



## **Nursing Assistant (Long-Term Care)- CAREER AND TECHNICAL CERTIFICATE (CTC)**

Please note this FAQ is meant to be a guide only and is subject to change

### **When is the next Start Date for the Nursing Assistant (CNA) Program?**

- February 28, 2022

### **Where will the program be located?**

- It will be held at the TCC Gadsden Service Center located at 223 Pat Thomas Parkway, Quincy, FL 32351 • Visit <https://www.tcc.fl.edu/workforce-development/about-wd/gadsden-center/> for more information.

### **When is registration?**

- Ongoing

### **How long will it take to complete the program?**

- 120 contact hours

### **What is the class schedule for this program?**

- Monday - Thursday | 10:00 – 4:00 PM

### **How much of the classes are “Hands-on” activities?**

- The program includes 80 hours of classroom/lab instruction plus 40 clinical hours in local healthcare facilities. This program includes both Acute and Long-Term Care.

### **Do I need a certain GPA to be accepted to the program; and are there any prerequisites for acceptance to the program?**

- No, but you must have a standard high school diploma or GED, be 18 years old and pass a state and national background check.

### **Do I need to attend a TCC Credit Program Orientation?**

- No, but you will be required to attend a Nursing Assistant program orientation.

### **What credentials will I have once I have successfully completed the program?**

- Students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S.

### **What is the estimated cost of the program and do I have to pay for the entire program all at once?**

- Between \$800 - \$1,000. Scholarships available to those who qualify.

### **Will Federal Financial Aid be available for this program?**

- No, but applying for the FAFSA will be required for the students needing assistance.

## **Nursing Assistant (Long- Term Care)- CAREER AND TECHNICAL CERTIFICATE (CTC)- Page 2**

### **What are the enrollment requirements for this program?**

- Students must have a GED® or high school diploma.
- Students must pass the Level 1 background check and drug screen.
- Students must complete the BLS/CPR certification prior to admission.

Students must complete the application process with satisfactory results in order to be eligible to attend. Students will be accepted in order of completion of all requirements until the class is full.

NOTE: Students who would like copies of completed forms need to make copies prior to submitting. TCC will not make copies for students.

### **What are the steps for enrollment?**

1. **Submit a TCC application.** To apply to TCC, go to the website [Welcome to Tallahassee Community College - Workday \(myworkdaysite.com\)](http://www.tcc.edu) If you are a returning student use your previous credentials. If you are a new student you will need to Create Account.
2. Once your login you will click on Start New Application. Required information indicated by fields with red asterisk\* If you have any question or issues please feel free to call or come by the center for assistance.
  - a Academic Level select Career and Technical Certificate
  - b Application Type – Select the appropriate answer
  - c Program of study – Certified Nursing Assistant – (Long – Term Care)
  - d Anticipated Start – Spring 2022
  - e Campus Location – Site 2 – Gadsden Service Center (GSC) - Campus
3. **Submit copies of official transcripts for High School/GED to the TCC Gadsden Center or to Admissions and Records Department located on main campus on the 2nd floor of the Student Union.** Students with college credits and/or degrees from another college or university will also need to have these official transcripts sent to the Admissions and Records Department.
4. **Submit a Nurse Assistant program application to the TCC Gadsden Center.** This application must be hand delivered or sent by US mail. Please do not fax or email.
5. **Set up a meeting with Center Manager.** Manager will explain the next steps in the enrollment process.
6. **Set up CastleBranch Account.** This will tell you where to go for your drug test and background check.
7. **Pass a Level 1 background check and drug screen.** Tallahassee Community College has contracted with Castle Branch to complete your required student background and drug screening checks as a requirement for enrollment in Tallahassee Community College's Healthcare Programs. All results are submitted to the agencies requiring these items and these agencies determine if the student may participate in clinical activities in their agency. If the agency determines a student cannot attend clinical experiences at their agency, the student will not be allowed to continue in the program. Successful completion of all required clinical experiences is required for successful completion of all programs.
8. **Contact the TCC Gadsden Center at 850.558.3620 to sign up for a BLS/CPR Class (to be held at the TCC Gadsden Center) or possess a current Basic Life Support (BLS) card.** The only acceptable courses are offered by either American Heart Association BLS for the Provider, or the American Red Cross CPR for the Professional rescuer and Healthcare Provider. No other course will be accepted! Course must be hands on, not an online version.
9. **Visit your Primary Doctor or Health Department to complete the required immunizations/screenings on the Health Form.**



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Tallahassee, Florida 32308-4631  
850.558.4500 phone 850.558.4510 fax

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## NURSE ASSISTANT PROGRAM APPLICATION

***PLEASE TYPE OR PRINT CLEARLY IN INK!  
ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED***

NAME \_\_\_\_\_ TCC STUDENT ID NUMBER \_\_\_\_\_  
Last First Middle/Maiden

TCC EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**Please read and sign.**

Criminal background checks and drug screening are required of health students by the majority of the clinical agencies used by the Tallahassee Community College (TCC) Health programs. Successful completion of all required clinical experiences is required for successful completion of all programs. All results are submitted to the agencies requiring these items and *they determine if the student may participate in clinical activities in their agency*. If the agency determines a student cannot attend clinical experiences at their agency, the student will not be allowed to continue in the program and will not be reimbursed for any costs incurred by the student, including tuition, fees, and the cost of the background check and/or drug screening. Students with positive background checks that are allowed to continue in the program cannot be guaranteed that this will not impact licensure/certification eligibility and/or employment opportunities. Students need to be aware of the state statutes for licensure/certification. The Florida Statutes are on the Florida Department of Health Web site, [www.doh.state.fl.us/mqa/laws.html](http://www.doh.state.fl.us/mqa/laws.html).

I have read the above statement concerning my background check and drug screening and understand the decision to allow me to participate in clinical activities rests with the clinical site. Further, I understand should I be denied permission to attend clinical experiences at any agency/clinical site, I will be dismissed from my program and TCC will not reimburse me for any costs incurred while a student in coursework at TCC. I agree I will not be informed of the specific agency/clinical site denying me and will not make any attempt to contact any agency/clinical site to appeal to them directly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name