

## How to register for the Nursing Assistant/Home Health Aide Courses

Please follow all instructions for enrolling in our Nursing Assistant & Home Health Aide (NA/HHA) classes.

### 1. **Registration process begins with attending the required Nursing Assistant/Home Health Aid Information Session:**

- You do not need to pre-register for the NA/HHA Information Session. You are required to attend one of the sessions listed below.
- Information Sessions are held in **Room 2135** and begin promptly at the designated time
- Please arrive 15 minutes prior to the Information Session.
- Park in the designated Daily/Visitor's lot. You will be given a token at the information session to exit the lot.
- NO DAYCARE is provided. Children cannot be accommodated.

#### NA/HHA Information Session Dates:

Date	Day	Time	Date	Day	Time	Date	Day	Time
11/04/08	Tues	2:30pm	01/20/09	Tues	2:30pm	03/31/09	Tues	2:30pm
11/06/08	Thur	5:30pm	01/22/09	Thurs	5:30pm	04/02/09	Thurs	5:30pm
11/13/08	Thur	5:30pm	01/27/09	Tues	2:30pm	04/07/09	Tues	2:30pm
11/18/08	Tues	2:30pm	01/29/09	Thurs	5:30pm	04/09/09	Thurs	5:30pm
11/20/08	Thur	5:30pm	02/03/09	Tues	2:30pm	04/14/09	Tues	2:30pm
11/25/08	Tues	2:30pm	03/03/09	Tues	8:30am	04/16/09	Thurs	5:30pm
01/13/09	Tues	2:30pm	03/10/09	Tues	8:30am	04/21/09	Tues	2:30pm
01/15/09	Thurs	5:30pm	03/12/09	Thurs	3:00pm	05/14/09	Thurs	3:00pm

### 2. **Application for Admission to Saint Paul College and Accuplacer Assessment:**

After the Information Session you will need to complete the Application for Admission online. You will automatically be billed the non-refundable \$20.00 application fee. Get your Student ID. Take the Accuplacer Reading assessment in the Assessment Center. If you have completed the reading assessment at another college, you must present these scores (or a transcript) documenting successful completion of college level coursework when applying to Saint Paul College.

### 3. **Required Scores for Accuplacer Assessment:**

All applicants to the Nursing Assistant/Home Health Aide courses must take the College reading assessment before registering for NA/HHA classes. A reading score of 55 is required on the Accuplacer or 81 on the Accuplacer ESL Reading Skills assessment for admission to the Nursing Assistant course. Students who score in the required reading levels will be able to register for the next available classes. Registration forms signed by instructors will be given to students at the Information Session. Students who score below required levels must go to Enrollment Services to discuss program options.

### 4. **Tuition and fees**

Minnesota Residents: \$744.30 Non-residents of Minnesota: \$744.30

The amount due includes College tuition, liability insurance & College fees and is **non-eligible under financial aid**.

### 5. **Payment is due in full at the time of registration.**

Fees do not include the MN Registry test, books, supplies or uniforms. (Approx. book cost is \$66.50 and lab kit \$22.49) Health information materials are also given out at these Information Sessions.

#### **Post Secondary Enrollment Option Program (PSEO)**

Students enrolling under the Post Secondary Enrollment Option Program (PSEO) must have a signed PSEO contract from your high school counselor to submit for tuition payment at time of registration. **Please note** that the PSEO program covers tuition and textbooks only. Students must pay for supplies and the Nursing Assistant Competency Test fees.

### 6. **Complete Lab/Lecture & Clinical classes in same semester**

All lab/lecture and clinical for Nursing Assistant & Home Health Aide Theory and Clinical classes **must** be completed in the SAME SEMESTER. Federal & Minnesota State Regulations require that students cannot miss any class time during the first 3 days of Nursing Assistant & Home Health Aide Theory. NO Clinical time can be missed at all. Students who need to repeat any part of the theory will be required to retake both the theory and clinical and pay the full tuition rate.

This document is available in alternative formats to individuals with disabilities by calling 1.800.227.6029, 651.846.1547(V) / 651.846.1548(TTY) or email [DisabilityServices@saintpaul.edu](mailto:DisabilityServices@saintpaul.edu).

Saint Paul College is an Equal Opportunity employer and educator.

# NA/HHA Course & Clinical Class Schedule

- After completing Steps 1-3 above, you will be eligible to register for the Nursing Assistant/Home Health Aide classes.
- Register for one (1) Class & one (1) Clinical Section as grouped together below. Classes are limited to 20 students.

Course ID	Course Number	Sec	Course Title	Room	Day	Course Time	Date	Credits	Tuition & Fees
000116	NAST 1111	52	Nursing Asst & HHA	2140	MTWH	3:00pm - 8:55pm	11/03/08-11/26/08	4	\$744.30
000119	NAST 1112	52	Nursing Asst Clinical	Hosp	MTWH	3:00pm - 8:55pm	12/01/08-12/08/08	1	*includes fees
000120	NAST 1112	53	Nursing Asst Clinical	Hosp	MTWH	3:00pm - 8:55pm	12/10/08-12/17/08	1	*includes fees
000766	NAST 1111	50	Nursing Asst & HHA	2140	MTWH	3:00pm - 7:55pm	01/12/09 - 02/09/09	4	\$744.30
000762	NAST 1112	50	Nursing Asst Clinical	HOSP	MTWH	4:00pm - 8:55pm	02/10/09 - 02/18/09	1	*includes fees
000767	NAST 1112	51	Nursing Asst Clinical	HOSP	MTWH	4:00pm - 8:55pm	02/19/09 - 02/26/09	1	*includes fees
000763	NAST 1111	51	Nursing Asst & HHA	2140	MTWH	3:00pm - 7:55pm	03/30/09 - 04/23/09	4	\$744.30
000769	NAST 1112	52	Nursing Asst Clinical	HOSP	MTWH	4:00pm - 8:55pm	04/27/09 - 05/04/09	1	*includes fees
000764	NAST 1112	53	Nursing Asst Clinical	HOSP	MTWH	4:00pm - 8:55pm	05/05/09 - 05/12/09	1	*includes fees

MTWH = Monday Tuesday Wednesday & Thursday

## Competency Testing: Nursing Assistant & Home Health Aide

### Registration and Payment information for Competency Tests

Nursing Assistant / Home Health Aide Competency Testing is ONLY available to Saint Paul College students who have successfully completed the NA program at Saint Paul College:

- Students must register through Enrollment Services by Noon on the Monday prior to the date of the test
- \$114.00 testing fee must be paid to Saint Paul College by Noon on the Monday prior to the date of the test
- A \$55.00 testing fee payable to Pearson VUE in the form of a money order or cashiers check is required the day of the test. You will not be able to test if you do not have the money order or cashiers check.
- Refund Policy: Students must withdraw at least 3 days prior to the test to receive a refund.  
Not showing up for the test and/or not bringing the \$55.00 testing fee payable (as described above) = No Refund. No Exceptions.

### Nursing Assistant / Home Health Aide Written and Skills Testing Schedule

Course ID	Course Number	Sec	Course Title	Room	Day	Time	Date	College Test Fee	plus	Promissor Test Fee
000190/194	HHEA1321/1322	92	NA/HHA Competency Test	2135	Fri	7:30am - 1:25pm	12/12/08	\$114.00	plus	\$55.00
000191/195	HHEA1321/1322	93	NA/HHA Competency Test	2135	Fri	7:30am - 1:25pm	12/19/08	\$114.00	plus	\$55.00
000973/974	HHEA1321/1322	92	NA/HHA Competency Test	2135	Fri	7:30am - 1:25pm	02/20/09	\$114.00	plus	\$55.00
000846/850	HHEA1321/1322	90	NA/HHA Competency Test	2135	Fri	7:30am - 1:25pm	03/13/09	\$114.00	plus	\$55.00
000990/991	HHEA1321/1322	93	NA/HHA Competency Test	2135	Fri	7:30am - 1:25pm	05/08/09	\$114.00	Plus	\$55.00
000847/851	HHEA1321/1322	91	NA/HHA Competency Test	2135	Thurs	7:30am - 1:25pm	05/14/09	\$114.00	plus	\$55.00

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To obtain information or questions regarding official regulations and guidelines for Nursing Assistants & Home Health Aides Contact: Minnesota Department of Health Nursing Assistant Registry 651.215.8705, including:

- If you received training more than 2 years ago and you have questions about your employment eligibility.
- To update your name or address on the registry.
- To request a duplicate Nursing Assistant Certificate contact Pearson VUE at 1.800.274.0504 or send a written request to: MN Nursing Assistant/Home Health Aide Program Assessment System, Inc. P.O. Box 13785, Philadelphia, PA 19101-3785. There is a fee for the duplicate certificate.
- The Nursing Assistant Registry and Saint Paul College cannot issue duplicate certificates under any circumstances.

College personnel cannot answer questions pertaining to an individual's employment eligibility.

For more information call:  
College Information at 651.846.1600

A member of the Minnesota State Colleges and Universities system

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Saint Paul College  
A Community & Technical College

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