

Thank you for choosing Madison College's Nursing Assistant Program. Please read and follow each step below to register for our 120-hour Nursing Assistant course. Upon successful completion of the Nursing Assistant course, graduates will be eligible to take the state exam, required for the student to be placed on the Nursing Assistant Registry in the state of Wisconsin.

1. Create and Activate your Madison College Student Account and Email Address

If you have not attended Madison College in the past, you will need to create a new Student Account.

After creating your student account, you will need to activate your myMadisonCollege login; this gives you access to your Madison College email, Student Center, and Blackboard accounts.

- Directions for both of these steps: <http://madisoncollege.edu/student-account-tutorials>.

If you need assistance with this step, please call our **Enrollment Center** at **(608)246-6210**.

2. Complete Reading Comprehension Requirement by completing *ONE* of the following:

- Assessment Testing (scores from **one** of the following, within the last two years)
 - COMPASS - Reading 75; <http://madisoncollege.edu/compass-information>
 - ASSET – Reading 39
 - ACT – Reading 16

-OR-

- College-level English with a grade of C or better
 - If you completed your English course at another college, *official transcripts* must be sent to: Madison College Enrollment Center, 1701 Wright Street, Madison, WI 53704.

Please note: it is your responsibility to verify that the Enrollment Center, has received your English **test scores** or **transcripts**, prior to attempting registration.

Questions on how to submit your transcripts or scores? Please contact our **Enrollment Center** at **(608)246-6210**, for more information.

- **Is your COMPASS Reading Score below 75?**
Did you attempt but not successfully complete a Nursing Assistant course in the past?
Need ESL support?
 - You may be eligible to participate in a Nursing Assistant support class; please contact the **School of Academic Advancement** at **(608)258-2356**.

3. Complete Background Check and Health Screening

*Please note: the health screening process may take 3+ weeks to complete, depending on status of immunizations; please allow ample time for completion. Background check and health screening information **MUST** be completed **PRIOR** to registering for the course.*

1. Go to www.certifiedbackground.com to order and pay for your background check and health screening document manager.

The **package code** for Madison College is **MJ17**; the cost is **\$58**.

You do not need to purchase the optional \$12 ID card that is offered.

CertifiedBackground Account Creation Instructions:

<http://madisoncollege.edu/files/users/mbenish/Certified%20Background%20Student%20Order%20Slide%20Show.pdf>.

If you *do not* have a credit/debit card, pre-paid debit cards can be purchased at your local convenience store.

2. **Print and complete Background Information Disclosure (BID) Form:**

<http://madisoncollege.edu/health-history-form>.

If you are concerned about the potential results of your background check, review this Background Check Information: <http://madisoncollege.edu/nursing-assistant-background-check-information>. If you still have concerns, contact the Nursing Assistant Program Director prior to activating your Certified Background account.

Questions? Contact **School of Health Education Office** at healtheducation@madisoncollege.edu or **(608)246-6065**.

3. **Scan and upload** completed BID form to your CertifiedBackground account.

You may also fax the form to Certified Background by printing off a unique fax cover sheet from your Certified Profile; for assistance, call **1-888-914-7297**.

4. **Print and fill** out student portion of the Health Screening Form:
<http://madisoncollege.edu/health-history-form>.
5. **Read Required Immunization details:**
http://madisoncollege.edu/files/users/mbenish/Nursing_Assistant_MJ17.pdf.
6. Schedule an appointment at your health care clinic to review your immunizations. You do *not* need a full physical examination but you do need a health care provider to complete the form. Note: Vaccines or titers (blood draws) may be required. Tuberculosis (TB) testing may take up to four visits over a period of a few weeks to complete.
7. Scan and upload completed Health Screening Form and all supplemental documentation/lab reports to your CertifiedBackground account.

For assistance with scanning and uploading your documents, please visit any campus library;
Truax Library (608)246.6640.

You may also fax the documents to Certified Background by printing off a unique fax cover sheet from your Certified Profile; for assistance, call **1-888-914-7279**.
8. **After you have uploaded the required documents and records**, check your certifiedprofile.com account for any “to do” messages and verify that your documents have been approved.

If you have any questions, regarding any messages or rejections related to your documents, please contact **CertifiedProfile** at **1-888-914-7279** or cpservicedesk@certifiedprofile.com.

4. Register online for a Nursing Assistant class

- *After* completing the above steps, you will receive an email in your **Madison College student email account** notifying you are approved to register.
- Step-by-step directions on **how to search and add a class through your Student Center**:
<http://madisoncollege.edu/student-center-tutorials>.

Additional Important Information

- **Health/accident insurance is required;** if you do not have health insurance, you may purchase accident insurance through madisoncollege.edu/health-education-student-accident-insurance-form.
 - Accident insurance offered by Madison College is \$13 for the semester and will be added to your tuition balance.
- Purchase your textbook and supply kit from the bookstore or regional campus front office one week before and up until the first day of class. Bookstore information can be found, using the A-Z index on Madison College's homepage www.madisoncollege.edu.
- Solid colored scrubs and white impermeable shoes are required for lab and clinical experiences.
- **Approximate Cost:**
 - Certified Background for health history and BID form: \$58
 - Tuition: approximately \$426 (face to face at Truax campus)
 - Textbook: (new) \$68; used are available at reduced cost
 - Supply bucket: \$15
 - Uniform, shoes and watch: \$60
 - Completion of health history form: highly variable depending on health coverage and vaccination needs to be fulfilled: \$13-\$300
 - Total cost range: \$500-900; these fees vary by location and are subject to change without prior notice.**
- Log into the Blackboard course site about three days before the first class to get familiar with the site.
- **If you decide to drop a class, you must drop at least the DAY BEFORE class begins to receive a full refund.**
- Fees paid for the COMPASS, and the background check/health screening are **non-refundable**.
- Fees paid to Certified Background/Certified Profile are good for **one year**.
- **Students in Nursing Assistant classes are not allowed to miss any class, lab, or clinical time.**
- **Students must be 16 years of age, prior to the first day of class.**
- And finally, read the Nursing Assistant FAQ's available on our website; <http://madisoncollege.edu/nursing-assistant-faqs>.