



# KLAMATH COMMUNITY COLLEGE

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

## HEA 100 Most Frequently Asked Questions

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

A. HEA 100 is 5.00 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 and skills lab and clinical practice are part of the training - see current course catalog or current term class schedule for details. You must enroll in - and complete - both HEA 100 (lecture and lab) and HEA 100C (clinical) to be eligible to take the state test. Students must meet course entrance requirements covered on orientation day, including a criminal history (background check), drug screening, CPR, and immunizations. *NOTE: Successful course completion does not guarantee state certification.*

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

A. No.

**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 Services.

**Q. When is the HEA 100 class offered?**

A. Fall, winter and spring terms.

**Q. Do you offer a program in the summer?**

A. No, HEA 100 is not offered in the summer.

**Q. What are the hours of the program?**

A. Class will be held Monday-Friday but may vary from term to term. For class times see the class schedule for the current term. Specific hours may vary by term with approximately four hours for lecture and lab and seven hours for clinicals.

**Q. When is the deadline for the application process?**

A. You may register with student services any time after term registration has opened and up to the first day of class.

**Q. Can I sign up for HEA 100 online?**

A. Yes, if you are a current student. If not, see a student service representative for registration.

**Q. What do I need prior to registering for HEA 100?**

A. Nothing is required prior to registering; however, you must complete all required steps by Friday of the first week of the term. See *Nursing Assistant Admissions Process*.

**Q. Are there any prerequisites for HEA 100?**

A. No.

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

A. By Friday of the first week of the term. You will be directed by your instructor during orientation.



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**Q. If I use amphetamines, methamphetamines, barbiturates, benzodiazepines, cocaine/morphine, MDMA, marijuana (THC), opiates, phencyclidine (PCP), propoxyphene, or methadone may I join the class?**

A. A 10 panel drug screen is conducted the first week of class. It includes: amphetamines, methamphetamines, barbiturates, benzodiazepines, cocaine/morphine, MDMA, marijuana (THC), opiates, phencyclidine (PCP), and propoxyphene or methadone. Screens must come back negative for these screened drugs to remain in the class.

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

A. Yes. You must have proof of current MMR, Tdap, varicella, and Hep B vaccines. In addition, 2- step TB test or blood draw must be completed two weeks before clinicals.

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

A. No, beginning July 2025 there is only CNA in the state of Oregon.

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

A. Contact the Oregon State Board of Nursing for further direction at OSBN web site: [www.oregon.gov/OSBN](http://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. If you have completed the first year of nursing you may challenge the state testing. Refer to the Division 61 on the OSBN web site: [www.oregon.gov/OSBN](http://www.oregon.gov/OSBN) under section 851-062-0050 CNA Certification. With completion of required courses, you may be able to challenge the state test. Contact Oregon State Board of Nursing for further direction.

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

A. Yes. Refer to the current term's class schedule for dates and times to see what classes may work best with your schedule.

**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 any time during the course?**

A. No. All students MUST show up on all days of class in the first week. If a registered student fails to show on the first day of class, missing the mandatory orientation requirement set forth by OSBN, they will be administratively dropped for non-attendance. You may have no absences in lecture while taking this course regardless of the reason. OSBN has mandatory orientation and completion hours for certification. All students must attend every day. A make-up day may be offered for clinicals but is NOT GUARANTEED.

**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 from attending clinical during my assigned time?**

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

**Q. What CPR class is needed?**

A. Health Care Providers from the American Heart Association



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**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: If enrolled in Fall term it must be current through the end of December of that year.

**Q. If I have a crime or felony on my record, can I still be in the HEA 100 course to become a CNA?**

A. Yes, upon finding that none of your convictions are restricted by DHS or OSBN. It must be noted that some crimes permanently disqualify individuals from the HEA 100 course or from 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 the processing fees for a criminal history background check before the beginning of the class. A second background check will be completed for OSBN prior to your state testing. 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](http://www.oregon.gov/DHS/admin/dwssrules/adopted/407_007_b.pdf) for potentially disqualifying crimes and view the Criminal History Check Rules. Individuals should go to the following link to make an official request for a predetermination of a prior conviction: <https://www.oregon.gov/osbn/Pages/predetermination-request.aspx>.

Regardless, criminal histories are reviewed on an individual basis. Aside from the new predetermination request OSBN does not pre-screen application materials and background information. 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. ,

The individual may find the following information helpful as well:

<https://www.oregon.gov/osbn/Pages/criminal-history.aspx>,  
[https://oregon.public.law/rules/oar\\_chapter\\_407\\_division\\_7](https://oregon.public.law/rules/oar_chapter_407_division_7), and  
[https://oregon.public.law/rules/oar\\_407-007-0290](https://oregon.public.law/rules/oar_407-007-0290).

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. 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.