

# SCC

## CONTINUING EDUCATION

Personal. Professional. Practical.

### Nursing Assistant

A photograph showing a female nurse in blue scrubs smiling as she pushes a wheelchair. An elderly woman with short white hair is sitting in the wheelchair, also smiling. They are in a bright, modern indoor setting with large windows in the background.

July-Dec. 2017

### Medication Aide

A close-up photograph of several blister packs containing various pills. The pills are in different colors: pink, purple, orange, and red. The blister packs are arranged on a light-colored surface.

**SC Southeast community college**

[www.southeast.edu/Continuing/NursingAssistant](http://www.southeast.edu/Continuing/NursingAssistant)

# Welcome to Southeast Community College Continuing Education Health Classes!

SCC offers a comprehensive package of courses, both credit and non-credit, to people throughout southeast Nebraska. Whether you are interested in pursuing a new career or upgrading your skills, SCC makes the options available to you.

Noncredit courses are designed to enhance workforce skills or upgrade your skills. Course offerings are based on community interest, need and demand. Each quarter, new specialty classes appear and new academic and technical courses are added. Classes are small, and instructors are attuned to the needs of adult learners.

**ADA Reasonable Accommodations:** SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Access/Equity/Diversity Office at [jsoto@southeast.edu](mailto:jsoto@southeast.edu). Please refer to the SCC College Catalog for policy information.

**Limitations of Schedule:** This schedule should not be considered a contract between SCC and any prospective student. The Board of Governors of SCC reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

**Minimum Age Guidelines:** SCC's primary mission is to serve adults. However, youth are allowed to take classes under the following guidelines:

- a. Individuals 16 years or older are eligible to enroll in courses provided they meet any stated prerequisites.
- b. Children not enrolled in class may not accompany adults to class or wait in the building unsupervised.

**Accredited by the Higher Learning Commission.**

**Equal Opportunity/NonDiscrimination Policy:** It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

**Declaración de política sobre equidad/antidiscriminación:** La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, o [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

# Nursing Assistant



This course teaches basic nursing skills such as bathing, feeding, ambulating, transferring, and toileting. This course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Nursing assistants may work in long-term care facilities, hospitals, home health care, hospice or mental health facilities.

High school completion or GED is not required. Nursing Assistant students **MUST** be at least 16 by the start date of the class.

## CLASS REQUIREMENTS

### ATTENDANCE

The first session of class is mandatory and attendance of all sessions is required. Only register for a section in which you can attend EVERY class. The Nursing Assistant course consists of 100 contact hours of lecture, clinical and lab instruction. Successful completion of all materials covered is required to meet the state requirements and enables you to pass the state-approved exams. Absences exceeding eight hours for any reason may result in failure of this course. No-shows do not receive an automatic refund.

### CLINICAL

Clinicals are held at long-term care facilities the last few weeks of class. White clothing and white shoes are required for clinicals and will be discussed in class. Appropriate attire will be discussed in class. **NO JEANS.**

### COMPLETION OF THE COURSE

To successfully complete this course, you must receive a minimum 70 percent on written exam and successfully demonstrate required skills. Bending and lifting are required for successful completion of certain skills. Upon successful completion of this course, you will be eligible to take the state written and skills competency exams. Successful completion of these exams will allow your name to be placed on the Nebraska Nurse Aide Registry.

## NEBRASKA NURSE AIDE REGISTRY

To be placed on the Nebraska Nurse Aide Registry, the state of Nebraska requires that individuals must meet the following requirements:

- 1) *Must be at least 16 years of age.*
- 2) *Must have no convictions of crime involving moral turpitude.*
- 3) *Must be able to speak and understand the English language or a language understood by a substantial portion of the health care facility population. If English is not your first language, please see the Regulations, Standards & Reciprocity section below for more information.*
- 4) *Must successfully complete a basic course of training and competency evaluation program for Nursing Assistants approved by the Nebraska Department of Health and Human Services.*

**PLEASE NOTE: If English is not your first language**, to be successful in this course, it is recommended that you have completed ESL Level 8 or higher. If you are not at this level, we recommend that you take the free ESL Nursing Assistant Prep class.

## Nursing Assistant (continued)

### REGULATIONS, STANDARDS & RECIPROCITY

Questions about regulations, standards and reciprocity should be directed to the Nebraska Department of Health and Human Services at 402-471-4364.

### CRIMINAL BACKGROUND CHECKS

SCC requires criminal background checks on students taking courses that include experience in patient care settings.

At the first class you will be required to complete an "Authorization and Disclosure Form" and DHHS "Abuse Registry Form." **You will be asked to provide a current picture ID, which includes your date of birth (i.e. drivers license, state I.D.). Students under the age of 19 will need parent's signature(s) on the Authorization and Disclosure Form and a notarized parent's signature on the DHHS Abuse Registry Form.**

Anyone with an open court case should not register until that case is resolved. This does include misdemeanor traffic citations. If your criminal background check indicates that you have a criminal history, you may be prohibited from participating in the course. A fee of \$45 for the CBC has been included in the cost of the course.

### REGISTRATION

**Registrations are accepted by mail, fax or in person and begins immediately at the SCC Continuing Education, 301 S. 68th St. Place, Lincoln, NE.**

Students must be preregistered. **Confirmation letters will be sent one week prior to start date of class.**

(PLEASE PUT AN ALTERNATE SECTION NUMBER ON THE REGISTRATION FORM IN CASE THE SECTION YOU WANT IS ALREADY FULL. If we enroll you in an alternate course, you will be notified by the College.)

### CANCELLATIONS

**If you cannot attend the course section you registered for, you must fill out an "Official Drop/Add form for Credit Classes."** Please contact Continuing Education at 402-437-2700 or 800-828-0072 right away to receive an official drop/add form. Submit it to the Registration and Records Office located in the Student Services Office or at the Jack J. Huck Continuing Education Center or drop the class online using Web Advisor. Once the form is received by the Registration and Records Office, the drop/add form will be processed. **"No-show" students will be held responsible for full payment of tuition and fees for classes they don't drop.**

### COURSE INFORMATION

**COURSE #:** NURA-1401

**CREDITS:** 6.0

**COST:** **Nebraska Resident:** \$393 (tuition) + \$102 (fees include insurance, background check, credit hour, and competency testing) = **\$495 (Total)**

**Non-Resident:** \$477 (tuition) + \$102 (fees include insurance, background check, credit hour, and competency testing) = **\$579 (Total)**

**Please note: This course does not qualify for Financial Aid.**

## Nursing Assistant (continued)

### ONLINE CLASSES

The lecture portion of the class is all online. The online portion of the class consists of links to lectures, skills videos, homework assignments, quizzes and discussion boards. Online hours can be completed at any time of day, within the scheduled time frame of the class. Attendance to all labs and clinicals is required.

### BOOKS

**Students must have their books at the first class session.** The approximate cost is \$65. Textbooks, workbook and skills booklet required for this course are available at the SCC Campus Store, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 open Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon; [www.sccbookstore.com](http://www.sccbookstore.com); or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267 or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

### CLASS SCHEDULE

Instructor reserves the right to adjust class days and times if necessary.

**Registration begins immediately at the  
Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE**  
**Course Number: NURA-1401      Tuition: NE Resident \$495 / Non-Resident \$579**

*Please provide your email address on your registration form.  
Information regarding these classes will be emailed one week prior to class.*

AUBURN

**Dates: Sept. 5-Nov. 9**

**Lab/Clinical Location:** Auburn High School,  
1829 Central Ave.

**Lab/Clinical Schedule:** Tues. & Thurs., Sept. 12-Nov. 9, from 5-9 p.m.

**Section:** HBF2

ONLINE  
LECTURE

BEATRICE

**Dates: Aug. 21-Nov. 9** (No class Sept. 4)

**Days/Time:** Mon., Tues. & Thurs. from 5:30-8:30 p.m.

**Location:** SCC Beatrice Campus, 4771 W. Scott Road, Hoover Hall Room 413

**Dates: Oct. 9-Dec. 13** (No class Nov. 22 & 24)

**Lab/Clinical Location:** SCC Beatrice Campus,  
4771 W. Scott Road, Hoover Hall, Room 413

**Lab/Clinical Schedule:** Wed. & Fri., Oct. 11-Dec. 13, from 8 a.m.-12:30 p.m.

**Section:** HBF9

ONLINE  
LECTURE

FALLS  
CITY

**Dates: Sept. 5-Nov. 9**

**Lab/Clinical Location:** Falls City Care Center,  
2800 Towle St.

**Lab/Clinical Schedule:** Tues. & Thurs., Sept. 12-Nov. 9, from 3:30-7:45 p.m.

**Section:** HBF3

ONLINE  
LECTURE

**Financial Assistance**

SEARCH

See page 9 for information on  
**Project HELP**

## Nursing Assistant (continued)

**Registration begins immediately at the  
Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE**  
**Course Number: NURA-1401      Tuition: NE Resident \$495 / Non-Resident \$579**

*Please provide your email address on your registration form.  
Information regarding these classes will be emailed one week prior to class.*

**GENEVA**

**Dates: Sept. 6-Nov. 8**      **Section: HBF8**  
**Lab/Clinical Location:** SCC Geneva Classroom, 641 S. 13th St.  
**Lab/Clinical Schedule:** Mon. & Wed., Sept. 11-Nov. 8, from 5-9 p.m.

**ONLINE  
LECTURE**

**LINCOLN**

**Dates: June 26-Sept. 20** *(No class Sept. 4)*      **Section: ENUA**  
**Days/Times:** Mon. & Wed. from 5:30-9:30 p.m. & Sat., Sept. 9, from 8 a.m.-4 p.m.  
**Location:** SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

**Dates: July 6-Sept. 19**      **Section: HBUB**  
**Lab/Clinical Location:** SCC Entrepreneurship Center,  
 285 S. 68th St. Place, Room TBA  
**Lab & Clinical Schedule:** Tues. & Thurs., July 11-Aug. 24,  
 from 5:30-9 p.m.; Tues. & Thurs., Aug. 29-Sept. 19, from 5:30-9:30 p.m.

**ONLINE  
LECTURE**

**Dates: Aug. 7-Oct. 9** *(No class Sept. 4)*      **Section: ENFA**  
**Days:** Mon., Wed. & Fri.      **Time:** 8 a.m.-Noon  
**Location:** SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

**Dates: Aug. 22-Oct. 5**      **Section: ENUC**  
**Days:** Tues. & Thurs.      **Time:** 8:30 a.m.-4:30 p.m.  
**Location:** SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

**Dates: Sept. 11-Nov. 11**      **Section: HBF8**  
**Lab/Clinical Location:** SCC Entrepreneurship Center,  
 285 S. 68th St. Place, Room TBA  
**Lab & Clinical Schedule:** Sat., Sept. 16-Nov. 11, from 8:30 a.m.-4:30 p.m.

**ONLINE  
LECTURE**

**Dates: Sept. 11-Oct. 11**      **Section: ENFC**  
**Days:** Mon., Wed. & Fri.      **Time:** 8:30 a.m.-4:30 p.m.  
**Location:** SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

**Dates: Sept. 18-Dec. 13** *(No class Nov. 22)*      **Section: ENFD**  
**Days/Time:** Mon. & Wed. from 5:30-9:30 p.m. & Sat., Dec. 2, from 8 a.m.-4 p.m.  
**Location:** SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

**Dates: Sept. 21-Dec. 7** *(No class Nov. 23)*      **Section: HBF8**  
**Lab/Clinical Location:** SCC Entrepreneurship Center,  
 285 S. 68th St. Place, Room TBA  
**Lab & Clinical Schedule:** Tues. & Thurs., Sept. 26-Nov. 9,  
 from 5:30-9 p.m.; Tues. & Thurs., Nov. 14-Dec. 7, from 5:30-9:30 p.m.

**ONLINE  
LECTURE**

**Financial Assistance**

**SEARCH**

See page 9 for information on  
**Project HELP**

## Nursing Assistant (continued)

Registration begins immediately at the  
Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE  
Course Number: NURA-1401 Tuition: NE Resident \$495 / Non-Resident \$579

*Please provide your email address on your registration form.  
Information regarding these classes will be emailed one week prior to class.*

LINCOLN CITY (CONTINUED)	<b>Dates: Oct. 11-Dec. 15</b> (No class Nov. 22 & 24) <b>Section:</b> ENFF <b>Days:</b> Mon., Wed. & Fri. <b>Time:</b> 8 a.m.-Noon <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA
	<b>Dates: Oct. 17-Dec. 5</b> (No class Nov. 23) <b>Section:</b> ENFG <b>Days:</b> Tues. & Thurs. <b>Time:</b> 8:30 a.m.-4:30 p.m. <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA
	<b>Dates: Nov. 1-Dec. 6</b> (No class Nov. 22 & 24) <b>Section:</b> ENFH <b>Days:</b> Mon., Wed. & Fri. <b>Time:</b> 8:30 a.m.-4:30 p.m. <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

MILFORD	<b>Dates: Sept. 6-Nov. 8</b> <b>Section:</b> HBF7 <b>Lab/Clinical Location:</b> Crestview Care Center, 1100 W. First St. <b>Lab/Clinical Schedule:</b> Mon. & Wed., Sept. 11-Nov. 8, from 5-9 p.m.	ONLINE LECTURE
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NEBRASKA CITY	<b>Dates: Sept. 6-Nov. 7</b> <b>Section:</b> HBF6 <b>Lab/Clinical Location:</b> Nebraska City Center for Children & Families, 917 Wildwood Ln. <b>Lab/Clinical Schedule:</b> Mon. & Tues., Sept. 11-Nov. 7, from 4:30-8:30 p.m.	ONLINE LECTURE
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SEWARD	<b>Dates: Sept. 5-Nov. 9</b> <b>Section:</b> HBF5 <b>Lab/Clinical Location:</b> Ridgewood Rehabilitation & Care Center, 446 Pinewood Ave. <b>Lab/Clinical Schedule:</b> Tues. & Thurs., Sept. 12-Nov. 9, from 5-9 p.m.	ONLINE LECTURE
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WAHOO	<b>Dates: Sept. 5-Nov. 9</b> <b>Section:</b> HBF4 <b>Lab/Clinical Location:</b> South Haven Living Center, 1400 Mark Dr. <b>Lab &amp; Clinical Schedule:</b> Tues. & Thurs., Sept. 12-Nov. 9, from 5-9 p.m.	ONLINE LECTURE
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**PLEASE NOTE: If English is not your first language**, to be successful in this course, it is recommended that you have completed ESL Level 8 or higher. If you are not at this level, we recommend that you take the free ESL Nursing Assistant Prep class.

## Free ESL for Nursing Assistant & ESL for Medication Aide Prep Classes

The ESL for Nursing Assistant and the ESL for Medication Aide courses are designed to teach the language of the job, as well as introduce the student to the health care system in the United States. These are NOT “certification” courses. They are an introduction to the field of nursing assistant or medication aide. These courses are designed to be an intermediate level class. Therefore, to enroll for these classes, students must be at ESL Level 5 or above.

Morning and evening classes are available. Classes begin each quarter and last 10 weeks. Required materials can be purchased in the SCC Campus Store, 8800 O St., Lincoln, NE.

**Please note: If you are not in an SCC ESL class, please visit SCC, 8800 O St., Room J-2, to register for the ESL Orientation. There is a \$20 non-refundable registration fee for the orientation.**

SCC requires a Social Security number or Tax Identification number for everyone who registers for a class and is eligible to obtain one of these numbers. If you are not able to obtain one of these numbers, please call Yolanda Gomez.

The Newcomers Education Center services are funded by the Cooper Foundation, EducationQuest Foundation and Woods Charitable Fund, Inc. The Newcomers Education Center courses offer opportunities for students to explore careers and college programs, develop specialized technical vocabulary and become familiar with college faculty, facilities, services, and academic expectations.

**For more information, contact Yolanda Gomez at 402-437-2821; 800-642-4075, ext. 2821; or [ygomez@southeast.edu](mailto:ygomez@southeast.edu).**



# Medication Aide

This course meets the requirements of the 40-hour course that prepares participants to assume the role of a medication aide in long-term care, assisted living or ICF-MR home.



NOTE: Medication Aide students **MUST** be at least 18 by the start date of the class. You must be at least 18 years of age or older to be employed as a medication aide in the state of Nebraska. **The first session of this course is mandatory.** Attendance is required in this **intensive course**. Absences exceeding eight hours for any reason may result in failure of this course. You will be responsible for the additional cost charged by the state of Nebraska to complete your licensure.

## CLASS REQUIREMENT

The prerequisite to take the Medication Aide course is to have successfully completed a 75-hour nursing assistant course or Nurse Aide ICF-MR. If you have taken a 75-hour nursing assistant course or Nurse Aide ICF-MR at another institution, documentation of successful completion must be provided at the time of registration.

## COURSE INFORMATION

**COURSE #:** NURS-3001    **COST:** \$259

## BOOKS

Students must have their book at the first class session. The approximate cost is \$40. The textbook required for this course is available at the SCC Campus Store, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 open Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon; [www.sccbookstore.com](http://www.sccbookstore.com); or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267 or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

## CLASS SCHEDULE

Instructor reserves the right to adjust class days and times if necessary.

**Registration begins immediately at the**

**Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE**

**Course Number: NURS-3001**

**Tuition: \$259**

**AUBURN**

**Dates: July 17-Aug. 15**

**Days: Mon., Tues. & Thurs.**

**Location: Nemaha County Good Samaritan Center, 1322 U St.**

**Section: NCU3**

**Time: 5-9 p.m.**

**BEATRICE**

**Dates: Aug. 8-Sept. 7**

**Days: Tues. & Thurs.**

**Location: SCC Beatrice Campus, 4771 W. Scott Road, Hoover Hall Room 413**

**Section: BEU4**

**Time: 9 a.m.-3:30 p.m.**

**Dates: Oct. 3-Nov. 2**

**Days: Tues. & Thurs.**

**Location: SCC Beatrice Campus, 4771 W. Scott Road, Hoover Hall Room 413**

**Section: BEF1**

**Time: 9 a.m.-3:30 p.m.**

**Financial Assistance**

**SEARCH**

See page 9 for information on  
**Project HELP &  
GAP Assistance Program**

## Medication Aide (continued)

**Registration begins immediately at the  
Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE  
Course Number: NURS-3001      Tuition: \$259**

LINCOLN	<b>Dates: July 17-Aug. 30</b> <b>Days:</b> Mon. & Wed. <b>Location:</b> Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room TBA	<b>Section:</b> CEUA <b>Time:</b> 5:30-9:30 p.m.
	<b>Dates: Aug. 15-Sept. 28</b> <b>Days:</b> Tues. & Thurs. <b>Location:</b> Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room TBA	<b>Section:</b> CEUB <b>Time:</b> 8 a.m.-Noon
	<b>Dates: Sept. 19-Oct. 19</b> <b>Days:</b> Tues. & Thurs. <b>Location:</b> Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room TBA	<b>Section:</b> CEUC <b>Time:</b> 9 a.m.-3:30 p.m.
	<b>Dates: Oct. 16-Dec. 4</b> <i>(No class Nov. 22)</i> <b>Days:</b> Mon. & Wed. <b>Location:</b> Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room TBA	<b>Section:</b> CEFA <b>Time:</b> 5:30-9:30 p.m.
	<b>Dates: Oct. 24-Dec. 12</b> <i>(No class Nov. 23)</i> <b>Days:</b> Tues. & Thurs. <b>Location:</b> Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room TBA	<b>Section:</b> CEFB <b>Time:</b> 8 a.m.-Noon

NEBRASKA CITY	<b>Dates: July 3-Aug. 3</b> <i>(No class July 4)</i> <b>Days:</b> Mon., Tues. & Thurs. <b>Location:</b> Nebraska City Center for Children & Families, 917 Wildwood Ln.	<b>Section:</b> NCU1 <b>Time:</b> 5-9 p.m.
	<b>Dates: Nov. 13-Dec. 14</b> <i>(No class Nov. 23)</i> <b>Days:</b> Mon., Tues. & Thurs. <b>Location:</b> Nebraska City Center for Children & Families, 917 Wildwood Ln.	<b>Section:</b> NCF3 <b>Time:</b> 5-9 p.m.

WAHOO	<b>Dates: July 15-Aug. 26</b> <b>Days:</b> Sat. <b>Location:</b> South Haven Living Center, 1400 Mark Dr.	<b>Section:</b> WHU2 <b>Time:</b> 8 a.m.-4 p.m.
	<b>Dates: Oct. 7-Nov. 18</b> <b>Days:</b> Sat. <b>Location:</b> South Haven Living Center, 1400 Mark Dr.	<b>Section:</b> WHF2 <b>Time:</b> 8 a.m.-4 p.m.

**Financial Assistance**

SEARCH

See page 9 for information on  
**Project HELP &  
GAP Assistance Program**



Are you ready for a fulfilling career as a nursing assistant and/or medication aide? **Project HELP** can get you there! We help income-eligible people achieve a higher education and train for high-demand jobs in health care.

Below are just a few of the many resources our students have access to. **YOU BELONG HERE!**

- *Scholarships*
- *Laptop checkout*
- *Scrubs, stethoscopes and pen lights*
- *Tutors*
- *Gas cards*
- *Resume workshops, job referrals and interview preparation*
- *And so much more!*

FOR  
NURSING ASSISTANT  
OR  
MEDICATION AIDE

For more information about Project HELP, contact:

**Vanessa Meinberg**, Project HELP Success Coach, at [vmeinberg@southeast.edu](mailto:vmeinberg@southeast.edu).

The **GAP Assistance Program** provides financial assistance for need-based tuition and other eligible costs for approved, non-credit short-term training programs for in-demand occupations. Short-term training focused on employment!

## Are You Eligible?

SCC's Continuing Education Division utilizes the GAP Assistance program to provide financial assistance for tuition and other eligible costs to participants. Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, required fees and equipment.

## Selection Process

1. *Submit your application and research your program of study choice(s).*
2. *Meet with the GAP program specialist to discuss your training request.*
3. *Your eligibility to receive funding will be determined through an evaluation of your application and an interview with the Gap Assistance specialist.*

For more information, visit [www.southeast.edu/cefinassist](http://www.southeast.edu/cefinassist) or contact us at 402-323-3394 or [hbloomquist@southeast.edu](mailto:hbloomquist@southeast.edu)

FOR  
MEDICATION AIDE  
ONLY

Approved Programs of Study are available in the following areas:

- **Medication Aide**
- *LPN Refresher Course*
- *RN Refresher Course*
- *LPN-C Course*
- *Machining*
- *Electrical Maintenance*
- *Welding*
- *Microsoft Applications*
- *Leadership Certificate*
- *Lean/Six Sigma*
- *Computer Networking*
- *Fiber Optics*
- *Concrete in Practice*
- *Small Business Fundamentals Certificate*

# Nursing Assistant & Medication Aide Frequently Asked Questions

## **When do you have classes?**

- See the class schedule in this booklet. *NOTE: City, Location, Section, Dates, Days, and Time*
- You may access a schedule by checking the SCC website at **[www.southeast.edu/Continuing/NursingAssistant](http://www.southeast.edu/Continuing/NursingAssistant)** OR **[www.southeast.edu/Continuing/MedicationAide](http://www.southeast.edu/Continuing/MedicationAide)** and click on the **Nursing Assistant/Medication Aide Class Schedule**. This will give you a complete listing of the classes we have available for the quarters listed.

## **Do I need to have my high school diploma or GED in order to take the Nursing Assistant class?**

- No. You must be at least 16 years of age by the start date of the class you plan to enroll.

## **What are the prerequisites for taking the Medication Aide class?**

- You must be at least 18 years of age by the start date of the class you plan to enroll.

## **Do I need to take the Nursing Assistant class prior to taking the Medication Aide class?**

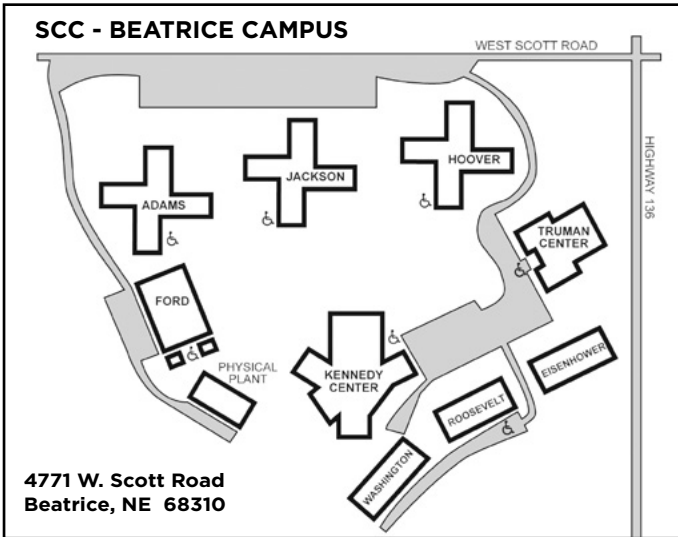
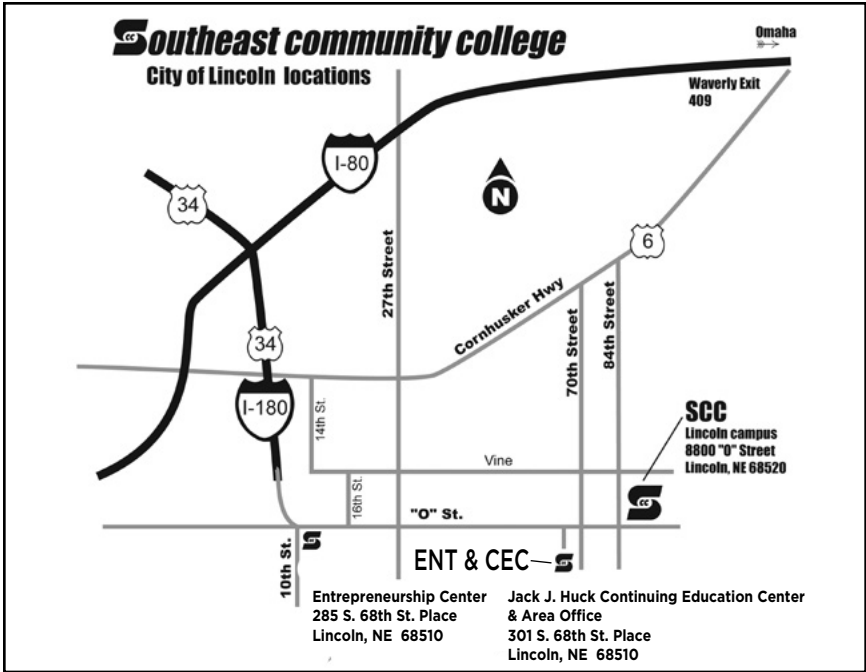
- To be successful, it is required.

## **How do I register for Nursing Assistant and Medication Aide classes?**

- See the “How to Register” on page 15 of this booklet.
- You may access a schedule by checking the SCC website at **[www.southeast.edu/Continuing/NursingAssistant](http://www.southeast.edu/Continuing/NursingAssistant)** OR **[www.southeast.edu/Continuing/MedicationAide](http://www.southeast.edu/Continuing/MedicationAide)** and click on the **Nursing Assistant/Medication Aide Class Schedule**. This will give you a complete listing of the classes we have available for the quarters listed.



# Southeast Community College Maps



## Nursing Assistant & Medication Aide FAQs (continued)

### **What if a third party is paying for me to take the class?**

- A letter of authorization on company letterhead must accompany your registration form.
- This letter must include the individual student's full name, Social Security number and state the amount of money agreed to pay for tuition, fees and book (if applicable).

### **What books do I need? Will the books be available at the class site?**

- Students must have their books at the first class session. The textbooks required for these courses are available at:
  - SCC Campus Store, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560  
open Monday-Thursday 7:30 a.m.-7:30 p.m.,  
Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon  
[www.sccbookstore.com](http://www.sccbookstore.com)
  - SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267, or 402-228-8267  
open Monday-Friday from 8:30 a.m.-4:30 p.m.
- Books will not be available at the classroom site. You must purchase them through the bookstore listed above and bring them with you the first class session.

### **What do I wear to class/lab/clinical?**

- The first class session, please wear street clothes. Classroom attire will be discussed by your instructor the first day of class.

### **What is the difference between Nursing Assistant and CNA?**

- Even though CNA is a commonly used term to refer to nursing assistants, the state of Nebraska does not "certify" nursing assistants. Your title is "Approved Nursing Assistant." SCC will report to the state of Nebraska the names of students who have successfully completed our Nursing Assistant course.

## Nursing Assistant & Medication Aide FAQs (continued)

### **Do you have an employment website?**

- The SCC Placement Center has a website, **[www.collegecentral.com/southeast](http://www.collegecentral.com/southeast)**, that will link SCC students and alumni with employers.
- You may contact the SCC Placement office.
  - Lynn Willey at 402-437-2622 or [lwilley@southeast.edu](mailto:lwilley@southeast.edu) (Lincoln)
  - Shirley Huttenmaier at 402-228-8216 or [shuttenm@southeast.edu](mailto:shuttenm@southeast.edu) (Beatrice)

### **How do I check my status on the Nebraska Registry?**

- The state website is: [www.nebraska.gov/LISSearch/search.cgi](http://www.nebraska.gov/LISSearch/search.cgi)
- Call the state at 402-471-0537

### **How do I reactivate my status on the Registry if it has lapsed?**

- Nursing assistants who have let their registry status lapse do not usually need to retake the 76-hour Nursing Assistant course. To reactivate their Nebraska Nurse Assistant registry status, they must take both a written and a skills competency exam and pass each exam with a minimum of 70 percent. They may repeat the exams up to three times. If unsuccessful after three attempts, they must retake the course to be able to work as a nursing assistant.

### **How long will my nursing assistant status remain active on the State Registry?**

- Registry status lapses if you have not worked as a nursing assistant during the past two years. You can retest at an approved testing site, such as SCC, for a minimal fee.



**PLEASE NOTE: If English is not your first language**, to be successful in this course, it is recommended that you have completed ESL Level 8 or higher. If you are not at this level, we recommend that you take the free ESL Nursing Assistant Prep class.



## Nursing Assistant Competency Testing Review Lab

This course is offered to prepare nursing assistants for the state skills competency exam. The course will include skills review and practice time. Instructors will be available to assist you.

**This review lab is strongly encouraged if you have not worked in the past two years.**

Nursing assistants who have let their registry status lapse do not usually need to retake the 76-hour Nursing Assistant course. To reactivate their Nebraska Nurse Assistant Registry status, they must take both a written and a skills competency exam and pass each exam with a minimum of 70 percent. They may repeat the exams up to three times. If unsuccessful after three attempts, they must retake the course to be able to work as a nursing assistant.

**To verify your status on the Nebraska Nurse Aide Registry, you may call 402-471-0537 or use [www.nebraska.gov/LISSearch/search.cgi](http://www.nebraska.gov/LISSearch/search.cgi).**

Registry status lapses if you have not worked as a nursing assistant during the past two years. You can retest at an approved testing site for a minimal fee.

### SKILLS PACKET

A skills packet is included in the cost of class and will be handed out at the beginning of class.

### CLASS SCHEDULE

**Course Number:** HLTH-3000

**Cost:** \$35 (includes liability fee and skills packet)

**Day:** Sat.

**Location:** SCC Entrepreneurship Center,

**Time:** 8 a.m.-Noon

285 S. 68th St. Place, Room 110

**Date: July 8 ..... Section:** ENUA

**Date: Oct. 14 ..... Section:** ENFA

**Date: Aug. 12..... Section:** ENUB

**Date: Nov. 18 ..... Section:** ENFB

**Date: Sept. 23... Section:** ENUC

**Date: Dec. 16 ..... Section:** ENFC

# Nursing Assistant Competency Testing

## **SCC TESTING GUIDELINES**

1. It is **STRONGLY** recommended that you attend a Review Lab if you have not worked as a nursing assistant for more than two years.
2. It is beneficial to review the material before taking these exams. There is a copy of the current nursing assistant training manual for use in the SCC Lincoln Campus Library Resource Center or it can be purchased at the SCC Campus Store. You may purchase a skills packet at the SCC Campus Store for approximately \$6.
3. If you are unable to test, you must call the Continuing Education Office at 402-437-2700 or 800-828-0072 prior to drop date deadline to receive a full refund.
4. **WE WILL NOT TEST ANYONE WITHOUT PROPER IDENTIFICATION.** You must bring a photo ID with you to take these exams.

### **5. The *WRITTEN EXAM* is administered at the SCC Lincoln Campus Testing Center, Room L-3, 8800 O St.**

You may take the written exam any time between 8 a.m. and 4 p.m. on the day of the exam. You are given one hour to complete the written exam.

### **6. The *SKILLS EXAM* is administered at the SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109B.**

You must be on time for your skills exam or risk not being tested. If you are late, you will have to re-register and re-pay. Please report 15 minutes before your scheduled testing time.

7. If you choose to take the written exam before your skills exam, allow enough time to complete the written exam and travel time to the skills testing site to be able to start your skills test at the time you are scheduled.
8. You need a minimum 70 percent on the written exam and must successfully pass a series of assigned skills. Skills exams are pass/fail. You may take the written and/or skills exam the maximum of three times but only one time the day of testing.
9. Upon successful completion of both the written and skills exams, your name will be submitted to the state of Nebraska Nurse Aide Registry to reactivate your status.


## **QUESTIONS**

Questions about regulations, standards and reciprocity should be directed to the Nebraska Department of Health and Human Services at 402-471-4364.

## **COMPETENCY TESTING SCHEDULE**

Southeast Community College is an approved testing site and offers monthly competency testing. *It is STRONGLY recommended that you attend a Review Lab if you have not worked as a nursing assistant for more than two years.*

You may request the written exam be read to you. To set up a time, call 402-437-2700.

 **PLEASE NOTE: If English is not your first language**, to be successful in this course, it is recommended that you have completed ESL Level 8 or higher. If you are not at this level, we recommend that you take the free ESL Nursing Assistant Prep class.

## Nursing Assistant Competency Testing (continued)

### Locations:

- The **written exam** is administered at the SCC Lincoln Campus Testing Center, Room L-3, 8800 O St.
- The **skills exam** is administered at the SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109B.

### Cost: Written Exam - \$15

(50 multiple-choice question exam must achieve minimum 70 percent to pass)

### Cost: Skills Exam - \$40

(Must successfully perform 6 randomly selected skills to pass)

### Cost: Oral Written Exam - \$35

(50 multiple-choice question exam; must achieve minimum 70 percent to pass)

You must call 402-437-2700 to set up a time to take the exam.

### WED., JULY 12, 2017 (Last Day to Register or Drop: July 10)

**Written Exam: Section:** LNUA

#### Skills Exam

**Time:** 8-9 a.m. (**Sec.:** ENUAA)

**Time:** 11 a.m.-Noon (**Sec.:** ENUAD)

**Time:** 7-8 p.m. (**Sec.:** ENUAG)

**Time:** 9-10 a.m. (**Sec.:** ENUAB)

**Time:** 5-6 p.m. (**Sec.:** ENUAE)

**Time:** 8-9 p.m. (**Sec.:** ENUAH)

**Time:** 10-11 a.m. (**Sec.:** ENUAC)

**Time:** 6-7 p.m. (**Sec.:** ENUAF)

### TUES., AUG. 15, 2017 (Last Day to Register or Drop: Aug. 12)

**Written Exam: Section:** LNUB

#### Skills Exam

**Time:** 8-9 a.m. (**Sec.:** ENUBA)

**Time:** 11 a.m.-Noon (**Sec.:** ENUBD)

**Time:** 4-5 p.m. (**Sec.:** ENUBG)

**Time:** 9-10 a.m. (**Sec.:** ENUBB)

**Time:** Noon-1 p.m. (**Sec.:** ENUBE)

**Time:** 5-6 p.m. (**Sec.:** ENUBH)

**Time:** 10-11 a.m. (**Sec.:** ENUBC)

**Time:** 3-4 p.m. (**Sec.:** ENUBF)

**Time:** 6-7 p.m. (**Sec.:** ENUBJ)

**Time:** 7-8 p.m. (**Sec.:** ENUBK)

### THURS., SEPT. 26, 2017 (Last Day to Register or Drop: Sept. 23)

**Written Exam: Section:** LNUC

#### Skills Exam

**Time:** 8-9 a.m. (**Sec.:** ENUCA)

**Time:** 11 a.m.-Noon (**Sec.:** ENUCD)

**Time:** 4-5 p.m. (**Sec.:** ENUCG)

**Time:** 9-10 a.m. (**Sec.:** ENUCB)

**Time:** Noon-1 p.m. (**Sec.:** ENUCE)

**Time:** 5-6 p.m. (**Sec.:** ENUCH)

**Time:** 10-11 a.m. (**Sec.:** ENUCC)

**Time:** 3-4 p.m. (**Sec.:** ENUCF)

**Time:** 6-7 p.m. (**Sec.:** ENUCJ)

**Time:** 7-8 p.m. (**Sec.:** ENUCK)

## Nursing Assistant Competency Testing (continued)

### Locations:

- The **written exam** is administered at the SCC Lincoln Campus Testing Center, Room L-3, 8800 O St.
- The **skills exam** is administered at the SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109B.

### Cost: Written Exam - \$15

(50 multiple-choice question exam must achieve minimum 70 percent to pass)

### Cost: Skills Exam - \$40

(Must successfully perform 6 randomly selected skills to pass)

### Cost: Oral Written Exam - \$35

(50 multiple-choice question exam; must achieve minimum 70 percent to pass)

You must call 402-437-2700 to set up a time to take the exam.

### **WED., OCT. 18, 2017** (Last Day to Register or Drop: Oct. 16)

**Written Exam: Section:** LNFA

#### Skills Exam

**Time:** 8-9 a.m. (**Sec.:** ENFAA)

**Time:** 9-10 a.m. (**Sec.:** ENFAB)

**Time:** 10-11 a.m. (**Sec.:** ENFAC)

**Time:** 11 a.m.-Noon (**Sec.:** ENFAD)

**Time:** Noon-1 p.m. (**Sec.:** ENFAE)

**Time:** 3-4 p.m. (**Sec.:** ENFAF)

**Time:** 4-5 p.m. (**Sec.:** ENFAH)

**Time:** 5-6 p.m. (**Sec.:** ENFAJ)

**Time:** 6-7 p.m. (**Sec.:** ENFAK)

**Time:** 7-8 p.m. (**Sec.:** ENFAL)

### **TUES., NOV. 21, 2017** (Last Day to Register or Drop: Nov. 18)

**Written Exam: Section:** LNFB

#### Skills Exam

**Time:** 8-9 a.m. (**Sec.:** ENFBA)

**Time:** 9-10 a.m. (**Sec.:** ENFBB)

**Time:** 10-11 a.m. (**Sec.:** ENFBC)

**Time:** 11 a.m.-Noon (**Sec.:** ENFBD)

**Time:** Noon-1 p.m. (**Sec.:** ENFBE)

**Time:** 3-4 p.m. (**Sec.:** ENFBF)

**Time:** 4-5 p.m. (**Sec.:** ENFBG)

**Time:** 5-6 p.m. (**Sec.:** ENFBH)

**Time:** 6-7 p.m. (**Sec.:** ENFBJ)

**Time:** 7-8 p.m. (**Sec.:** ENFBK)

### **TUES., DEC. 19, 2017** (Last Day to Register or Drop: Dec. 16)

**Written Exam: Section:** LNFC

#### Skills Exam

**Time:** 8-9 a.m. (**Sec.:** ENFCA)

**Time:** 9-10 a.m. (**Sec.:** ENFCB)

**Time:** 10-11 a.m. (**Sec.:** ENFCC)

**Time:** 11 a.m.-Noon (**Sec.:** ENFCD)

**Time:** Noon-1 p.m. (**Sec.:** ENFCE)

**Time:** 3-4 p.m. (**Sec.:** ENFCF)

**Time:** 4-5 p.m. (**Sec.:** ENFCG)

**Time:** 5-6 p.m. (**Sec.:** ENFCH)

**Time:** 6-7 p.m. (**Sec.:** ENFCJ)

**Time:** 7-8 p.m. (**Sec.:** ENFCL)

# Registration begins immediately at the Jack J. Huck Continuing Education Center 301 S. 68th St. Place, Lincoln

## HOW TO REGISTER:



### REGISTER BY FAX OR MAIL

1. Complete the registration form.  
(Please Print Legibly)

then either...

- 2a. **FAX** the registration form with credit card number or letter of authorization to 402-437-2703 **OR**
- 2b. **MAIL** the registration form with payment or letter of authorization to:  
Southeast Community College, Continuing Education,  
301 S. 68th St. Place, Lincoln, NE 68510-2449

Report to class unless notified. **Confirmations are not mailed.**



### REGISTER IN PERSON

WALK-IN to the **Jack J. Huck Continuing Education Center**,  
301 S. 68th St. Place, from 7:30 a.m.-7:30 p.m.  
Monday-Thursday; 7:30 a.m.-5 p.m. Friday; or 7:30-11:30 a.m. Saturday.



### REGISTER ONLINE USING WEBADVISOR

1. You must have an **email account** in order to register online.
2. Go to [www.southeast.edu/Continuing](http://www.southeast.edu/Continuing)
3. Click on **Register NOW!** on the left side of the page.

## Nursing Assistant Course

(You must be in our computer system in order to register online for this class)

4. **Log in** on WebAdvisor
5. Select "**Students**"
6. Under Registration, select "**Register for Sections**"
7. Choose "**Search and Register for Sections** registration.
8. Select the term either **Summer 2017** or **Fall 2017** and under Subject, select "**NURA**" - click submit.
9. Click the box in front of the class to select the course - click submit.
10. Choose the **action** you want to perform from the drop-down box - click submit.

## All Other Courses

4. Search for Classes
5. Register for Classes
6. Pay for Classes
  - a. You will not be officially registered until you submit your payment.
  - b. You will receive a confirmation screen. Print this for your records.
  - c. You will receive an email confirmation of your

WE  
ACCEPT



## TUITION

**Payment of tuition and fees is requested at the time of registration.** If a third party is paying, a billing authorization must:

- be sent with the registration form
- include the individual student's
  - a) full name
  - b) Social Security number
- be on company letterhead
- state the amount of money agreed to pay for tuition, fees and book (if applicable)

## BOOKS

Students must have their books at the first class session. The textbooks required for this course are available at the SCC Campus Store, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 or [www.sccbookstore.com](http://www.sccbookstore.com) or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267, or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

## QUESTIONS ABOUT REGISTRATION, AVAILABILITY OR DROPPING

Continuing Education • 402-437-2700 • 800-828-0072

## SCC REFUND POLICY

Federal regulations require that an institution's refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation 34CFR 682.606 (a) (2).

SCC reserves the right to cancel any credit/noncredit classes that do not have sufficient enrollment. Refunds for classes cancelled by the College are automatically processed, and students are not required to submit a drop or withdrawal form for any classes cancelled by the College.

### • **CREDIT CLASSES (Nursing Assistant Classes)**

The student is entitled to a 100 percent refund for any credit class officially dropped prior to 12.499 percent of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. "NO" refund is allowed after 12.500 percent of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Specific drop dates for refunds are included in the printed credit class schedule each term.

To obtain a refund or adjustment on your account for a CREDIT class, you must

- a) drop the class using WebAdvisor or
- b) submit an "Official Drop/Add Form for Credit Classes" to the Registration and Records Office located in the Student Services Office or at the Jack J. Huck Continuing Education Center prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

Official Drop/Add Form for Credit Classes are available at the Lincoln Campus, Room E-1, and the Jack J. Huck Continuing Education Center.

### • **NONCREDIT CLASSES (All Other Classes)**

The student is entitled to a 100 percent refund for any noncredit class, if the class is dropped the day before class begins, unless otherwise noted. If a student drops a class the day class begins or after, there will be no refund.

# REGISTRATION FORM - CONTINUING EDUCATION



Complete this form with payment information and send via FAX or mail to:  
**Southeast Community College, Continuing Education**  
**301 S. 68th St. Place, Lincoln, NE 68510**  
**FAX: 402-437-2703**

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

**PLEASE PRINT**

First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Email address \_\_\_\_\_

**Today's Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Social Security Number OR SCC Student ID Number _____		Name: Last _____		City _____		State _____		Zip _____		County # _____		<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone _____ Home Phone _____	
Residence Mailing Address _____		Ethnicity (select one): <input type="checkbox"/> Male <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Female <input type="checkbox"/> Not Hispanic or Latino		Race (select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident							
Course Title & Number		Choice	Section #	Start Date	Time	Location	Cost						
<b>Nursing Assistant Testing Review Lab (HLTH-3000)</b>		1st Choice					\$35						
		2nd Choice											
<b>Nursing Assistant Competency Testing</b>		1st Choice					\$15						
		2nd Choice					\$40						

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver ( )

**TOTAL DUE** \_\_\_\_\_

FOR OFFICE USE ONLY  
 ID# \_\_\_\_\_  
 DE \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

Check  Cash  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the Registrar's Office; 3) that I understand the policies of the College regarding the use of my Social Security number; 4) that I understand the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residence, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, or ancestry. The College does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, or ancestry in its application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St., Place, Lincoln, NE 68510, or jsoto@southeast.edu.