Name of Degree/Diploma or Certificate	MEDICAID NURSE AIDE CERTIFICATE (NURSING ASSISTANT)		
Coordinator Contact Information	Name	Brenda Willoughby	
	Office	Building A—Room 220	
	Office Phone	859-246-6731	
	Email	Brendas.willoughby@kctcs.edu	
COURSES		Courses	Date Complete
		• NAA100—Nursing Assistant • MNA100—Medicaid Nurse Aide—This course is the one for long term care employees who have been sent to the College to take a nursing assistant class. MNA100 and NAA100 are the same class.	

Notes & Additional Information

How to Register:
The first step is to apply to the College. Next, come to the One Stop Student Service Center located in Building C, Room 170 at the Leestown Campus, to the front desk at the Danville, Lawrenceburg or Winchester Campuses or the Records Office at the Cooper Campus to register for the course. If you are able to register yourself, then you may do so through PeopleSoft. Students **MUST** register for the course prior to the start date of the section that they wish to complete. After registering, students will be directed to pay their fees at a BCTC Business Office.

Textbook and Course Materials Requirement:
Students may purchase books and a nametag from the Leestown Campus bookstore. The program approved nurse aide textbook with a CD, DVDs and a workbook are required. These are sold as a package at the Leestown Campus bookstore.

Blackboard:
The nursing assistant course is web-enhanced through Blackboard. A student must access Blackboard to view posted assignments, exam scores, and announcements as well as to print copies of the outlines, course syllabus and other course materials. A student will bring copies of the course materials to the first day of class. High speed internet is required to access Blackboard. Students must set up their College e-mail accounts in order to have access to Blackboard. Students who need assistance in setting up e-mail or accessing Blackboard may go to a campus library or open computer lab for assistance.

Cost of the Course:

Course fee, malpractice insurance and state test fee	$470
Books and required nametag (approximate estimate)	$75
Total approximate cost	$545

*Approximate cost current as of 10/30/09, subject to change

Tuition Information:
NAA 100 classes follow a different fee and refund process from other BCTC classes. If a student chooses not to attend the class after being registered, it is the student's responsibility to officially withdraw from the class one business day prior to the class start date. Students who do not attend the class will be responsible for paying the associated tuition and fees if they have not officially withdrawn one day prior to the start day of the class. Students who do not officially withdraw and do not attend the course will be responsible for paying the associated tuition and fees. www.bluegrass.kctcs.edu/sa/registration/withdrawalpolicy/.