Certified Medication Assistant Program Registration Checklist

Last Name _____   First Name_____

All required documents must be submitted at one time in a completed registration packet. <u>Incomplete registration packets will not be accepted by the C.M.A Program.</u>
Communications regarding acceptance status will be emailed to all applicants. An active email address is required.

✔	Application Requirements
	Completed Registration form for the Certified Medication Assistant program. All forms must be complete and signed, where requested. **Communications regarding acceptance status will be emailed to all applicants. An active email address is required.**
	Attached results of the 2-Step TB Skin Test. The 2-Step TB Skin Test requires two separate skin injections and 2 separate result readings. If you have had a positive result or reaction to the injections in the past, results of a clear chest x-ray can be submitted in place of the 2-Step TB skin test results. The chest x-ray results must state that you are clear of any TB results. ** TB skin test results are only valid for up to 3 months (90 days) for this program.**
	Attached copy of a **photo ID**...can be driver's license, military ID, or school ID Attached copy of your **COVID vaccination card** for our affiliated clinical sites. Attached proof of **high school diploma** or **GED**.
	Results of your completed background check must be received by our office prior to your registration into the C.M.A. program. These results must be clear of any felony charges, as well as any assault, battery, theft, fraud or drug charges. They must include any states you have lived/worked in since age 18. This includes any additional states that may show up on your background check report. * Background check results are only valid for up to 3 months (90 days) for this program.**

Classes for the Certified Medication Assistant program are offered on the Dothan Campus. Applications may be submitted in the following ways:

By Mail: Wallace Community College
Workforce Development Office
Attn: Certified Medication Assistant Program
1141 Wallace Drive, Gary Hall Bldg. 401
Dothan, AL 36303

In Person: **Dothan classes – Regina Crews – Bldg. 401 Office 145**

Certified Medication Assistant (CMA) Training Program
General Information

- The CMA program is a total of **6 weeks** in length.
- Classes meet Monday through Thursday, 5:00 p.m. to 9:00 p.m.
- The course consists of classroom instruction, lab/theory (60 hrs) and clinical experience at a local nursing home facility (40 hrs).
- Clinical sessions are the last 2 weeks of the course. The clinical hours are from 4 p.m. to 9 p.m. **You must attend all clinical sessions to complete the course.**
- You must make 72% on the written final exam, 100% on skills test.
- **Class starts promptly at 5:00 p.m.**
- **You must be at least 18 years of age and completed CNA training.**
- **Background checks are required PRIOR to registration for CMA classes. * Background check results are only valid for up to 3 months (90 days).****
  An information sheet with instructions for obtaining the background check is attached
- **You must also take a two-step TB test and the results must be negative to qualify for the course. (AllSouth Urgent Care offers this service at either location - # (334) 340-2600 or # (334) 699-3600 for $15 per injection = $30 for a 2-step TB Skin test. Prime-Care – Occupational Medicine # (334)793-2120 also offers this service at the same price.) **TB skin test results are only valid up to 3 months (90 days)****
- **Copy of photo ID.**
- **Copy of your CNA Registry Nurse Aide Status form/card.**
- **Proof of high school diploma or GED.**
- **Copy of COVID vaccination card or exemption form.**
- **Alabama Board of Nursing license fee in the amount of $53.50 to be paid at end of class.**
- **Tuition is $1,200.00 per student.** A non-refundable application fee of $15 covers the cost of a drug screen. If the results are acceptable, this fee is applied to your tuition. If the results are not acceptable, you are not admitted to the course.
  We accept Visa, MasterCard, Discover, Money Order, Cashier's Check, or Cash.

- **There is a 2-uniform requirement for the course. You will wear your uniform each evening for class and clinical sessions, beginning on the first evening of class. Uniforms must be Ciel Blue Tops/Pants – the price is included in your tuition. White shoes are required (these can be nursing shoes or tennis shoes.)**
- **Grooming should be appropriate for the medical profession. Only short, natural fingernails are acceptable.**
- After completion of the course you will be able to take the State Board Examination. The $120.00 exam fee is part of your tuition fee. The school will mail your registration form and fee after the last day of your class. **Call Credentia at (877) 437-9587 within 14 working days of the last day of class if you do not receive your test ticket.**

Some scholarships are available from area healthcare employers. Requirements for employment vary from company to company. Most, but not all, require a high school diploma or GED. *For more information, call Wallace College at 334-556-2373.*

ATTENTION: WORKFORCE DEVELOPMENT STUDENTS
(VACCINE NOTICE FOR CLINICALS)

Please be advised that the College's third-party clinical affiliates may have different requirements than the College as it relates to the COVID-19 vaccine. The College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party clinical affiliates who partner with the College (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum.

The College has no control over policies mandated by these clinical affiliates. The College is not requiring vaccination or proof of vaccination, but its third-party clinical affiliates might. The College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinical attendance. Please note that healthcare facilities sometimes allow certain medical and religious exemptions relative to COVID-19 vaccination mandates. To apply for such exemption, a student would be required to provide the appropriate form for review and consideration by the clinical affiliates. If an exemption is not granted to the student by the clinical affiliate, the student will be required to adhere to the facility COVID-19 protocols which may include full vaccination, or the student will not be permitted to participate in the clinical experiences provided at that facility. While the College will attempt to work to accommodate students who assert their rights under Alabama Act 2021-493, the College cannot guarantee that other clinical experiences will be available or available without similar vaccination requirements, and if this occurs, your ability to successfully complete the course may be unavoidable.

On-site clinical experience is an important and invaluable component of your health sciences education. Our goal is to provide the best health educational opportunities available that will prepare you for success in your future career. If you have not been vaccinated for COVID-19, please consider the potential educational and community impact in making your decision. Students in workforce development may be asked to provide information about vaccinations to coordinate clinical experiences during the course. We appreciate your cooperation.

Background IQ

WALLACE COMMUNITY COLLEGE
CNA PROGRAM

Background IQ is proud to partner with your school, **Wallace Community College**, to perform your background check. If you have any questions please contact us by phone, 877-711-2081, or by email, staff@backgroundIQ.com.

The base price for your order is $7 plus the cost of any states or counties in which you have lived. Wallace Community College requires background checks for all jurisdictions (counties or states) where you have address history. The cost of these searches will be added to the base price of $7. You will review your total before you pay and submit your order.

- Social Security Number (SSN) validation
- Address history and alias name search
- Certified nurse aid registry search for the state of Alabama
- Office of Inspector General (OIG) exclusions search
- Statewide or Countywide searches for places in which you have lived

Please make sure to enter all information correctly. Your social security number will be verified, and other names and addresses associated with your social will be reported.

TO COMPLETE YOUR BACKGROUND CHECK, FOLLOW THE DIRECTIONS BELOW.

VISIT: www.backgroundiq.com/wallace and click **Certified Nurse Aide Program** for the school you need.

ORDER INFORMATION: Please read the instructions and click the green *Continue to Next Step* button.

YOUR DEMOGRAPHICS: Enter your personal information in this section wherever there is a pink or red field. These are required and you cannot proceed if any pink or red fields remain on the screen. Please enter your full name including your middle name. For Job State, **enter AL** for Alabama. Enter your email address so that you will receive a copy of this report. Click the green *Continue to Next Step* button.

CERTIFIED NURSE AIDE REGISTRY: Wallace Community College requires a certified nurse aid registry search as a part of your order. Please **enter AL** for the state. Click the green *Continue to Next Step* button.

FULL STATEWIDE HISTORY SEARCH: Your school requires all jurisdictions in which you have lived to be included on this background check. The jurisdictions searched will be based on your social security number and address history. Click the green *Continue to Next Step* button.

AUTHORIZE AND CONTINUE TO REVIEW/SIGN FORMS: Read the statement and click the box to consent to digital signatures and authorization of the searches to be performed in this order. Click the green *Continue to Next Step* button.

COMPLETING YOUR ORDER: Read and click the green *Continue to Next Step* button.

- **PREVIEW:** Click the blue link to download and view the required release form.
- **SIGN:** Electronically sign the release form you just viewed. Click the green *Save your signature* button and then click the green *Continue to Next Step* button.
- **PAYMENT:** Your order price will be displayed and will include the base price plus price for other states/counties in which you have lived. Review the price and enter your payment information.
- **COMPLETED:** Your order has been submitted to Background IQ and you will receive a copy of the results when we have completed your background search. A copy of this report will be sent to your school as well.

Workforce Development Training for Business and Industry REGISTRATION

Date _____

Certified Medication Assistant

*Course Name $1200

*Fee

_____

*Social Security No.   *Last Name   *First Name   MI   Suffix

_____

*Mailing Address   street   city   state   zip

*Phone :_____ Work Phone: _____ Race ____ *Male ☐ Female ☐ Birth date_____

*Email:_____

*required information

*Military Status: Veteran ☐   Active Duty Military ☐   Transitioning Service Member ☐

Military Spouse ☐   Not a Veteran ☐

*Ethnicity: American Indian ☐ Asian ☐ African-American ☐ Native Hawaiian ☐ White ☐ Hispanic ☐

*Employment Status: Employed ☐   Self-Employed ☐   Unemployed ☐   Retired ☐

If Employed, Name of Employer:

*High School/GED Completion Status: Complete ☐   Not Complete ☐

Boot or Scrub Size (If Applicable) _____

Indicates Required Information to be Completed for Registration

Wallace Workforce Development Refund Policy:

Written notice of withdrawal must be sent to the course point-of-contact two weeks prior to the course start date to receive a 100% refund.

To receive a 75% refund, written notice of withdrawal must be sent to the course point-of-contact one week prior to the course start date.

If a student attends the first night of training or does not send prior written notice of withdrawal per the guidelines above, no refund will be issued.