**Certified Nursing Assistant (C.N.A.) Training Program**

**Classes are Monthly**
(Details on website)
gfcmsu.edu/lifelonglearning

To be considered for admission into the C.N.A. Training Program, required items must be complete and submitted to:

Great Falls College MSU
Lifelong Learning Office, Rm A120
2100 16th Avenue South
Great Falls, MT 59405
Office Hours: 9:00am to 4:00pm Mon - Fri

Email: lifelonglearning@gfcmsu.edu

Students will be notified by Acceptance Letter via email. Payment for course fee will be due within two days of notification. (Acceptable payments include credit card, cash, or money order)

---

**Required**
- Application (two pages)
- Pre-Assessment Results
- Immunizations
- Payment: $850. Documents can be hand delivered or emailed.

Social Security Card & State ID required for testing. Bring to first day of class!

---

**Pre-Assessment Info**
Appointments required

Sign-up at:
cna.gfccrc.com
(Administered by the Career & College Readiness Center, Rm G30 at GFCMSU)

---

**Immunization Info**
(To be verified/initialed by staff)

- MMR
- Diphtheria
- Hep.
- Tetanus
- Varicella
- Flu shot during season (September - March)

---

**Class Preference**
(Mark 1st & 2nd choice)

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

---

**Application for Admission**

Name: ____________________________________________

Last First MI

Address: ____________________________________________

City: ___________ State: ________ Zip: ___________

Email: ____________________________________________

Phone(s): __________________________

SSN: __________________________ Date of Birth: ___________

Do you have a current Healthcare CPR Certification?  □ Yes  □ No

---

**Office Use Only**

**Review Dates** (To be verified/initialed by staff)

- Complete Application Received
- Approved for Class / Start Date:
- Notification Email Sent
- Payment Received

---

17 MAY 2021
Great Falls College MSU Center for Lifelong Learning is proud to offer a State of Montana approved program to prepare you for certification as a Certified Nursing Assistant. The program will be held monthly and will require a 75 to 85 hour time commitment. Classes consist of lectures, videos, daily quizzes and hands-on procedures. The state of Montana requires a minimum of 75 hours total classroom and clinical time. Students should be prepared to attend class every day in order to complete mandatory hours. The passing score for assignments, quizzes, and exams is 75%. Students who do not meet the hour commitment and passing score benchmarks, will not be able to finish the class or proceed to testing.

Performance evaluations will be conducted by the nursing instructor. Each student will complete a Montana Skill Checklist by the end of the course. You will be given a copy of this checklist and it is your responsibility to share this with your future employer(s). There will be a $3.00 charge for each additional copy of the checklist.

Initial on each line below and sign at the bottom:

_____  Prior Education includes, at minimum, completion of a high school diploma or equivalency.

_____  Cancellations must be made within one week (7 days) prior to the first day of your scheduled class. Cancellations made after this time will not receive a refund.

_____  Social Security Card and Government Issued ID are required for testing. Bring both first day of class. Documentation will be submitted to the State of Montana for each student prior to state exams. To receive certification, successful completion of written exam and hands-on skills test are required.

_____  Class attendance and participation is required. Students are expected to show up for class every day, on time, and ready to learn. Absence from class constitutes voluntary termination without refund of course fee. For medical or other emergencies, student will need to visit with Program Coordinator and/or Lifelong Learning Director to determine circumstance and course of action.

_____  Student conduct expectations should be consistently aligned with a professional nursing assistant and adhere to Great Falls College MSU facility and conduct policies.

Accommodations: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Director of Disability Services or call 406-771-4311 to schedule an appointment.

Class days/times require attendance all four days each week for the entire course!
Monday - Thursday  8:45am – 3:45pm

I hereby certify that the statements on this application are correct to the best of my knowledge and I understand falsification or omission of information may result in denial or rescinding of admission to the Certified Nursing Assistant (C.N.A.) program or continuation in any of its courses of study.

Student Signature: _______________________________  Date: __________________________