TVCC Nursing Assistant Application

The application process begins with the understanding that after completing the 10-week nursing assistant course you will be prepared to take the national licensing exam to become certified through the Oregon Board of Nursing (OSBN). Upon successful completion of the approved OSBN Nursing Assistant 1 Course (110 hours), you will receive a Certificate of Completion. This certificate will enable you to take the certification test. When this exam is passed, you will be issued the designation of a "Certified Nurse Assistant".

Please follow the following steps 1-9 in order to complete your nursing assistant application:

1. Become a TVCC student, apply for admission to Treasure Valley Community College: https://www.tvcc.cc/admissions/apply.cfm
2. During the TVCC application process, on the Enrollment Status page, students will need to select: "Short Term Training".
3. Once you have registered as a student with TVCC, please continue with the additional application requirements listed below.
4. Remember you will receive an acceptance letter from the college, this does not indicate acceptance into the Nursing Assistant course. After you have been enrolled in the college, complete this application and all the requirements necessary for enrollment into the NA course.
5. Register with American Databank. It is essential you use your own personal email and full legal name.
    - American Databank at: **tvccbackgroundcheck.com**
    - From this site you will select "The Nursing Assistant Package" which is the required background check and drug screen urinalysis.
    - Select a drug screen collection site location.
    - If a local drug screening facility is not easily accessible, please notify the Nursing Program Coordinator. (*Once you order your drug screen urinalysis you will only have 30 days till the form expires, if this form expires you will have to pay to register for another form.)
6. The following documents are required with your application:
    - □ Copy of current health care insurance.
    - □ Copy of Immunization records (plus COVID and influenza)
    - □ Copy of Negative Tuberculosis (TB) test (PPD, T-Spot, or QuantiFERON accepted)
    - □ Copy of an American Heart Association (AHA) Basic Life Support BLS/CPR card or certificate. If you do not have this or it is NOT AHA, a CPR/BLS course will be offered the first week of the Nursing Assistant course. Please contact the Nursing Program Coordinator for details.
    - □ Copy of High School Diploma/GED or College transcript with Writing 90 or higher completed and passed with a "C" or better, or - "Next Generation Sentence Skills" test with a score of 237 or better. *Call for the hours the testing center is open, 881-5799.
7. You must complete a physical health examination, with the form in this application, see page 6.
8. Signed Enrollment Agreement & Disclosure Statement (separate document)
9. Please complete the entire application and **submit all supporting documentation with your application.**
    - nursing@tvcc.cc or TVCC-Ontario, Tech Lab Building, Room 115

<u>Contact information:</u>
Nursing Program Coordinator – Phone: 541-881-5940 or Email: nursing@tvcc.cc

TVCC Nursing Assistant Program
Enrollment Agreement & Disclosure Statement

PROGRAM OVERVIEW

This course is a 10-week course of 110 hours which is divided into 40 hours of didactic, 28 hours of lab, 40 hours clinical, and a 2-hour Final Exam. Didactic is performed in a synchronous hybrid online format. Lab skills are performed at the TVCC's Ontario Campus-Nursing Lab. Clinical experiences are performed in local long-term and acute care facilities. The clinical time will be an opportunity for students to acquire "real life" experience as a student nursing assistant. The objective is to have the knowledge to successfully pass the certification examination and have the competency to safely provide nursing assistant care. To achieve the objective, course subjects include:

- Interpersonal Skills and Communication
- Cultural Aspects
- Legal/Ethical Aspects
- Medical and Nursing Terminology
- General Patient Care
- Infection Control

See the Nursing Assistant Handbook for additional information on the course objectives and subjects.

2026-2027 SCHEDULE

TVCC's Nursing Assistant course is offered quarterly; each quarter is 10 weeks. The weekly schedule is found https://www.tvcc.cc/nursing/na/index.cfm. Didactic instruction is through two online platforms, TVCC's Learning Management System (LMS) Canvas and Zoom. Students are expected to have internet capable of supporting an online learning environment. Skills labs are in-person at TVCC's Ontario Campus-Nursing Lab and will be completed prior to entering the clinical environment. Clinical experiences are in-person at local long-term care and/or acute care facilities. Additional clinical sites may be added, TBD. Both skills lab and clinical experience are expected commitments and alternative schedules are not offered. Skills lab and clinical experiences are regularly scheduled on Fridays. Summer schedule will include two days of clinical experiences. Didactic synchronous hybrid online learning is regularly scheduled for three weekday evenings from approximately 6pm-10pm; final course schedules correspond to TVCC's Academic Calendar.

- Summer Quarter – June 22, 2026 – August 13, 2026
- Fall Quarter – September 28, 2026 – December 11, 2026
- Winter Quarter – January 4, 2027 – March 19, 2027
- Spring Quarter – March 29, 2027 – June 11, 2027
    - For TVCC's Academic Calendar please visit: https://www.tvcc.cc/academics/academic_calendar.cfm
    - For TVCC's N.A. Quarterly Schedule please visit: https://www.tvcc.cc/nursing/na/index.cfm

RESIDENCY REQUIREMENTS

Students qualifying as an Oregon resident for tuition purposes must meet one of the following conditions:

- Establish Oregon as a permanent home for purposes other than attending school 12 months before starting college. The 12-month residency period must be completed before the first day of the first term of enrollment.
- Be claimed as a dependent of a person having maintained residency status in Oregon for 1 year. The 12-month residency period must be completed before the first day of the first term of enrollment.
- Be the spouse or dependent of an active-duty military person stationed in Oregon.

Proof of residency is a student's responsibility. Residency for each applicant is determined from information provided at the time of application. The college staff may require additional information to verify residency.

JOB PLACEMENT

Job assistance is not offered; however, the student can work with the TVCC Career Advisor for assistance with job placement. Please see https://www.tvcc.cc/career_resources/contact_us_career.cfm or make an appointment with Student Services. Available jobs are also posted on the C.N.A bulletin board in the Tech Lab Building at the Ontario Campus.

STUDENT COMPLAINTS

Students must follow the chain of command for all program complaints per TVCC Board Policy JFHA-AR(1) [https://policy.osba.org/tvcc/J/JFHA%20D1.PDF]. If the student feels the complaints have not been satisfactorily resolved, the student may submit complaints to the Oregon State Board of Nursing by using the following link. https://osbn.boardsofnursing.org/complaint

PROGRAM COST

ITEM	COST (estimated)
TVCC Tuition & Fees (in-state, Oregon)	$882
TVCC Tuition & Fees (out-of-state)	$942
Background Check & Drug Screen Urinalysis (American DataBank) **(prior to admission)**	$109
Physical & Tuberculosis (TB) Test	$45
American Heart Association (AHA) BLS/CPR Course	$60
Scrubs (any *solid* color) & White Rubber Sole Shoes	$60-$120
TVCC N.A. Nametag (replacement badge)	$5
Watch w/ Second Hand (basic)	$25
Textbook – Hartman's Nursing Assistant Care & Workbook (TVCC Bookstore)	$89
Black Pen & Pocket Notebook	$5
Laptop or Internet Connected Device	$350-$1000
Internet or Data for online portion of class	$85/mo.
State Application Fee to Oregon State Board of Nursing for Certification Exam	$106
Fingerprint Criminal Background Processing fee for OSBN **(after applying for certification)**	$71
Immunizations – varies depending on vaccinations needed or titers required for proof of immunity – please see your health care provider for your immunization record ▪ MMR (series of 2) ▪ Hepatitis B (series of 3) ▪ Varicella Vaccination (series of 2) ▪ Tdap Vaccination (every 10 years) ▪ COVID (required seasonally: October-March) ▪ Influenza (required seasonally: October-March)	varies
TOTAL (program expenses only – does not include uniform, laptop, internet, or physical) **Actual expenses may vary based on individual circumstances*	**$1,317 – $1,377**

Developed:
Reviewed: 8/15/2023, 9/14/2023, 12/11/23, 10/8/24, 1/28/25, 3/25/26
Revised: 8/15/2023, 9/14/2023, 12/11/23, 10/8/24, 1/28/25, 3/25/26

GENERAL REFUND/REPAYMENT POLICY

A refund of tuition and fees will be made in accordance with the following policy. Specific refund deadlines for each quarter are published in the academic calendar and the quarterly class schedule.

It is solely the student's responsibility to withdraw from classes. Students should not assume they will not be charged for classes if they do not attend.

For classes that begin the first week of the quarter

- 100% refund is granted upon withdrawal before the end of the 9th business day (5:00 pm Mountain Time) of the Fall, Winter, and Spring quarters.
- 100% refund is granted upon withdrawal before the end of the 4th business day (5:00 pm Mountain Time) of the Summer quarter.
- NO REFUND is granted after the 9th business day of the quarter, or after the 4th business day of the summer quarter.
- All non-standard courses shall follow the same refund period as full-term classes.
- In the case that a course is cancelled due to low enrollment prior to the start of a given academic term, any tuition or fees the student has already paid for the course will be refunded to them within 14 days. In such instances, if the student hasn't yet paid any tuition or fees for the course in question, then any preliminary charges showing up on the student's account balance will be removed within 24 hours of the course being cancelled.

BACKGROUND CHECK & DRUG SCREENING

Prior to course enrollment, students must register with American Databank/Complio and order both the background check and drug screen urinalysis. These two requirements must be ordered and in progress before approval to register in class.

By signing below, you are stating: "I have read and understand the TVCC Enrollment Agreement & Disclosure Statement."

Signature Date

Printed Name

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building. Students may directly visit the Office of Accessibility and Accommodations in the Student Success Center, adjacent to Student Services. Human Resources; 541.881.5838; 541.881.2723 (TTY); HR@tvcc.cc

Developed:
Reviewed: 8/15/2023, 9/14/2023, 12/11/23, 10/8/24, 1/28/25, 3/25/26
Revised: 8/15/2023, 9/14/2023, 12/11/23, 10/8/24, 1/28/25, 3/25/26

TVCC NURSING ASSISTANT COURSE APPLICATION

REGISTRATION REQUIREMENTS

All required documentation must be received by the Nursing Program Coordinator one week prior to the start of the quarter/course. Upon entering the Nursing Assistant course, the student must be at least 16 years of age, in good health, and be current on required immunizations. The applicant must pass a background check and drug screen urinalysis. Please see the links on the application page for specifics related to background concerns. After the Nursing Program Coordinator has received the registration requirements, the student will receive TVCC Nursing Assistant Registration Form. This form must be submitted by the student to TVCC's Student Services as proof you have been accepted into the Nursing Assistant Program. *Please note, registration is not complete until you have submitted this document to Student Services.

SELECTION PROCESS

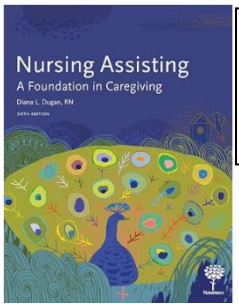
All classes are "first come, first serve". The cohort max is 10 students. The first 10 applicants for each session, who meet all the requirements, will be considered. All documents submitted to the Nursing Program Coordinator will be dated as proof of submission. Applicants who are not accepted into the session but have met all requirements will be admitted into the next session without re-applying.

DRUG SCREENING URINALYSIS

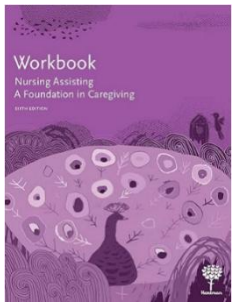
- Students must obtain a 10-panel urinalysis drug screening through American Databank prior to clinical experiences. Please be aware NO student will attend clinical without completed compliance documents.
- Students must use the location selected during the ordering process, please pay attention to the location, once selected it cannot be changed.
- Print the drug screen form and take to the selected certified lab that was selected during ordering
- Contact the selected certified lab to schedule an appointment
- Results will be automatically uploaded on student's American Databank account

REQUIRED TEXTBOOKS

Textbooks may be purchased at the Treasure Valley Community College Bookstore or from an online vendor before class begins.



Nursing Assisting: A Foundation in Caregiving, 6e;
by Diana Dugan RN (Author);
ISBN-13: 978-1-60425-154-8 ISBN-10: 1-60425-154-9 Edition: 6th
Approx: $67.00



Workbook for Nursing Assisting: A Foundation in Caregiving, 6e;
ISBN-13: 978-1-60425-155-5 ISBN-10: 1-60425-155-7 Edition: 6th
Approx: $20.00

DIVISION 12 - RULES OF PRACTICE AND PROCEDURE
OAR 851-001-0115 Criminal Background Checks

The Board of Nursing will perform national fingerprint and state records criminal background checks on all Licensee Applicants; or Persons who are employed or who seek to be employed by the Board; or who is providing services or seeks to provide services to the Board on a contractual or volunteer basis will be referred to in this rule as an "SI" as defined in ORS 181A.190 (Criminal records check)(1)(c), OAR 125-007-0210 (Definitions)(10):

(1) The Board of Nursing, in making fitness determinations consistent with the intent of ORS 181A and rules promulgated by the Department of Administrative Services 125-007-0200 (Statement of Purpose) to 0330 et seq. shall consider:
(a)The nature of the crime;
(b)The facts that support the conviction or pending indictment or that indicate the making of a false statement;
(c)The relevancy, if any, of the crime or the false statement to the specific requirements of the subject individual's present or proposed position, license, certification or registration;
(d)Intervening circumstances relevant to the responsibilities and circumstances of the position, license, certification, or registration, such as:
(A)The passage of time since the commission of the crime;
(B)The age of the subject individual at the time of the crime;
(C)The likelihood of a repetition of the offenses or of the commission of the crime;
(D)The subsequent commission of another relevant crime;
(E)Whether the conviction was set aside and the legal effect of setting aside of the conviction; and
(F)Letters of support that would supply evidence of current character.
(2) The Board will evaluate a conviction or pending indictment or that indicate the making of a false statement; crime or offense on the basis of law of the jurisdiction in which the crime or offense occurred.
(3)A conviction of any of the following crimes or offenses is potentially disqualifying, unless otherwise provided by law.
(a)All Felonies.
(b)All misdemeanors.
(c)Any U.S. military crimes or international crimes.
(4) The Board of Nursing in and through its designee(s) shall evaluate a crime or offense on the basis of the law of the jurisdiction in which the crime or offense occurred.
(5) The following are examples of crimes likely to result in denial unless there are significant mitigating circumstances.
(a)Aggravated murder as in ORS 163.095 ("Aggravated murder" defined)
(b)Murder as in ORS 163.115 (Murder in the second degree)
(c)Rape 1 as in ORS 163.375 (Rape in the first degree)
(d)Sodomy 1 as in ORS 163.405 (Sodomy in the first degree)
(e)Unlawful sexual penetration as in ORS 163.411 (Unlawful sexual penetration in the first degree)
(f)Sexual Abuse as in ORS 163.427 (Sexual abuse in the first degree)
(6) Under no circumstances shall a SI be denied under these rules because of a juvenile record that has been expunged or set aside pursuant to ORS 419A.260 (Expunction) to 419A.262 (Expunction proceeding).
(7) Under no circumstances shall SI be denied under these rules due to existence of contents of an adult record that has been set aside pursuant to ORS 137.225 (Order setting aside conviction or record of criminal charge).
(8) Examples of other criminal offender information that may be potentially disqualifying may include:
(a)Sex offender registration;
(b)Conditions of parole, probation, or diversion program; or
(c)Unresolved arrest, charge, pending indictment or outstanding warrant.
(9) The Board will be the determiner of the validity of all criminal background check information received.

https://oregon.public.law/rules/oar_851-001-0115

TVCC NURSING ASSISTANT COURSE APPLICATION

TREASURE VALLEY COMUNITY COLLEGE
Nursing Assistant Application – Student Information
ONTARIO, OREGON 97914

PLEASE TYPE OR PRINT

TVCC STUDENT ID NUMBER_____ SOCIAL SECURITY NUMBER_____

NAME_____
LAST FIRST MIDDLE INITIAL

PLEASE LIST ANY NAME BY WHICH YOU MAY HAVE BEEN IDENTIFIED IN ANY RELEVANT ACADEMIC OR EMPLOYMENT RECORDS.
_____

CURRENT
ADDRESS _____CITY_____STATE _____ ZIP_____

PERMANENT
ADDRESS_____CITY_____STATE_____ZIP_____

PHONE_____TVCC EMAIL_____

DATE OF BIRTH:		AGE:
SEX:	FEMALE ☐ MALE ☐ PREFFERED ☐ _____	
RACE/ETHNICITY:		
PRIMARY LANGUAGE:	English ☐	Other☐

IN CASE OF EMERGENCY NOTIFY:

NAME _____PHONE _____

I have reviewed the Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at: https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1626

I have reviewed the Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at: https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=285664

_____ _____
SIGNATURE OF APPLICANT DATE

The statements in this application are true and complete to the best of my knowledge.

Please read the following instructions to complete your Health/Physical Form

Health/Physical Exam Requirements

Students must have an annual health/physical exam while participating in the TVCC Nursing Assistant Program.

History and Physical Clearance

This form, signed by a provider and is required for enrollment. This form indicates that the student does not have any health condition(s) that would create a hazard to themselves, employees, or patients.

Treasure Valley Community College provides reasonable accommodation to qualified students with disabilities. Appropriate accommodation may include academic adjustments or auxiliary aids. Accommodation is not considered to be reasonable if the accommodation fundamentally alters the nature of the academic program, jeopardizes the health and safety of others, or causes an undue burden.

OSBN - Oregon State Board of Nursing - Division 21

851-021-0055
Standards for Approval: Students

(9) Students are informed before admission that the OSBN has limits on eligibility for licensure, as defined in OAR 851-031-0006 (1)(a)(b). Ultimately, licensure may be denied to students with a criminal offense and those with a major physical or mental condition that could affect their ability to practice nursing safely.

https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=274973

Procedure

- Make an appointment with your healthcare provider for a health/physical exam.
- Give a copy of the TECHNICAL STANDARDS to your healthcare provider to use as the basis for the health/physical exam.
- Give a copy of the Health/Physical Examination Form to your healthcare provider to complete.
- Return completed Health/Physical Examination Form to the Nursing Program Coordinator.
- Make an appointment with Student Disability Services ***if*** there are any conditions that may interfere with performance of essential duties and to determine what accommodation would be reasonable in a clinical setting.
- Save a copy of all documents for your personal files.

Health/Physical Form

History and Physical Clearance

This report, signed by the physician, physician's assistant, or nurse practitioner, shall be provided to the nursing program. This report shall indicate that the student does not have any health condition(s) that would create a hazard to themselves, employees, or patients. **NOTE: Nursing Assistant students who have a medical and/or classroom barrier which could interfere with the performance of their essential duties should seek accommodation through the Office of Accessibility and Accommodation Services.**

TO BE COMPLETED BY STUDENT

Student Name:		
Student TVCC#:	DOB:	Program:

TO BE COMPLETED BY HEALTHCARE PROVIDER

I have verified that the individual I have examined is the named individual on this form and find that this individual (please check all that apply):

____ The student is free of any medical condition and/or contagious disease and does not pose a health risk to others.

____ The student is free of any mental or physical impairment that would prevent the student from meeting his/her clinical practicum training obligation.

____ The student has the following (impairment) which could interfere with the performance of his/her essential duties and needs to be followed up with the Disability Services to determine what accommodations would be reasonable in the clinical setting.

Notes_____

_____

_____

Signature of Healthcare Provider: _____

Printed name of Healthcare Provider: _____

Provider Number: _____

Phone Number: _____Date of exam: _____

TVCC Nursing Assistant Program Health Physical form 9.24

TECHNICAL STANDARDS*

Oregon Council of Associate Degree and Practical Nursing Programs (OCAP)

Students admitted to the Nursing Assistant Course are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the course may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodation.

Cognitive:

The student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

Physical:

In order to participate in TVCC Nursing Program, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in nursing: Strength: Sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires sufficient bodyweight and adequate lung expansion.

Mobility: Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around physically and adequately in confined spaces (patient rooms, bathrooms, treatment settings, around patient equipment, etc.). Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.

Fine Motor Movements: Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record; to perform sterile procedures and other skilled procedures.

Speech: Ability to speak clearly in order to communicate with staff, physicians and patients; need to be understood on the telephone.

Vision: Visualize patients in order to assess and observe their health status; skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, etc.

Hearing: Hear and see patients, monitor signs and symptoms, hear alarms, patient voices, call lights, and assess patient conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, hear through the stethoscope to discriminate sounds, and accurately hear on the telephone.

Touch: Ability to palpate both superficially and deeply and to discriminate tactile sensations.

*For a complete list of technical standards please see the TVCC Nursing Assistant Handbook.