paid and find that you are unable to take the CNA2 course, refunds will be given upon student request if COCC Continuing Education receives the refund request from student by 5:00 pm

on or before October 1, 2018. No refunds will be granted after this date.

## Books-Supplies-Uniform

The following are required for the CNA2 course:

- Mosby's Textbook for Nursing Assistants 9<sup>th</sup> Edition, \$80 available at the COCC Bookstore or online. (If you have the 8<sup>th</sup> edition, this will work).
- Course Packet: approx. \$30 available after October 5 at the COCC Bookstore.
- You will need a watch with a second hand and protective goggles for your eyes. These will be discussed at the first class, so if you do not have these, wait to purchase them until you attend the first classroom session.
- Uniform: You will need a uniform for the clinical portion of the class. Please do not purchase anything before class begins. Your instructors will discuss uniform, shoes and lab coat needs before clinical.

## Immunization, CPR, Criminal History & Urine Drug Test Requirements

After you have registered and paid for the course, you will receive an email with instructions to upload all required documentation, complete criminal history report and urine drug test through the college's partner "Verified Credentials" (also called VCI). Please plan ahead to complete all requirements by the deadline and follow the instructions to avoid paying extra fees. Total cost to complete these requirements through Verified Credentials is \$110 (Cost of immunizations will vary depending on student). CPR cards are not uploaded into VCI; you will provide a copy of your CPR card to Continuing Education by October 5. See below for CPR information. If you have previously uploaded some required documentation in Verified Credentials for another COCC course, please notify COCC upon registration. We will check to see if your records are available in the Verified Credentials system.

**Please do not give your documents to your instructor; they should all be uploaded into Verified Credentials.**

**CPR Certification-** The only acceptable CPR certification for the COCC Nursing Assistant Program is the **AMERICAN HEART ASSOCIATION BLS PROVIDER CARD** (formerly called the Healthcare Provider Card). Please provide a copy of both sides of a signed, current BLS Provider CPR card, valid through the end of the term in which you are enrolled. If you do not have a current card, **DO NOT PUT THIS OFF!** American Heart Association BLS Provider classes at COCC and in the community are limited. Please go to <https://www.cocc.edu/ce/cpr/> for upcoming COCC Continuing Education BLS courses.

**Criminal History Check** - After you have registered, you will receive instructions to initiate a criminal history check through Verified Credentials (VCI). If you have completed a criminal history report through Verified Credentials for another COCC program within the past year, you may not be required to complete another criminal history check. Please let us know when registering for the course if this applies to you. Criminal histories done through other services do not meet the COCC requirement. You must have your criminal history completed through Verified Credentials.

DO NOT initiate your Background check until you have received the VCI access codes and letter of instruction from COCC.

Please be advised that Division 1 of the Oregon Administrative Rules advises that the Oregon State Board of Nursing views the following crimes as ones that are "**likely to result in denial**" unless there are significant mitigating circumstances" (OAR 851-011-0115):

- Aggravated murder
- Murder
- Rape 1
- Sodomy 1
- Unlawful sexual penetration
- Sexual Abuse

It also states that the following crimes and/or criminal offender information may be "**potentially disqualifying**":

- All Felonies.
- All misdemeanors.
- Any U.S. military crimes or international crimes.
- Sex offender registration
- Conditions of parole, probation, or diversion program
- Unresolved arrest, charge, pending indictment or outstanding warrant

Community partners may also consider the instances listed above as “likely to result in denial” or “potentially disqualifying.” Most community partners will consider background discrepancies on a case-by-case basis. Their criteria for approval is likely to consider EEOC “Green Factors,” which state that employers must carefully consider the following:

1. The nature and gravity of the offense or conduct
2. The time that has passed since the offense or conduct and/or completion of the sentence
3. The nature of the job held or sought

In addition to EEOC guidelines, the OSBN will consider

- Passage of time since commission of the crime
- Age of the individual at the time of the crime
- The likelihood of a repetition of the offense(s)
- Whether the conviction was set aside
- Letters of support that supply evidence of the individual's current character

Some clinical partners have reported that they will also consider

- Conduct since the commission of the crime
- Completion of conditions set forth during sentencing
- The number of offenses
- Evidence that the individual has worked post-conviction with no known incidents of criminal conduct
- Length and consistency of employment history before the offense
- Efforts toward rehabilitation

If you have a discrepancy in your clinical background check, contact Nancy Jumper at 541.383.7273 to be connected to the CNA Program Director at COCC prior to registering for the CNA2 course. We recommend that you be ready to describe the numbered items above. We also recommend that you seek a character reference from someone who can attest to your current conduct. COCC will include these materials when they submit your background materials to our community partners.

- Oregon Department of Human Services criminal history requirements and policies located in Division 7 relevant to Nursing Assistant programs, levels 1 and 2, are located at [http://arcweb.sos.state.or.us/pages/rules/oars\\_400/oar\\_407/407\\_007.html](http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html).
- Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at [http://arcweb.sos.state.or.us/pages/rules/oars\\_800/oar\\_851/851\\_001.html](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_001.html).

**Urine Drug Test** - After you have registered, follow the instructions you receive for urine drug testing. You will initiate and pay for the drug test online and receive an email with instructions to go to a local lab to provide your urine sample. If you do not pass the urine drug test, you will not be eligible to complete the clinical part of the course and no refund will be provided. VCI is the ONLY vendor authorized by COCC to perform student, 10-panel drug screens. We WILL NOT accept a drug screen from any other vendor. Registered students must submit to a urine drug screen **at the testing lab designated in your instruction letter** no later than the indicated due date. Screening will be performed for the following drugs:

Amphetamines including Methamphetamines  
 Barbiturates  
 Benzodiazepines  
 Opioids  
 Marijuana

Heroin  
 Methadone  
 Phencyclidine

If you have a prescription from your health care provider for an amphetamine to treat attention deficit disorder, or benzodiazepine to treat a chronic anxiety disorder, you must present a letter from your health care provider, on clinic letterhead, stating the need for the drug.

**Required Immunizations and Accepted Verifications for Immunity Table**

Please see table below for required immunizations and accepted verifications for immunity. DO NOT try to upload immunizations until you have received the VCI access codes from COCC. You will receive the instruction letter with VCI access codes for initiating your immunization upload with Verified Credentials.

VCI is the only vendor authorized by COCC to perform student immunization uploads. We WILL NOT accept paper copies of your immunizations.

The following immunizations and screenings are required by the Oregon Health Authority Standardized Administrative Rule 409-030-0100 for healthcare providers. Only medical exemptions are accepted.

<p><b>Hepatitis B Vaccine</b></p>	<p><input type="checkbox"/> Documentation of Hepatitis B surface antibody test (titer) showing positive immunity*, obtained within one year.</p> <p><i>*If the titer is negative then a 2<sup>nd</sup> series must be completed.**</i></p> <p>If you have not had the Hepatitis B series, <b>then</b> the series must be started according to the schedule below:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> dose before 1<sup>st</sup> day of class</li> <li>• 2<sup>nd</sup> dose 1 month after the 1<sup>st</sup> dose</li> <li>• 3<sup>rd</sup> dose 6 months after the 1<sup>st</sup> dose</li> <li>• Titer 1 month after the 3<sup>rd</sup> dose</li> </ul> <p><i>**If the titer is still negative after the 2<sup>nd</sup> series the student will be considered a non-responder and will require no further action.</i></p>
<p><b>MMR Vaccine</b> (measles, mumps, rubella)</p>	<p>Documentation of 2 MMR vaccinations at least 4 weeks apart</p> <p><b><u>OR</u></b></p> <p>Series in progress: 1<sup>st</sup> dose before the first day of class        2<sup>nd</sup> dose at least 4 weeks after the 1<sup>st</sup> dose and before clinical.</p> <p><b><u>OR</u></b></p> <p>Results of Measles, Mumps, &amp; Rubella titers showing immunity*</p> <p>*If any component titer is negative, vaccine series must be completed.</p>
<p><b>Varicella Vaccine</b></p>	<p>Documentation of 2 doses of Varicella vaccine at least 4 weeks apart.</p> <p><b><u>OR</u></b></p> <p>Results of Varicella titer demonstrating immunity</p> <p><b><u>OR</u></b></p> <p>Series in progress: 1<sup>st</sup> dose before the 1<sup>st</sup> day of class        2<sup>nd</sup> dose at least 4 weeks after 1<sup>st</sup> dose</p>
<p><b>Tdap</b> (tetanus, diphtheria, pertussis)</p>	<p>Documentation of one time dose after 18 years old        Tetanus must be within the past 10 years</p>

<b>Tuberculosis</b>	<input type="checkbox"/> Documentation of either a Quantiferon Gold or T-Spot blood test within one year of the last day of class.  *Students with a past positive TB test must provide documentation of the test and follow-up chest x-ray and treatment must be completed by the 1 <sup>st</sup> day of class.
<b>Influenza Vaccine</b>	Influenza vaccine required for those attending clinical September 15 through March 31.

**Letter of Agreement for Participation – Certified Nursing Assistant 2**  
**Central Oregon Community College-Continuing Education**  
**FALL 2018**

\_\_\_\_\_ I have read the course information for the Certified Nursing Assistant Level 2 (CNA2) course and understand that I will need to meet all requirements to attend the class. Failure to meet these requirements by the stated deadline will result in non-participation in the class with no refund given.

\_\_\_\_\_ I understand that I must initiate my criminal history check, 10 panel drug screen, and upload documentation of all required immunizations on or before the established due date with Verified Credentials, Inc. (VCI). Failure to initiate the requirements on or before the due date will result in withdrawal from the course with no refund granted.

\_\_\_\_\_ I have received, read, and understand the criminal history requirements and policies put forth by Board of Nursing (7/15/17) and the Department of Human Services (1/4/16). These websites and a list of potentially disqualifying crimes are listed within this packet.

\_\_\_\_\_ I understand that I must have an American Heart Association BLS Provider CPR card valid through the completion of the term in which I am enrolled and that I must provide a photocopy of both sides of the signed card to Continuing Education staff on or before the indicated due date.

\_\_\_\_\_ If I am accepted from the wait list, I understand that I must initiate the criminal history check, 10 panel drug screen, and upload immunizations through VCI. I must also provide a copy of the front and back of the required AHA BLS Provider CPR card to Continuing Education on or before the stated deadline.

\_\_\_\_\_ I understand that Continuing Education will not accept document originals and copies cannot be made in the department office.

\_\_\_\_\_ I understand that the classroom instructor will not accept my required documents on the first day of class.

\_\_\_\_\_ I understand that I must attend the first day of class to retain my seat in the course or if I am waitlisted, to be considered for an open seat.

\_\_\_\_\_ I understand that 100% attendance is required to successfully complete the CNA2 course.

\_\_\_\_\_ I understand that I must present verification of my CNA certification from the OSBN website to register for the CNA2 course.

My initials and signature indicate that I have received, read, understand and will comply with the requirements for the Nursing Assistant Level 2 class. I also understand that I will be withdrawn from the class if I do not meet the outlined requirements for class attendance.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ COCC ID or DOB: \_\_\_\_\_