

			DATE COMPLETED
1.	<p>Complete an online DMACC application and select one of the following:</p> <p>(1) "Nurse Aide" as your major if you only plan on taking C.N.A classes OR</p> <p>(2) "Nursing (RN) – AAS" as your major if you are taking C.N.A as a pre-requisite and plan to go on to DMACC's Nursing program.</p> <p>https://www.dmacc.edu/admissions/Pages/applyonlinefull.aspx</p> <p><i>Be sure to notify DMACC immediately if your name, address, or phone number changes after you apply.</i></p>		
<p><u>PLEASE READ THESE INSTRUCTIONS CAREFULLY:</u></p> <ul style="list-style-type: none"> • The registration process for C.N.A requires you to register in person. • The forms listed below, must be filled out completely prior to registration. • Completed forms may be submitted on (or after) the "Registration begins" date that is listed for the Advanced C.N.A section you are wanting. Dates can be found on the Advanced C.N.A schedule on the DMACC website (see link below). Registration forms will be accepted basic on seat availability. • A photo ID is required for registration, be sure to bring this with you. • All forms must be submitted at the campus where you plan to attend Advanced C.N.A. <p>All paperwork, schedules and additional information can be found at: https://www.dmacc.edu/programs/health/cna/Pages/advnurseaide.aspx</p>			
	FORM	INSTRUCTIONS	FORM READY (✓)
2.	PROOF OF SUCCESSFUL COMPLETION OF BASIC CNA	Submit a copy of your completion certificate or transcript showing successful completion of HSC 172: DMACC's Basic CNA class or another state-approved 75-hour nurse aide class. If you took your Basic CNA at another institution, additional paperwork may be required.	
3.	CRIMINAL ABUSE/ BACKGROUND CHECK FORM (3 pages)	<p>PAGE 1: Read Directions</p> <p>PAGE 2: "Notice & Release of Criminal Record/Child and Adult Abuse Registry Checks". You may fill out your name, social security number, address and phone number. Do not write below the "phone number" line. <u>Do NOT sign this form</u>; it must be signed in front of our staff.</p> <p>PAGE 3: "State of Iowa Criminal History Record Check Request Form". You may complete the gray section. Note: if you have had more than one last name in your lifetime, you must fill out a form for EVERY last name you have had (ex: maiden, married, adopted, etc.)</p>	
4.	PHYSICAL AND IMMUNIZATION FORM (multiple pages)	This must be completely filled out and signed by your physician. "Part III: Required Test and/or Immunizations": all of your immunizations or tests must be complete, documented and the form must be signed. If you had a titer run, please attach a copy of your lab results.	

5.	HEALTH AND PUBLIC SERVICES DEPARTMENT RECORD OF TB TESTING	<ul style="list-style-type: none"> Note: You MUST have TWO TB tests administered and read by a physician. The physician must sign this form. There must be a minimum of 7 days between the date the first TB test is administered and when the second TB test is administered. If you have a positive test, you will need to have and submit a report from a chest x-ray. See form for details. Quantiferon Gold or T-spot TB blood tests are also acceptable, if your provider offers them. A copy of blood test lab results are required. 	
6.	PROOF OF COMPLETION OF HEALTH CARE PROVIDER OR PROFESSIONAL RESCUER CPR	<p>Approved CPR classes:</p> <ul style="list-style-type: none"> American Heart Association Basic Life Support (BLS) OR American Heart Association Heartcode (this is an online course followed by a face-to-face skills test) American Red Cross CPR for the Professional Rescuer OR American Red Cross Health Care Provider course <p>For a schedule of classes offered at DMACC go to: https://ce.dmacctraining.com/dmacc2/public/store/search.do?navigator=courseCategories and search under "healthcare" OR call DMACC Registration at (515) 964-6800 or (800) 342-0033.</p>	
7.	FLU VACCINE FORM	<p>Take this form with you to the location where you get your flu shot and have the provider fill it out, documenting that you received your shot. Required when taking classes from <u>October through May only.</u></p>	

C.N.A FREQUENTLY ASKED QUESTIONS (FAQ's):

- Where can I find more information about the C.N.A program?

DMACC Nurse Aide website has extensive information about the program and should answer most, if not all, questions you may have. Please consult the website first.

<https://www.dmacc.edu/programs/health/cna/Pages/welcome.aspx>

- Will a copy of my Nurse Aide Registry card satisfy as proof that I successfully completed an approved 75-hour C.N.A. course?

No, it won't. Since it is possible to take the Registry exam without completing an approved course (page 14 "Your Guide to the Iowa Nurse Aide Registry) you need to supply a copy of your certificate of completion or a transcript.

The registry provides an important service to the public by assuring that those who successfully pass the testing can provide minimally safe care to vulnerable (elderly, dependent) health care recipients. This is not the same as passing the course, including all skills and theory exams.

- Where do I go to register on each campus and who is the contact person?

Ankeny Campus: April Soden, Building 24, room 308, 515-964-6849, Hours: 8am-12pm Monday-Friday; 7:30am-12pm on "Registration begins" date

Boone and Ames Campus: Wendie Fagen, Boone Campus, Building 1, room 120, 515-433-5027

Carroll Campus: Val Enenbach, Building 1, room 125, 712-792-8331

Newton Campus: Kathy Sylvester, Building 1, 641-791-1724

Capitol Center: Kate Chandler-Ernst, Building 1, room 101 G, 515-248-7255

(NOTE: On "Registration Begins" date from 7-9 am, registration will be at the DMACC Capitol Center, 1300 Des Moines St. Des Moines-Room 215. After 9 am on that day and all other days, forms will be accepted at the main Urban Campus, 1100 7th St., Des Moines-Building 1, room 101)

West Campus: Charlene Hartman, Building 1, room 110W, 515-633-2411

- Do I really need to get TWO TB tests or is one ok?

Yes, you DO need to get two TB tests. This is a requirement for the State of Iowa not a DMACC requirement.

Additional FAQ's can be found on the DMACC Nurse Aide website:

<https://www.dmacc.edu/programs/health/cna/Pages/faq.aspx>