



# NURSING ASSISTANT PROGRAM APPLICATION FOR ADMISSION

**Applying is easy! Simply follow these steps.**

UA Cossatot offers equal opportunity for admission. Programs and activities of UAC are provided to all students without regard to race, color, national origin, religion age, disability, Vietnam era veteran or special disabled veteran status, or sex. Some information is obtained for the sole purpose of state reporting and/or determining if the college is effectively reaching all segments of the population.

## STEP ONE: PROVIDE REGISTRANT INFORMATION

*Please print.*

Course Number: CED 5004      Q

Name: \_\_\_\_\_  
First Middle Last Suffix

Social Security Number: \_\_\_\_\_ [OR] Individual Taxpayer ID: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender: ☐ Male ☐ Female ☐ Other

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Residency Status: ☐ Permanent US Resident/US Citizen  
County of Residence: \_\_\_\_\_ State of Residence: \_\_\_\_\_  
☐ Non-US Resident

### Secondary Education: (SELECT ONE)

- ☐ Still in High School, Anticipated Year of Graduation (YYYY): \_\_\_\_\_  
High School (FULL NAME) \_\_\_\_\_ State \_\_\_\_\_
- ☐ No High School Diploma or GED - 21 years of age or younger
- ☐ No High School Diploma or GED - 22 years of age or older
- ☐ Graduated High School - Year (YYYY): \_\_\_\_\_  
High School (FULL NAME) \_\_\_\_\_ State \_\_\_\_\_
- ☐ Received GED Diploma - Year (YYYY): \_\_\_\_\_
- ☐ Received HiSet Diploma - Year (YYYY): \_\_\_\_\_
- ☐ Completed Home School - Year (YYYY): \_\_\_\_\_

### Post-Secondary Education: (SELECT THE HIGHEST LEVEL COMPLETED)

- ☐ Some College - No Credential
- ☐ Certificate of Proficiency / Technical Certificate / Other Certificate
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Advanced Degree / Master's / Professional / Doctoral Degree
- ☐ Not Applicable

Post-Secondary Institution (PSI) last attended, if applicable

(FULL NAME) \_\_\_\_\_ State \_\_\_\_\_

**What occupation are you preparing to enter by taking this course?**

☐ Nursing Assistant (SOC 31-1131)

☐ Other (please list occupation) \_\_\_\_\_

**What's the primary business of the employer where you plan to work?**

☐ Health Care and Social Assistance (NAICS 62)

☐ Other (please select one of the following)

- ☐ Agriculture, Forestry, Fishing and Hunting (11)
- ☐ Mining (21)
- ☐ Utilities (22)
- ☐ Construction (23)
- ☐ Manufacturing (31-33)
- ☐ Wholesale Trade (42)
- ☐ Retail Trade (44-45)
- ☐ Transportation and Warehousing (48-49)
- ☐ Information (51)
- ☐ Finance and Insurance (52)
- ☐ Real Estate Rental and Leasing (53)
- ☐ Professional, Scientific, and Technical Services (54)
- ☐ Management of Companies and Enterprises (55)
- ☐ Administrative and Support and Waste... Services (56)
- ☐ Educational Services (61)
- ☐ Arts, Entertainment, and Recreation (71)
- ☐ Accommodation and Food Services (72)
- ☐ Other Services (except Public Administration (81)
- ☐ Public Administration (92)

**Ethnicity:** ☐ Hispanic ☐ Asian ☐ Black ☐ American Indian ☐ White ☐ Native Hawaiian

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## STEP TWO: PROVIDE ACKNOWLEDGEMENTS

**[APPLICANT] By signing below, I confirm:**

- ☒ I've read and understand the Nursing Assistant Program Guidelines (V08212025), and any questions I had were fully addressed by the Continuing Education team.
- ☒ I have earned a high school diploma or General Education (GED) Certification or will or obtain these credentials within year of completing the program
- ☒ The information provided on this form is true and accurate to the best of my knowledge. I understand that providing any false or misleading information could lead to denied admission or withdrawal from the program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If you will have a sponsor for the program, that's great! Please have the sponsor's authorized agent complete the following section.*

**[SPONSOR] By signing below, I confirm:**

- ☒ Our organization will be sponsoring the registrant listed in section one of the Nursing Assistant Program Application for Admission. This is supported by the attached Continuing Education Third Party Billing Application.

*Need a copy of the Third Party Billing Application? It can be found in the resource section at [www.cccua.edu/conted](http://www.cccua.edu/conted), or is available upon request to Continuing Education Services at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or (870) 584-1178.*

- ☒ I've read and understand the Nursing Assistant Program Guidelines (V08212025), and any questions I had were fully addressed by the Continuing Education team.

Printed Name of Authorized Agent: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP THREE: CHOOSE A PAYMENT METHOD

The full course fee is \$731, and it's due at the time of registration. That price includes everything—tuition, textbooks, and equipped lab bag—so you'll have what is needed to jump right in and make the most of your learning experience.

- ☐ CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*
- ☐ SPONSORSHIP. *Attach a Continuing Education Third Party Billing Application. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.*
- ☐ CREDIT/DEBIT CARD   ☐ VISA   ☐ Master Card   ☐ Discover
- Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_
- Cardholder's Signature \_\_\_\_\_

### STEP FOUR: SUBMIT APPLICATION FOR ADMISSION

Submit a fully completed Nursing Assistant Program Application for Admission to Continuing Education Services along with payment of tuition or a completed Third Party Billing Agreement.

Fax: (870) 584-1178

In-Person: Any UA Cossatot Location

Mail: UA Cossatot, 183 College Drive, De Queen, AR 71832

**The Following Nursing Assistant Program Resources  
May Be Kept for Future Reference**

# UA COSSATOT NURSING ASSISTANT PROGRAM GUIDELINES

The Nursing Assistant Program offers a blend of theory instruction and skills training to prepare participants for all aspects of nursing assistance. Students gain practical experience through both lab-based demonstrations and clinical practice with residents in a long-term care facility. Upon successful completion, students are eligible to sit for the Arkansas State Competency Exam.

Classroom and lab instruction is a prerequisite to clinical training and will be delivered on a UA Cossatot campus. Clinical training will be conducted in a long-term care facility within the UA Cossatot service area. **Prompt and full attendance required at every session to fulfill the training requirements** set forth in the Nursing Assistant Training Program regulations published by the Arkansas Office of Long-Term Care (90 clock hours; 9 Continuing Education Units)

## Cost

The full course fee is \$731, and it's due at the time of registration. That price includes everything—tuition, textbooks and equipped lab bag—so you'll have what is needed to jump right in and make the most of your learning experience.

## Entrance Requirements

The Nursing Assistant Program is designed for compassionate, motivated individuals who want to make a difference in the lives of others. To be admitted, applicants must meet the following requirements and submit a completed Nursing Assistant Program Application for Admission:

1. Age: At least 17 years old
2. Education: High school diploma or General Education Development (GED) Certification or on target to obtain these credentials within year of completing the program
3. Health\*: Have a current flu vaccination\* and be free from tuberculosis infection

If you're ready to take the next step, we welcome you to join us.

*\*Note: The clinical facilities that partner with UA Cossatot establish their own worksite policies; therefore, the requirements to participate in clinical training are subject to change. Currently, students participating in the required clinical training must provide: 1) proof of current flu vaccination and 2) a completed baseline TB symptom/risk evaluation form. Pending the results of your risk evaluation form you may be subject to further testing at the students cost. Additionally, students may be required to participate in daily COVID symptom screening prior to clinical training sessions and wear a surgical mask provided by the long term care facility during clinical training sessions.*

## Application for Admission

Applying is simple --- no transcripts or tests needed! Just fill out a Nursing Assistant Program Application for Admission and submit it to Continuing Education Services along with the following supporting documents. You can send it by fax, mail, or drop it off in person --- whatever works best for you.

1. Proof of current flu vaccination
2. Completed baseline TB symptom/risk evaluation

And if you need any help along the way, our Continuing Education advisors are here to support you throughout the process.

### **Enrollment**

We're thrilled you're considering joining our Nursing Assistant Program! Classes are kept small to give students a quality learning experience. To make sure you don't miss out, we encourage you to send in your application early.

Getting started is easy! Just complete and submit your Application for Admission to Continuing Education Services. Once it's in, one of our friendly admission advisors will keep you informed about your admission status. If accepted, you'll wrap up enrollment by submitting either the course fee or, if you have a sponsor, a Third-Party Billing Application.

Have a Sponsor? That's great news! To make sure everything's set up smoothly, please ask your sponsor's authorized representative to:

1. Fill out the "SPONSOR" section of your Application for Admission
2. Submit A Third-Party Billing Application to arrange direct billing  
The billing application can be found in the Resources section at [www.cccua.edu/conted](http://www.cccua.edu/conted).

If you need assistance with any part of the process, please reach out to Continuing Education Services at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or give us a call at (870) 584-1178—a staff member will be more than happy to assist!

Just a quick note: The course fee cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.

### **Course Materials**

Please be sure to bring along a pen or pencil and some paper. That's it! We'll take care of the rest and make sure you're supported every step of the way.

### **Attendance Requirements**

The Nursing Assistant Program consists of 90 hours of fast-paced instruction that **must be completed in its entirety to successfully complete the program**. Prompt and full attendance is essential to student success. If you have any life or health circumstances that may affect your ability to attend, it might be best to wait until you can commit fully.

Emergencies happen, and if you ever need to miss class, please reach out to your instructor as soon as possible. We'll do our best to make arrangements for you, but make-up sessions depend on instructor availability and aren't always guaranteed. That means missing class --- whether for an emergency or otherwise --- could impact your ability to finish the course successfully.

If make-up sessions are needed to meet course requirements, students will be responsible for instructor compensation, their own transportation, and all other related expenses. If Continuing Education Services is working with a student due to an emergency or personal challenges affecting their attendance or academic performance, documentation will be required to verify the nature of the absence.

We want you to have the best learning experience possible, so if you ever need support, please don't hesitate to reach out!

### **Dropping a Course**

If you need to drop a course, you can do so up to 5 business days before the start date by reaching out to Continuing Education Services to complete the process. Once dropped, your name will be removed from the course roster.



### **Withdrawing from a Course**

If you ever find yourself needing to withdraw from a course, it's important to reach out to Continuing Education Services to make it official. Students who withdraw before the course ends will receive a "W" (withdraw) grade on their transcript. However, if a student doesn't go through the proper withdrawal process, they'll end up with an "F" (fail) grade instead, which will be reflected on their transcript. Taking the time to complete the withdrawal process can make a big difference, so don't hesitate to connect with Continuing Education Services for guidance.

### **Administrative Withdraw from a Course**

Students who don't show up when training begins or miss two (2) or more sessions, without scheduling a make-up session, may be administratively withdrawn.

### **Dress Code & Student Conduct**

Students are preparing for professional careers, therefore each student is expected to maintain a neat, clean and professional appearance during clinical training. As such, students must:

- ✓ Be in full clinical attire (scrubs and closed toe shoes of any color/design)
- ✓ Long hair must be pulled back
- ✓ Avoid heavily scented lotions/perfumes or other potentially offensive odors
- ✓ Avoid dangling jewelry as they are not conducive to performing patient care
- ✓ An identification badge must be worn and remain visible to residents, family members, visitors and staff at all times during clinical training within a long-term care facility. This badge, required by the Arkansas Office of Long Term Care, will be provided by UA Cossatot.

*Note: The clinical facilities that partner with UA Cossatot establish their own worksite policies; therefore, revisions to the dress code may be necessitated.*

Students are expected to work together to maintain a respectful, welcoming, and professional learning environment. Not following these guidelines, or any others set by the program, could lead to dismissal—something we definitely want to avoid!

### **What It Takes to Successfully Complete the Program**

Graduates will receive a Certificate of Completion from UA Cossatot and be eligible to sit for the Arkansas Nurse Aid Competency Exam administered by Headmaster. Headmaster has partnered with the Arkansas Department of Human Services, Office of Long-Term Care, to provide nurse aide testing and registry services to the Arkansas health care community.

To earn your Certificate of Completion, here's what you'll need to do:

1. Attend required training sessions --- Prompt and full attendance is required at every session (classroom lecture/lab and clinical sessions) to fulfill the training requirements set forth in the Nursing Assistant Training Program regulations
2. Stay on top of coursework --- complete all assignments and quizzes
3. Demonstrate acceptable performance of each skill/procedure
4. Prioritize safety --- always follow safe practices
5. Follow the program guidelines to keep things running smoothly
6. Complete all classroom and lab instruction prior to clinical training
7. Work hard and aim high --- achieve a passing grade of 76% or greater

By meeting these requirements, you'll set yourself up for success in the program and beyond.

### **Grades Recorded on College Non-Credit Transcript**

The following grading system is used to evaluate students:

GRADE	RANGE	CONTINUING EDUCATION UNITS
P (Pass)	76% or Above	9.0
F (Fail)	75% or Below	0.0
W (Withdrew)	Not Applicable	0.0

### **Refund Policy**

We understand that plans can change, and we want to make sure our refund process is as clear and kind as possible.

- **Full Refund Available:** You'll receive a full refund of the course fee if you cancel by the published "register by" date. We want to give everyone the best chance to join courses.
- **Late Registration:** While we try our best to accommodate everyone, late registrations can't be guaranteed and are non-refundable.
- **Course Cancellations:** If a class needs to be cancelled by UA Cossatot before it begins—due to low enrollment or unexpected circumstances—you'll be notified and the full course fee will be automatically refunded.
- **Unforeseen Events:** Should an unforeseeable event impact training, when feasible, training events and services are not cancelled but rescheduled as soon as practical. In the event a course is cancelled after it has started, tuition is prorated excluding nonreturnable books, supplies and equipment. The rate is computed by dividing the total hours of scheduled training and services divided by the percentage of hours not rendered.

We're here to support your learning journey with care and transparency. If you ever have questions, Continuing Education Services is just a call or email away.

### **Resources**

Staying informed is key to navigating your academic journey with confidence. The section of the college website --- found at <https://www.cccua.edu/community-workforce/continuing-education/index.html> --- offers essential details about the College, specifically the Department of Public Services and Workforce Development. This resource provides the most up-to-date information on a wide range of topics, including federal and state policies, College policies, non-credit program management, disability services, student academic integrity, the student code of conduct, graduation, and more.

This online version of the informational resources will be updated, as necessary, to provide the most current and accurate information available. Therefore, this version should be referenced in order to have the most up to date information. Alternative formats of this information may be received by contacting Continuing Education Services at 800-844-4471.

Students are responsible for staying informed about the content in this resource, as well as other official communications from the College. These communications may be sent via email, USPS mail, written and oral announcements, and web updates. Keeping up with these updates ensures you have the latest information needed for success.

### **Inclement Weather**

In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be cancelled until weather and road conditions improve. We strive to distribute announcements regarding closures to our students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through College social media accounts and over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7.