



## CERTIFIED NURSE AIDE (CNA) INFORMATION SHEET 2011

### How do I become a CNA?

- Successfully complete a training course approved by the Texas Department of Aging and Disability Services, such as the course offered by Houston Community College.
- Successfully complete the examination for registration as a nurse aide in Texas
  - Must have Social Security card or Tax ID number
  - Must have valid photo identification

### Curriculum Plan

- First four weeks (64 hours) are classroom theory, laboratory practice and skill demonstration.
- Last two weeks (32 hours) are conducted in a clinical setting in a long term care facility (arranged by instructor).
- At the conclusion of the 96 hour course, the instructor will arrange for the State Examination which includes skills performance in a nursing facility, and a 60 question written examination.

### Attendance Policy

- Perfect attendance is recommended.
- You are allowed (2) two absences (8 hours) during the classroom portion.
- You are allowed (1) one absence (4 hours) during the clinical portion.

### Admission Requirements

- Immunizations
  - Immunizations can take 4 - 6 months
  - Must be completed before enrolling
- Criminal History Background Check
  - Required by first day of class
  - Mandatory disqualifying convictions include: murder, manslaughter, CRI negligent homicide, false imprisonment, kidnapping, aggravated kidnapping, agreement to abduct from custody, sale/purchase of a child, indecency with a child, arson, robbery, aggravated robbery.
- Must be able to read, write, speak and understand English
  - Workplace English for CNA is an optional class. Call 713-718-7581 for more information
  - May be taken along with the CNA class
- Must be free of communicable diseases and in suitable physical and emotional health to safely care for residents
- Respect confidential nature of medical information
- Reasonable level of manual dexterity and visual acuity

### Textbooks

- "The Nursing Assistant's Handbook" by Hartman Publishing, Inc. with Jetta Fuzy, RN, MS, ISBN 188834391-5.
- "Workbook: The Nursing Assistant Handbook" ISBN 188834392-3.

### Supplies Needed

- Dark blue scrub suit, and comfortable, clean nursing shoes, (can be trainers, sneakers, tennis shoes) must be mostly white.
- Must have a watch with a second hand and a stethoscope.
- A name tag will be provided by the college.

### Campus Locations for CNA Classes

Southeast College; 6815 Rustic, 77087 (45 & Woodridge)  
Southwest College; 5601 West Loop South, 77083 (610 & Fournace)  
Katy Campus; 1550 Foxlake Dr, 77084 (I-10 & Fry Rd exit)  
Alief CE Center; 13803 Bissonnet, 77083 (Eldridge & West Park)  
Northeast College, 555 Community College Dr, 77013 (I-10 @ Mercury)

### How to Register

First, show proof of all items listed under Admission Requirements. Once approved by the Program Manager, then register in person or on-line.

- On-Line application/registration, or
- Complete and sign an HCC Continuing Education Enrollment Form
  - Bring it to any HCC campus registration office
  - Pay tuition and fees at the time of registration (checks, credit cards, cash or money order accepted)
- Bring your receipt to the first day of class and show it to your instructor

**Note: To start class, tuition and fees must be paid in full, or you must be on HCC Payment Plan.**

### Payment Plan

- Online Payment Plan available.
- Pay 50% at registration; pay remaining by start of clinical.
- Receipts must be shown to Instructor the first class day.

### Needed on First Day of Class

- Receipt showing registration and payment
- Copies of completed immunizations
- Copy of Criminal Background Check
- 2 copies of your signed social security card & picture ID

### Accommodation Requests

Students requiring special accommodations for disabilities during class/clinical time are required to self-disclose to the Office for Students with Disabilities. Every reasonable effort will be made to accommodate you.

### How to Get a Criminal History Check

Go to website [://records.txdps.state.tx.us](http://records.txdps.state.tx.us)

Look to the right of the page at "CCH menu" and click "search individuals."

Go under "please sign in" and make sure Public Criminal History shows in the first box.

Scroll down and click "sign up for account."

Click "Texas DPS Public website Account." Then click "Begin."

Read the information under Criminal History, then scroll down and click "Continue."

Click "I am an individual and do not have an organization/company name." Then click "Continue."

Type in your email address, then retype and confirm email address. Now click "Continue."

Fill in all required fields.

Then click "Continue" to request criminal history check.  
 Click "Full User" then scroll down and click save.  
 Click if you would like to add another user to your account.  
 Scroll down and click "Agree" after reading the information.  
 You should view your User ID and password.  
 Now click "Search Criminal History Database."  
 Click "Search Individual."  
 Fill in User ID and password.  
 It will request you to enter a new password.  
 Check the box marked "I agree to privacy policy."  
 Click "Criminal History Conviction Search."  
 Click "Search Individual."  
 Read all the information. Click "I have read the website caveats and agree to the terms."  
 Put in payment method. Fill out credit card information.  
 Wait for criminal check to print out. If you do not have any criminal convictions, it should read "No Records Found."  
 If you have convictions, please notify the program manager, Ollie Williams at 713-718-8236.

**Immunization Requirements**

Proof of the following immunizations is required before entrance into the Certified Nurse Aide program:

**Varicella (Chicken Pox) Proof of either:**

- A physician documented history of the disease, or
- A documentation of two varicella immunizations, or
- Or a serum titer confirming immunity

Note: The varicella injection series is a four-week process.  
 Note: If the first dose of varicella was received prior to 13 years of age only one dose is necessary. Proof of date of birth must be included.

**Hepatitis B Proof of either:**

- A complete three-injection series of Hepatitis B vaccinations
- A serum titer confirming immunity (*positive reading*)

\*Note: The Hepatitis B injection series is a 4-6 month process. There must be a minimum of 4 weeks between the 1<sup>st</sup> and 2<sup>nd</sup> immunization, minimum of 8 weeks between the 2<sup>nd</sup> and 3<sup>rd</sup> immunization, and a minimum of 16 weeks between the 1<sup>st</sup> and 3<sup>rd</sup> immunization.

**Measles Proof of either:**

- Two doses of measles vaccine on or after first birthday, or
- Record of physician-diagnosed Measles, or
- Or a serum titer confirming immunity (*positive reading*)

Note: Students born before January 1, 1957 are exempt from the measles requirement.  
 Note: There must be at least 4 weeks between the 1<sup>st</sup> and 2<sup>nd</sup> measles vaccination

**Mumps Proof of either:**

- One dose of mumps vaccination on or after first birthday, or
- Record of physician-diagnosed Mumps, or
- A serum titer confirming immunity (*positive reading*)

Note: Students born before January 1, 1957 are exempt from mumps requirement.

**Rubella Proof of either:**

- One dose of rubella vaccination on or after first birthday, or
- Record of physician-diagnosed Rubella, or
- A serum titer confirming immunity (*positive reading*)

Note: All students are required to show proof of Rubella  
 Combined MMR vaccine is a vaccine of choice if recipients are likely to be susceptible

**Tetanus**

Proof of tetanus vaccination within the last 10 years must be shown at time of application.

**Tuberculosis (TB) Proof of either:**

- A negative PPD skin test, or
- A negative chest x-ray if skin test is positive or cannot be taken

\*Note: Test may not be more than 180 days old (6 months) on the first day of class

**MORE INFORMATION REGARDING IMMUNIZATION REQUIREMENTS:**

- Documentation of immunizations is required at the time of application to the program
- Program applications are not accepted without a completed immunization form
- Vaccines administered on or after September 1, 1991 must include the month/date/year each vaccine was given.
- Physician-documented history of disease and serum titers must be the date of diagnosis or test collection, not when the form is signed by the healthcare provider.
- If a student is pregnant, a written statement is needed from the physician regarding immunizations, as well as attending the clinical portion of the program.

Sources of Local Vaccines

County health departments offer adult vaccines. You may request low or no cost vaccines. Be sure to go to the clinic in the county in which you live.

**Harris County** [://www.hcphe.org/dccp/clinical.htm](http://www.hcphe.org/dccp/clinical.htm)

**Harris County Antoine Health Clinic**  
 5815 Antoine, Suite A, Houston, 77091 (713) 602-3300

**Harris County Baytown Health Clinic**  
 1000 Lee Drive, Baytown, 77520 281-427-5195

**Harris County Humble Health Clinic**  
 1730 Humble Place Drive, Humble 77338 281- 446-4222

**Harris County Southeast Health Clinic**  
 3737 Red Bluff Road, Pasadena, 77503 713- 740-5000

**Fort Bend County Health Department Clinics:**

<http://www.co.fort-bend.tx.us>

**Fort Bend County EAST END ANNEX**  
 303 F.M. 2234, #202  
 Missouri City, 77459 281-403-8041

**Other Programs to Add to your Credentials**

Phlebotomy  
 EKG  
 Telemetry  
 Patient Care Tech  
 Medical Billing and Coding

**Call 713-718-7583**

