If you are already a CNA, you may be interested in taking the next step and become a CMA. CMAs are trained to work under supervision of a nurse to provide routine medications in a long term care setting. Upon completion of the course, students will be eligible to take the state CMA Examination.

All courses are approved by the Kansas Department for Aging and Disability Services (KDADS).

*Price subject to change with new school year.
Add $50 application fee if you have not attended classes at NCK Tech within the past 5 years.

<table>
<thead>
<tr>
<th>Hays Campus CMA</th>
<th>Start</th>
<th>End</th>
<th>Day</th>
<th>Class Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall CMA</td>
<td>08/19/19</td>
<td>10/24/19</td>
<td>M/Th</td>
<td>8am-3pm</td>
<td>$615*</td>
</tr>
<tr>
<td>Spring CMA</td>
<td>01/06/20</td>
<td>02/28/20</td>
<td>M/Th</td>
<td>8am - 3pm</td>
<td>$615*</td>
</tr>
<tr>
<td>All Hays CMA courses</td>
<td></td>
<td></td>
<td></td>
<td>SB155-High school students</td>
<td>$134*</td>
</tr>
</tbody>
</table>

| Online CMA      |             |           |          |                |       |
| CMA - Online    | 01/13/20    | 04/14/20  | Online   | Contact for clinical schedule | $674* |
| All Online CMA courses |      |           |          | SB155-High school students | $140* |

| Hays CMA Update |             |           |          |                |       |
| Fall CMA Update | 10/25/19    | 11/01/19  | Fri (2)  | 8am-2pm        | $100* |
| Spring CMA Update | 04/07/20   | 04/14/20  | Tues (2) | 8am - 2pm      | $100* |

**Register:**
- Online at: [www.ncktc.edu](http://www.ncktc.edu) - Select correct semester, campus and course
- In person: NCK Tech Hays, 2205 Wheatland Ave., Hays, (785) 625-2437
  NCK Tech Beloit, 3033 US HWY 24, Beloit, (785) 738-2276

- Please be sure STUDENT’S correct mailing address and email address is on application (not parent). This address will be used to send additional information and/or books, if applicable.

**Payment:**
- By phone: With a credit card
- In person: With cash, check or credit card in office
- By mail: With check or credit card

- See [ENROLLMENT REQUIREMENTS](#) on opposite page.
- Class size is limited, first paid with all requirements met = seat in class.
- Online courses must be paid at least one week before classes begin.
- On-campus classes must be paid in full by 3:00pm the Friday before class begins.
- **NO REFUNDS!**

For more information contact:

**Jana Donnelly, BSN, RN**
Allied Health Instructor
CMA/CMA Course Coordinator
785-623-6151
[www.ncktc.edu](http://www.ncktc.edu)
jdonnelly@ncktc.edu

All classes are tentative, pending state approval and student enrollment. Clinicals may be out-of-town, within a 35 mile radius of Hays (for traditional courses). Schedules changes may occur at the discretion of the instructor.
NCK Tech Certified Medication Aide Courses
2019-2020

CMA ENROLLMENT REQUIREMENTS (all CMA courses):

2. Must be 18 years of age by the last day of the course.
3. Must submit reading test scores AT TIME OF ENROLLMENT - submit ACT or Accuplacer scores or contact office to arrange a reading test (free).
4. TB skin test is required, provide documentation BEFORE first day of class.
5. Seasonal Flu shot is required for clinicals held during months of October-April, provide documentation BEFORE first day of class.
6. Attendance is required in ALL class and clinical sessions – check clinical location and schedule before enrolling (see opposite page). If you have other commitments (sports, clubs, a job, etc.) that will interfere with this schedule, you are advised to take this course at a more convenient time.
7. Students must earn **80% or better in course work** to be eligible for the state certification test.
8. Scrubs to wear to clinical.
9. **Physical requirements:** Students must be physically able to perform all skills satisfactorily, which includes ability to lift 50+ pounds.
10. Criminal conviction may jeopardize eligibility for certification and/or employment.

CMA UPDATE ENROLLMENT REQUIREMENTS:

1. Kansas CMA and CNA certification.
2. CMA certification may not be expired by more than 1 year.

FOR ONLINE COURSES:

1. A **valid** email address that can be accessed in school and at home, and that is capable of receiving email from NCK Tech faculty and staff is required.
2. **Online learners** must be computer literate with internet access (and a backup plan in case of computer/connectivity problems). *See website (www.ncktc.edu) for technology requirements.
3. Course work is to be done on your own time. This is a COLLEGE course – work for this course is due according to the **syllabus, regardless** if you are absent, your computer dies, you have sports, it is a snow day, etc.
4. **Lab and clinical** times are scheduled outside of school hours and are **Mandatory!** - Please be sure you know the schedule and can attend all days before enrolling– there are **NO Refunds!** If you do not attend you will be removed from the course. If you have other commitments (sports, clubs, a job, etc.) that will interfere with this schedule, please take this course at another time.
5. **It is strongly advised that students** who have learning disabilities such as difficulty with reading comprehension, working on a computer independently or completing assignments independently **NOT take online courses.**

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