NCK Tech Certified Medication Aide Courses
2019-2020

Hays Campus CMA

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Day</th>
<th>Class Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMA</td>
<td>08/19/19</td>
<td>10/24/19</td>
<td>M/Th</td>
<td>8am-3pm</td>
</tr>
<tr>
<td>CMA</td>
<td>01/06/20</td>
<td>02/28/20</td>
<td>M/Th</td>
<td>8am - 3pm</td>
</tr>
<tr>
<td>SB155-High school students</td>
<td></td>
<td></td>
<td>All Hays CMA courses</td>
<td>$75</td>
</tr>
</tbody>
</table>

Online CMA

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Type</th>
<th>Class Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMA - Online</td>
<td>01/13/20</td>
<td>Online</td>
<td>Contact for clinical schedule</td>
<td>$609</td>
</tr>
<tr>
<td>SB155-High school students</td>
<td></td>
<td></td>
<td>All Online CMA courses</td>
<td>$75</td>
</tr>
</tbody>
</table>

Hays CMA Update

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Day</th>
<th>Class Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMA Update</td>
<td>10/25/19</td>
<td>Fri</td>
<td>12-5 pm</td>
<td>$100</td>
</tr>
<tr>
<td>CMA Update</td>
<td>04/07/20</td>
<td>Tues</td>
<td>12-5 pm</td>
<td>$100</td>
</tr>
</tbody>
</table>

Add $50 application fee if you have not attended classes at NCK Tech within the past 5 years.

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.

7/16/2019
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).

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.


9. Scrubs to wear to clinical.

10. Physical requirements: Students must be physically able to perform all skills satisfactorily, which includes ability to lift 50+ pounds.

11. 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.

ONLINE COURSES - PLEASE READ INFORMATION ON NEXT PAGE!

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FOR ONLINE COURSES:

1. All online students are required to attend course orientation on the Hays campus on the first day of each course. Dates and times will be listed on the lab/clinical schedule for the course. Please bring the following to orientation:
   ○ The device you will be using to access the online course.
   ○ Your photo ID
   ○ Your social security card if you do not know the number.
   ○ Your TB skin test results
   ○ Documentation of your flu vaccination for the year, if orientation falls between October 1 – April 1.

2. 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.

3. Online learners must be computer literate with internet access (and a backup plan in case of computer/connectivity problems).
   ○ For more information, including a link to “Assessing your readiness to take an online course” Please go to our website (www.ncktc.edu):
     ▪ Academics -> General Education -> Online Courses -> FAQs

4. 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.

5. 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.

6. 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. Face to face CNA and CMA courses are offered each semester.

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