HEA 100 Most Frequently Asked Questions

Q. How many credits is the Nursing Assistant Training Program *(HEA 100)?*

A. HEA 100 is 7.00 Credits

Q. What does HEA 100 entail?

A. Prepares students for the Oregon State Board of Nursing (OSBN) certification exam to become a Certified Nursing Assistant (CNA).

- Studies personal care skills, nutrition, safety, legal and ethical issues, infection control, emergency care, and interpersonal skills.
- Lecture, skills lab and clinical practice are part of the training - see current course catalog or current term class schedule for details.
- You must also enroll in one: HEA 100L (lab).
- Meet course prerequisites: Students must score at least 50% in decimals and 50% in fractions or have completed math 10. Student must score at least a combined score of 42 in writing or complete LGS 80. Student must also complete all other entrance requirements and interview to obtain instructor approval for course registration. A criminal history (background check), drug screening, CPR, and immunization update are also required.
- NOTE: Successful course completion does not guarantee state certification.
- Course is offered each Fall, Winter and Spring.

Q. Do I need a GED or high school diploma?

A. No. You must meet the college entrance and course requirements.

Q. Where do I take my placement (COMPASS) test?

A. Call Testing Center at 541-880-2334 to schedule test dates, times and locations.

Q. Upon completion of the placement (COMPASS) test, who or where does the results go to?

A. You need to physically hand carry your copy to Student Service in building 3 when you are ready to have Student Services check that you have met all program requirements. Please check application dates and deadlines of the term in which you plan to apply.

Q. If I send a copy of my college transcripts to KCC or have KCC transcripts, do I need to send them to the Program Director /instructor?

A. Yes, via Student Services. This is part of the evaluation process to be accepted into the program. Having all the paper work completed on time for evaluation is an important step. Please read the specific information about entrance requirements and the application process found under the program information link.

Q. Is there an age restriction?

A. No. For college registration you may need a parent's co-signature due to age and financial obligations. Please speak with Student Service.

Q. When is the HEA 100 class offered?

A. Fall, winter and spring.

Q. Do you offer a program in the summer?

A. No summer program.

Q. What are the hours of the program?

A. First five weeks lecture and lab will be held Tuesday-Friday.

Second five weeks clinical will be held Wednesday-Friday.

For times see the current term class schedule booklet for specific hours as times may vary with terms.

Q. When is the deadline for the application process?

A. Dates and Times will be posted on the website- please review for specific information.

Q. Why can I not sign up for HEA 100 on-line?

A. This is a web restricted program. You must follow the admission process and meet the requirement and deadlines prior to having the potential of receiving an acceptance letter which would then allow you to enroll in HEA 100.

Q. What do I need prior to registering and/or prerequisite for HEA 100?

A. You must meet all requirements found in the Phase I admission information section. See program information link.

Q. When is my drug screen and criminal background check due?

A. You will be directed if you are invited to be a participant in Phase III of the admissions process. This information will be given to you by the Program Director.

Q. Do I have to complete immunizations prior to the class?

A. Yes. You must have proof of current measles vaccine. These other immunizations to be completed as directed: TB test and Hepatitis B or a signed waiver. For specific information, see program information link. Print the copy of the immunization forms, compete each form and attach to the application.

Q. Do I need a CNA 2 Acute certificate to work as an aide in the hospital?

A. Yes, and KCC offers this program. Refer to the CNA 2 Acute website for further information.

Q. I have my CNA 1 but have not worked in the last year or years.

A. Contact Oregon State Board of Nursing for further direction. Address listed below: OSBN web site: www.oregon.gov/OSBN or call: 971-673-0685

Q. I am currently a student in the nursing program. I would like to receive my Nursing Assistant Certificate. What steps do I need to take?

A. Refer to the booklet entitled "*Nursing Assistants in Oregon. Oregon State Board of Nursing: What Certified Nursing Assistants Need to Know." Follow link provided in program information*

Q. May I take another class while in this program?

A. Yes. Refer to current terms class schedule booklet for times and dates to see what may work best for you.

Q. Are HEA 100 students eligible for financial assistance?

A. Yes. Those who are eligible may receive financial aid while in this program. Contact the Financial Aid Office or Student Services at: (541) 882-3521 for financial eligibility details.

Q. May I miss the first day of class? What happens if I am absent at anytime during the course?

A. No, you cannot be absent at anytime while taking this course regardless of the reason. OSBN has mandatory orientation and completion hours for certification. All students must attend every day. All students (registered) MUST show up on the first day of class unless they have dropped the class. If a registered student fails to show on the first day of class, missing mandatory orientation requirement set forth by OSBN, they will be administratively dropped for non-attendance. Missing any time in the first week of class will result in an administrative drop. Missing any time after that will result in the student being asked to withdraw from the class.

Q. May I choose to start my clinical rotation later in the day due to child care, transportation, financial, or any other issues that prevents me for attending clinical during my assigned time?

A. No, students must meet the hours set by OSBN and adopted at KCC.

Q. What CPR class is needed?

A. Basic Life Support for Health Care Providers from the American Heart Association

Q. Expiration date of CPR card.

A. Your Basic Life Support for Health Care Providers from the American Heart Association must not expire until after the completion of HEA 100 program. Example you wish to enroll in fall term it must be current through end of December of that year.

Q. If I have a felony or other crimes on my record, can I still be a CNA?

A. Some crimes permanently disqualify individuals from HEA 100 course or caring for vulnerable clients, such as people with disabilities, children or elderly, to name a few. Other crimes can disqualify individuals from being in the HEA 100 course for several years. Students are required to pay for and submit fingerprints, as well as pay the processing fees to OSP for a criminal history background check before the beginning of the class.

- If you have concerns please check the Criminal Background list of Potentially Disqualifying Crimes link on the KCC website.
- Students will also be required to submit a criminal background questionnaire and fingerprint to OSBN at the completion of the course.
- Prior to this process for HEA 100; it is advised the student visit The Department of Human Services, Administrative Service Division web site http://www.oregon.gov/DHS/admin/dwssrules/adopted/407_007_b.pdf for potentially disqualifying crimes and view the Criminal History Check Rules.
- You need to understand that if you have any criminal history and enroll in the course, you understand that you are assuming the following risks:
  - I will be withdrawn from the course if I fail to provide the information required for a criminal history check. I will also be liable for all tuition and fees for this course.
  - I may be withdrawn from the course because of a disqualifying criminal history or a failure to disclose any or all parts of such history. I will also be liable for all tuition and fees for this course.
  - Please see Student Services regarding the effect withdraws will have on your financial aid eligibility.

Q. If I have crimes or a felony, may I still take the HEA 100 course?

A. Yes, upon finding that none of your convictions are restricted by DHS or OSBN. To confirm this, please review the Disqualifying Crimes crimes list within this website, OSBN and at DHS. Note: If you are found to have falsified and/or failed to disclose crimes or convictions, this will result with you being denied into the program. Please refer to the above question for further details.