

Nursing Assistant - Admission Requirements and Procedures

The Nursing Assistant program is a 3 credit, 120 hour program. It is offered fall, summer & spring semesters. A variety of course schedules are offered at most MATC campuses. The Nursing Assistant Program prepares students for employment as nursing assistants. Students learn communication skills, basic nursing and personal care skills, client rights, and care of clients with dementias. A supervised clinical experience with direct client care is a major component of the course. This program is recognized by the Department of Health Services as a nurse aide training program. Upon successful completion of the program, students are eligible for certification testing (written & skills) for the Wisconsin Nurse Aide Registry. Certification is required for employment in nursing homes, hospitals, home health agencies, hospices and home for the developmentally disabled.

Completing the Nursing Assistant program is a prerequisite for other nursing programs throughout the state - including the nursing programs offered at MATC. Upon completion of this training, there is an additional testing fee required for the certification exam to be on the Wisconsin Department of Regulation & Licensing Nurses Aide Registry

Step 1: Take the Reading Assessment test

Reading, writing and math Compass scores are required (within the last two years) for most programs, but only Reading testing is required for Nursing Assistant. [View test schedules and study guides](#). You can register through your Inside MATC account the day after you achieve the required test scores.

Test	Minimum Test Scores
COMPASS	Reading 75 or higher
ASSET	Reading 40 or higher
ACT	Reading 17 or higher

Testing Alternatives : If you already have an Associate Degree or higher, a college-level English class with a grade of C or better, or a UW placement test, the Nursing Assistant testing requirements are waived. Mail your transcripts to the Enrollment Center (address below) or submit them at the time of registration in order for the testing to be waived.

Below minimum scores: If your test score is between 61 - 74, it is **required** you enroll in the Student Success for Nursing Assistants 77890791 or ESL Support 75861784 class concurrently with the Nursing Assistant class. Student Success classes will provide study skills and support needed to ensure success. Contact the College Preparedness/Academic Advancement Center at (608) 258-2440 for proper assessment, more information and registration.

If your test score is below 61, it is **required** that you satisfactorily complete the designated Skill Building courses indicated on your Compass Placement grid before you will be allowed to register for the Nursing Assistant class. If you need further assistance with placement, please make an appointment with an advisor.

English as a Second Language (ESL) Nursing Assistant support classes PDF (119.22 KB) are recommended for English as a Second Language students in the Nursing Assistant Program. Contact the College Preparedness/Academic Advancement Center at (608) 258-2440 for proper assessment, placement and registration.

Step 2: Caregiver Background Checks

WI Act 27 requires that health care facilities regulated by the Department of Health & Family Services do caregiver background checks on all persons who have access to clients of the facility. This means that all students must have a criminal background and a caregiver license check completed in order to participate in the clinical portion of this course. Some criminal convictions may limit a student's ability to participate in the clinical portion of this course and be employable in health care facilities. **Any crime relating to the use of violence, drugs or thefts of any kind, including disorderly conduct, domestic abuse, retail theft and fraud may prevent a student from participating in the clinical portion of the course. Felony convictions will prevent participation in the clinical portion of the class.**

IF YOU HAVE ANY CRIMINAL CONVICTIONS, YOU MUST SPEAK WITH THE PROGRAM COORDINATOR 608/258-2479 BEFORE REGISTERING FOR CLASS. Download the [Background Information Disclosure](#) (BID form) PDF (10.2 KB)

Step 3: Schedule a Health Screening.

Once you have chosen a class that meets your schedule, make an appointment with a Health Care Provider to get your Health History form completed, which is required for the first class meeting. [Download the Health History form](#) PDF (75.08 KB)

Step 4: Functional Abilities

All students are required to complete all the FUNCTIONAL ABILITIES and all the skills on the MASTER SKILLS CHECKLIST regardless of disability, health status or religious beliefs. All students must complete a Health form and should be reexamined at the student's expense should health status change during the course. See [Functional Abilities](#) PDF (10.85 KB) and [Master Skills Checklists](#) PDF (46.16 KB) for requirements

Step 5: Choose a timeline/schedule for class

1. Visit [Inside MATC](#) and click "Search for Courses".
2. Using the drop-down menu, select which semester you'd like to attend class.
3. Chose "Degree Career" next to Course Career and "uncheck" the Show Open Classes Only" box.
4. Click on "Additional Search Criteria".
5. Type "Nursing Assistant" into the Course Title Keyboard box.
6. Chose the Campus you wish to attend (for Madison classes, chose "Downtown Education Center").
7. Click Search.
8. Click "view all sections".
9. Make sure you read the Class Notes and the information for your particular section. Class notes are different depending on online or location of the classes.
10. There will not be waiting list for classes. Watch for openings and schedule yourself as you see openings in a section that works for with your personal schedule.

Several options will appear about when and where the Nursing Assistant class is held.

Step 6: Register for the class

A.) Make sure your personal information is entered into our system (Call the Enrollment Center 608/246-6210).

B.) Once you are in our system you may register through your “Inside MATC” account.

C.) Classes are held at any one of the main [MATC campuses](#):

- [Downtown](#)
- [Fort Atkinson](#)
- [Reedsburg](#)
- [Portage](#)
- [Watertown](#)

Step 7: Pay your tuition

Tuition is not covered through financial aid and it is approximately \$400 (much higher for out-of-state tuition, please see class listings for tuition). Tuition does not include books, supplies, or the testing fee for the Nurse Aide Registry. Nursing Assistant registry testing paperwork will not be issued until proof of paid balances is documented.

Payment can be made through your account on “Inside MATC” or by contacting the Student Financials office at (608) 259-2940. Non-payment and/or non-attendance does not constitute withdrawal from a class - you are responsible for withdrawing either through “Inside MATC” or by contacting the Enrollment Center at (608) 246-6210. Non-payment of tuition results in collection agency intervention.

Step 8: Have the needed forms completed

These forms are required for the first class. You will not be allowed to attend Nursing Assistant classes without having these forms completed.

A.) [Background Information Disclosure](#) (BID form) PDF (10.2 KB): Any past criminal history needs to be disclosed on this form. If you have questions regarding how a criminal history will affect your participation in this class career please contact: (800) 322-6282, ext. 2479 or (608) 258-2479.

B) [Health History form](#) PDF (75.08 KB): A health screening is required to begin the class. You must have an appointment set up with your health care provider so that you have the Health History completed prior to the first class meeting.

Full Classes and Waiting Lists

Students attempting to register after the class is filled may be placed on a wait list. There is no fee for being on a wait list. If space opens, the student will be contacted and offered a place in the class.