



Southwest Wisconsin TECHNICAL COLLEGE

CNA - NURSING ASSISTANT

Offered Spring: January & March | Summer: June | Fall: August & October

Registration closes one week before the course starts.

REQUIREMENTS:

- Must be 16 by the completion of the course
- Transportation to clinicals

STEPS

1. APPLY TO SOUTHWEST TECH

- Nursing Assistant Program (<https://apply.swtc.edu>)
- Spring, Fall, or Summer 20XX (semester you are applying)

2. ACTIVATE YOUR MY SWTC STUDENT ACCOUNT

You will receive an email with instructions on how to set up your student account. Once you receive that, activate your My SWTC. Go to My SWTC and click "New Student". Write down your Southwest Tech username and password.

3. COMPLETE THE REQUIRED FORMS

(You can begin this step right away.)

- Log into your **SWTC Student Portal**.
 - » On the left-hand side, click "**My Profile**" then "**Document Center.**"
 - » Make sure "**All Programs**" is selected.
- Complete the following forms in the portal:
 - » Functional Ability Form
 - » Background Information Disclosure Form
- Print and have your **clinic or physician** complete the following:
 - » Physical Examination Form
 - » Immunizations Records
 - » TB Screening (Steps 1 & 2 need to be completed at your doctor's office)

Note: If you had a physical within the last year, you do not need another exam, but you must still complete the Physical Form. Inform your provider that it is for CNA course requirements.

- All forms should be submitted via the "My Documents" in your **SWTC Student Portal** or emailed to Gin Reynolds (greynolds@swtc.edu)

4. REGISTER FOR THE COURSE

Once requirements are completed you will receive an email & letter from Student Services that you are able to register. Register for the class you want directly through your **SWTC Student Portal** (instructions will be included in the email).

5. MANDATORY ORIENTATION

Continue to check your student email. Important information regarding your mandatory orientation and class information will be emailed to your student account.



IMPORTANT INFORMATION:

LAPTOP:

- The Charger Tech 360 laptop will be ready for you at the Mandatory Orientation. The laptop cost is built into the cost for the Nursing Assistant (CNA) course.

COURSE RESOURCES (TEXTBOOK & PACKET):

- Materials will be distributed at the mandatory orientation.
- **Start College Now students:** Please inform the Bookstore that you are a Start College Now student. Your high school will cover the cost of your textbook and packet. Note: Some schools may require students to pay for the packet (\$15.00 + tax).
- **Youth Apprenticeship students:** Please inform the Bookstore that you are a Youth Apprenticeship student. A textbook will be checked out to you and must be returned at the end of the course.
- **All other students:** You will need to purchase your textbook (\$107.38 + tax) and packet (\$15.00 + tax) during orientation.

FREQUENTLY ASKED QUESTIONS:

How long is the Nursing Assistant course?

The SWTC Nursing Assistant course is 81 hours. 36 hours of online theory over 6 weeks with weekly due dates and test/quizzes. 18 hours of Lab Skills at SWTC divided up in 4.5 hour sessions over 4 weeks. Theory and lab skills take place at same time. Clinical is a total of 27 hours: 24 hours in a long term facility with 3 hours at SWTC to review for the State Competency exam to become certified (CNA).

Note that Summer classes are accelerated and fast-paced and take place over 4-5 weeks. The first 3 weeks are theory with three 6 hour daytime lab skills sessions. Clinical begins after the 3rd week and is completed within 1-2 weeks.

What materials are needed to start the class?

To start the class, you will need the Nursing Assistant textbook and the SWTC Nursing Assistant folder/packet. Both are available at the SWTC Bookstore. You can pick up both of these items at the Mandatory Orientation.

Do you have to attend the Orientation to start the course?

Yes, in-person Orientation attendance is MANDATORY in order to start the course. No make-up Orientation is available.

What can I expect at Orientation?

- Nursing Assistant policies and procedures
- Course schedule
- Clinical site assignments, days, times, locations, rotations
- Information regarding the Wisconsin Nurse Aide Registry

Where and when will my clinical be?

Once class begins, we will know how many students we have registered and where students are from. Clinical location, dates and times are determined the first week of class in order to best accommodate all students. Clinical groups are usually 6-8 students and accompanied at all times by an instructor. The Nursing Assistant website lists the dates that clinical may take place for each upcoming class. It is important to be available between these dates before you register as attendance is mandatory and cannot be excused for personal, work, or other school obligations.

Do I need scrubs? If so, do I need a specific color?

Scrubs are required for clinical portion. There is no specific scrub color you need to purchase. Comfortable street clothes for lab.

What kind of shoes should I wear?

Nonskid, no open toed shoes are required. Tennis shoes should be clean and either white, black, or navy.

Can I have my nails painted for Clinicals?

No painted, long, or artificial nails are allowed in clinicals. Nails for clinical must be clean, natural, and short.

ADDITIONAL QUESTIONS?

PROGRAM OR COURSE CONTACT:

Sherri Seitz

Student Services Specialist
sseitz@swtc.edu | 608-822-2416

Gin Reynolds

Student Health Records Specialist
greynolds@swtc.edu | 608-822-2648

Stephanie Brown

CNA Advisor
sbrown@swtc.edu | 608-822-2366

Christy Chappell

Nursing Assistant Instructor
cchappell@swtc.edu | 608-822-2610



DUAL ENROLLMENT PLEASE CONTACT:

Brooke Marcue Alberts

Dual Enrollment Student Success Specialist
bmarcuealberts@swtc.edu | 608-822-2318