

**Ivy Tech Community College of Indiana**  
**Region 5 (Kokomo and surrounding area)**  
**Certified Nurse Aide Class Guidelines (CNA) - HLHS 107**

Take your first step in the healthcare profession. Become a Certified Nurse Aide while you earn college credit. This course includes lecture, lab, a clinical experience in a long-term care facility and a state certified final exam. The **course fee of \$498.25 for 5 credit hrs. plus a \$50 Technology fee (\$548.25 total)** covers tuition and books. An **addition \$75 fee** will be added at the end of the class for the State Final which adds you to the State CNA Registry if successfully completed. **This \$75 is due to be paid to the Ivy Tech Business office by the last day on lecture/lab. Each student will also need to purchase Scrubs of any color and have clean white shoes for the clinical.**

**Days and times may vary including class and clinical hours.** Each Student will be given a Calendar on the first day of class. All testing will be administered by Professional Resources. The passing or non-passing results are sent to the Indiana State Board of Health. Passing students will receive certification from the Board of Health in approximately 6 weeks.

**Requirements to Enroll in CNA Course**

Each student must complete the following requirements to enroll in the course.

1. Fill out the **College Admission Application** . This may be done on line at [www.ivytech.edu](http://www.ivytech.edu)
2. Complete a **Health Statement** . This can be emailed to you or you may pick one up at the Kokomo, Wabash and Logansport campuses.
3. Complete a **Certified Background check**. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "student" . In Package Code box, enter package code:IV92BC. Select a method of payment: Debit, Credit or Money Order ( Cost is approximately \$52). Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available to IVY Tech immediately and to you in approximately 48-72 hours.
4. **Once all 3 steps above have been completed take your completed Health Statement to the Ivy Tech Health Sciences Building Rm. 100 on 700 E. Firmin St.**

**Class size is limited to the first 15 students who have completed all requirements.**

**CONTACT HOURS: 128**

Lecture Contact Hours: 48

**CREDITS: 5**

Lab Contact Hours: 32

Clinical Hours: 48

**FULL TUITION** must be paid **TWO WEEKS** before class starts or you will automatically be dropped from the course. All fees are to be paid to the Ivy Tech Business office at 1815 E. Morgan St.

Attendance in Lecture, Lab, and Clinical is mandatory to meet the required Indiana State Dept. of Health course guidelines. If a student is withdrawn from the class for not meeting the attendance requirements, no fees will be refunded.

Testing fees must be paid in the Business office in the Main Building on Morgan Street or at the Wabash or Logansport campuses prior to the last day of clinical. You can pay with cash, cashier check, money order, or credit card. **SORRY – NO PERSONAL CHECKS**. Candidates may cancel testing with full refund, by notifying Ivy Tech in writing by fax or mail at least 72 hours prior to scheduled test. This means the cancellation must be received 72 hours before testing to receive a refund. \* Phone cancellations are NOT acceptable\*

**The address and phone numbers are as follows:**

Ivy Tech Community College

Attn: Cheryl Maple

700 East Firmin Street,

Kokomo, IN 46902 FAX: (765) 457-1036

If Further information is needed, please email Cheryl Maple at [cmaple@ivytech.edu](mailto:cmaple@ivytech.edu) or call (765)457-0858 Ext.216.