



**GREAT FALLS COLLEGE**  
MONTANA STATE UNIVERSITY

Continuing Education and Training

**406.268.3734**

**gfcmsu.edu/cet**

**REQUIRED**

- Application including Student Agreement *(on back)*
- Social Security Card *(must present card at the time of registration)*
- State ID or DL
- Payment \$\_\_\_\_\_ *(Acceptable payments include credit card, cash, or money order)*

**To be considered for admission into a Healthcare Training Program, required items must be complete and submitted to:**

Great Falls College MSU  
Continuing Education & Training (CET)  
2100 16th Avenue South  
Great Falls, MT 59405  
*Office Hours: 8:00am to 4:00pm, Mon – Fri*

Email: [cet@gfcmsu.edu](mailto:cet@gfcmsu.edu)

*Applications can be hand delivered or emailed.*

**IMPORTANT INFORMATION**

- Training is offered once a month
- In-person and Hybrid options available *(request Hybrid schedule)*
- Attendance is MANDATORY. Select an option that guarantees you will make it to class
- Additional trainings/endorsements are offered periodically

**HEALTHCARE APPLICATION**

*Print information so it's legible!*

Name: \_\_\_\_\_  
Last First Age

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Reason for training:  Seeking employment

Required for my job

Employer: \_\_\_\_\_

Male

Female

**TRAINING PREFERENCE**

Certified Nursing Assistant (CNA) \$850

In-Person or  Hybrid

Month Preferred: 1) \_\_\_\_\_ 2) \_\_\_\_\_

\*Home Health Aide (HHA) \$250 - Hybrid class

Month Preferred: 1) \_\_\_\_\_ 2) \_\_\_\_\_

\*Medication Aide II (MA2) \$600 - Hybrid class

Month Preferred: 1) \_\_\_\_\_ 2) \_\_\_\_\_

*\*Must possess a current CNA License to be eligible*

**Do you have a current Healthcare CPR Certification?** \_\_\_ No \_\_\_ Yes

Expiration Date: \_\_\_\_\_

If currently in High School/Where? \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

**OFFICE USE ONLY** *(To be verified/initialed by staff)*

**NOTES:**

**BOOKS** picked up/date: \_\_\_\_\_

Initials \_\_\_\_\_

## HEALTHCARE APPLICATION/STUDENT AGREEMENT

Great Falls College MSU Continuing Education & Training department 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 hourly requirement 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:**

\_\_\_\_\_ **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. Must present at the time of registration. 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 Continuing Educator 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 Academic Success and Accessibility or call 406-771-4311 to schedule an appointment.

*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.*

*By signing this application, you are agreeing to allow the Great Falls College to use your name and photo for media and general promotion of our training programs. You also consent to information sharing under programs that include job placement.*

**Student Signature:** \_\_\_\_\_

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