

# Nursing Assistant Packet (Age 18+)

If you will be 18 years of age or older when the Nursing Assistant class begins, you will follow this guide.

Nursing Assistant applicants are required to provide documentation of immunizations and vaccinations prior to enrolling in the Nursing Assistant class. NWTC has partnered with Viewpoint, an online background check and compliance management company that processes the required forms. There are several items required for admission. It is important to get started on them right away.

| ITEM  | COMPLETED                |
|---|--------------------------|
| <b>Apply to the Nursing Assistant Program</b> <a href="http://nwtc.edu/Apply">nwtc.edu/Apply</a>  | <input type="checkbox"/> |
| <b>Create a Viewpoint Account &amp; Complete Clinical Requirements Below</b><br>Visit <a href="https://www.viewpointscreening.com/nwtc">https://www.viewpointscreening.com/nwtc</a> and follow these step-by-step instructions: <a href="https://go.nwtc.edu/viewpointhelp">https://go.nwtc.edu/viewpointhelp</a>   | <input type="checkbox"/> |
| <b>Complete TB testing</b> ( <i>see testing instructions below</i> )<br>TB test report must include dates, times, and results of each test  | <input type="checkbox"/> |
| <b>Complete the Nursing Technical Standards Form</b> ( <i>example below</i> )<br>Complete the electronic form in Viewpoint  | <input type="checkbox"/> |
| <b>Complete the Background Information Disclosure Form</b> ( <i>example below</i> )<br>Complete the electronic form in Viewpoint  | <input type="checkbox"/> |
| <b>Upload Immunizations</b><br>Obtain a copy of your immunizations (Hepatitis B and COVID-19*) and upload in Viewpoint 'Health Portal'. There are two common ways to obtain them:<br><ol style="list-style-type: none"><li>1. Wisconsin Immunization Registry: <a href="https://www.dhfs.wisconsin.gov/pr/clientSearch.do?language=en">https://www.dhfs.wisconsin.gov/pr/clientSearch.do?language=en</a> (for WI residents only)</li><li>2. Contact your primary caregiver (or log on to their website)</li></ol> | <input type="checkbox"/> |
| <p>*Copy of COVID-19 vaccination card is NOT approved documentation<br/>*Declination forms available within Viewpoint Health Portal</p>   |                          |
| <b>WHEN ALL OF THE ABOVE STEPS ARE COMPLETE, EMAIL <a href="mailto:CBC@NWTC.EDU">CBC@NWTC.EDU</a> TO HAVE YOUR APPLICATION CHECKLIST COMPLETED.</b>   |                          |
| <b>Enroll in the Nursing Assistant Course</b><br>1. Go to <a href="http://www.nwtc.edu/mynwtc">www.nwtc.edu/mynwtc</a> , navigate to "enroll in classes" and select "class search". Select the term and enter the catalog number: <b>30543300</b>   | <input type="checkbox"/> |
| <b>Purchase Supplies and Uniforms Needed</b> ( <i>information below</i> )   | <input type="checkbox"/> |
| <b>Read What to Expect in Your Nursing Assistant Course</b> ( <i>below</i> )  | <input type="checkbox"/> |

## Contact Viewpoint

For additional assistance with Viewpoint, please use the instant messenger at the bottom of the page for immediate assistance during regular business hours or email [StudentSupport@viewpointscreening.com](mailto:StudentSupport@viewpointscreening.com).

## Contact Northeast Wisconsin Technical College

For additional assistance with applying, enrolling or questions regarding your NWTC account, please contact 920-498-5444 or email [start@nwtc.edu](mailto:start@nwtc.edu)



# NORTHEAST

WI Technical College

## TUBERCULIN SKIN (TB) TESTING INSTRUCTIONS

### ***What is TB Skin Testing:***

- TB Skin Testing is done to screen and monitor for Tuberculosis. It is required for all Nursing Assistant students to be eligible for attending clinical.
- If you have never had a TB Skin Test, your options are:
  - **2-step process** (this consists of 2 complete TB skin tests administered 1-3 weeks apart. Each TB skin test requires 2 appointments)
    - If positive TB skin test, get QuantiFERON Gold, T-Spot Blood Test, or chest x-ray
  - Single Blood Assay Test IGRA (QuantiFERON Gold or T-Spot)
    - If QuantiFERON Gold or T-Spot is positive, then a clear chest x-ray with questionnaire is required.
- If you have received a 2-step TB Skin Test,
  - Follow annual renewal process (every 12 months)
    - Complete Annual TB Risk Assessment Questionnaire (*found under TB requirement in Viewpoint health portal*)
      - If you answered YES to any of the questions, you fall into a high-risk group and will be required to have a blood assay or chest x-ray.
      - The Questionnaire form and an acceptable TB Test Document must be submitted. Submitting the Questionnaire form alone is not acceptable and will be rejected.

### ***What to Expect for 2-step skin test:***

This process takes a minimum of 2 weeks to complete. You must provide the date of each visit.

- The TB test is a two-step process (two tests).
- You will visit the medical provider a total of 4 times.
  - The first appointment is when you receive your first TB test.
  - The second appointment (48 hours later) the TB results are read.
  - A minimum of 7 days after your first appointment, you will return for a 2<sup>nd</sup> TB test.
  - A fourth appointment (48 hours later) is required for the results of the 2<sup>nd</sup> TB test.

### ***How to upload results:***

- BEST METHOD: Use a scanner to scan the results and save as a PDF. Upload the PDF to your [Viewpoint](#) account. DO NOT EMAIL to Viewpoint.
- Photo: At times students take pictures to upload. This is not always the best as photos can be blurry and easily rejected.

### ***TB Test Locations:***

- Your health care provider
  
- Your school Nurse Practitioner
  
- *Bellin Health + Concentra Occupational Health*
  - *Bellin Health + Concentra Occupational Health* can provide your physical examination within 48 hours. Call 920-430-4560 to find the provider closest to you and schedule an appointment. NOTE: Bellin will not accept insurance for these services.  
TB Skin Test is \$69 each (two total required).  
Bellin Health + Concentra Occupational Health Locations Link:  
<https://www.bellin.org/locations/bellin-health-occupational-medicine>
  
- *N.E.W. Clinic at 610 N. Broadway; Green Bay, WI*

Call 920-437-7206 to make an appointment.  
Appointments are available on Mondays and Tuesdays only.  
Cost is \$27 per test (two total required)
  
- Your County Public Health Division
  - Brown County: 920-448-6400
  - Marinette County: 715-732-7670
  - Door County: 920-746-2234
  - Shawano County: 715-526-2822
  - Kewaunee County: 920-388-7160
  - Oconto County: 920-834-7000
  - Florence County: 715-528-4837

Students enrolled in NWTC Nursing programs should be able to meet the established technical standards identified below with or without reasonable accommodation(s). The technical standards for the Nursing programs are representative of those found in the Nursing profession.

NAME \_\_\_\_\_ NWTC ID# \_\_\_\_\_

| Area                            | Functions (not inclusive) with or without reasonable accommodations  |
|---------------------------------|--|
| <b>Physical Skills</b>          | <ul style="list-style-type: none"> <li>• Bend, stretch, twist, reach with your body above shoulders, below waist, and in front</li> <li>• Transfer and position patients applying principles of safe body mechanics</li> <li>• Provide direct patient daily cares (feeding, bathing, etc.)</li> <li>• Manipulate, assemble, and move equipment</li> <li>• Document patient condition</li> <li>• Maintain physical activity for several hours</li> </ul>  |
| <b>Sensory Skills</b>           | <ul style="list-style-type: none"> <li>• Detect differences in body and environmental odors</li> <li>• Understand and respond to patient requests and needs</li> <li>• Detect environmental hazards</li> <li>• Detect warning signals on equipment displays</li> <li>• Detect subtle changes or differences (e.g. pulse, rash, temperature)</li> </ul>   |
| <b>Communication Skills</b>     | <ul style="list-style-type: none"> <li>• Speak, read, and write English</li> <li>• Listen and comprehend spoken and written English</li> <li>• Collaborate with others</li> <li>• Respond to others in an accepting and respectful manner</li> </ul>   |
| <b>Critical Thinking Skills</b> | <ul style="list-style-type: none"> <li>• Apply knowledge and skills learned in the classroom to a clinical setting</li> <li>• Comprehend and follow instructions</li> <li>• Follow processes from start to finish; sequence information</li> <li>• Adapt decisions based on new information</li> <li>• Maintain focus in an environment with distractions</li> <li>• Making safe judgements</li> </ul>   |
| <b>Professionalism</b>          | <ul style="list-style-type: none"> <li>• Establish a professional working relationship with the health care team, peers, instructors, patients, and families</li> <li>• Demonstrate positive interpersonal skills</li> <li>• Demonstrate impulse control and professional level of maturity</li> <li>• Maintain appropriate boundaries in relationships with patients and peers</li> <li>• Handle demanding and stressful situations</li> <li>• Maintain confidential health care information (including by refraining from posting any confidential patient information on social media)</li> </ul> |
| <b>Safety</b>                   | <ul style="list-style-type: none"> <li>• Wear personal protective equipment for safe practices (gloves, masks, eyewear, gown)</li> <li>• Tolerate heat and humidity</li> <li>• Work in an environment that may contain common allergens</li> <li>• Adhere to safety/emergency protocols</li> <li>• Recognize and respond to hazardous conditions</li> <li>• Maintain health care requirements</li> <li>• Carefully handle supplies and equipment throughout the course</li> </ul>  |

\_\_\_\_\_ I have read the Technical Standards specific to a student in the Nursing programs.

**(Initials of student and parent or guardian if student under 18.)**

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et. Seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of completing the Nursing Technical Standards is to ensure that students acknowledge that they have been provided information on the technical standards required of a student in the Nursing programs. And to assure all students can meet the technical standards requirements of this program.

\_\_\_\_\_ I understand I must contact the NWTC Disability Services office for information concerning accommodations or special services and/or career evaluation.

**(Initials of student and parent or guardian if student under 18.)**

Services for learners with disabilities at all campuses are coordinated through the Disability Services office on the Green Bay campus. To obtain information concerning accommodations or special services, call (920) 498-6904 or (800) 442-NWTC, extension 6904 or email to [disability.services@nwtc.edu](mailto:disability.services@nwtc.edu). Counselors/Advisors at the Sturgeon Bay or Marinette campuses and staff at the Regional Learning Centers can also arrange services at the Green Bay office. *NWTC reserves the right to request additional information which may include a medical examination.* For more information related to the reasonable accommodation process, please visit: <https://www.nwtc.edu/student-experience/disability-services>.

Student/Parent or Guardian initials and signature confirms the student has read and understands the *Technical Standards* specific to a student in the Nursing programs and how to access the Disability Services office in the event accommodations are needed at this time.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student - Print Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Parent or Guardian Signature (if student under 18 years of age)

\_\_\_\_\_  
Date



By checking this box, I acknowledge that the above signature(s) can be used electronically.

## BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS

- PENALTY:** A person who provides false information on this form may be subject to forfeiture and sanctions, as provided in Wis. Stat. § 50.065(6)(c) and Wis. Admin Code § DHS 12.05(4).
- Completion of this form to verify your eligibility for employment/service as a “caregiver” is required by Wis. Stat. § 50.065 and Wis. Admin Code ch. DHS 12. Failure to complete this form may result in denial or termination of your employment, contract or service agreement.

Refer to DQA form [F-82064A, Instructions](#), for additional information.

Reset

**Check the box that applies to you.**

- Applicant / Employee  Student / Volunteer  
 Contractor  Other – Specify:

**NOTE:** This form should NOT be used by applicants for *entity operator approval* (license, certification, registration or other DHS approval) or by entities requesting approval for an individual to reside in entity facilities as a *non-client resident*. Applicants for *entity operator approval* or for a *non-client resident* background check must request an [entity background check](#) from the Division of Quality Assurance.

|                                |               |             |
|--------------------------------|---------------|-------------|
| Full Legal Name – <i>First</i> | <i>Middle</i> | <i>Last</i> |
|--------------------------------|---------------|-------------|

Other Names (including prior to marriage)

|   |                         |  |
|---|-------------------------|--|
| Position Title ( applied for or existing) | Birth Date (MM/DD/YYYY) | Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female |
|---|-------------------------|--|

|              |      |       |          |
|--------------|------|-------|----------|
| Home Address | City | State | Zip Code |
|--------------|------|-------|----------|

Business Name and Address – Employer (Entity)

**Answering “NO” to all questions does not guarantee employment, a contract, or service agreement.**

If more space is required, attach additional documentation to this form and indicate “see attached” in your answer.

**SECTION A – DISCLOSURES**

- Do you have any criminal charges pending against you, including in federal, state, local, military, and tribal courts?  
If **Yes**, list each charge, when it occurred or the date of the charge, and the city and state where the court is located.  
You may be asked to supply additional information, including a copy of the criminal complaint or any other relevant court or police documents. Yes  No
- Were you ever convicted of any crime anywhere, including in federal, state, local, military, and tribal courts?  
If **Yes**, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located.  
You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents. Yes  No
- Please note that Wis. Stat. § 48.981, *Abused or neglected children and abused unborn children*, may apply to information concerning findings of child abuse and neglect.  
Has any government or regulatory agency (other than the police) ever found that you committed **child** abuse or neglect? Yes  No   
Provide an explanation below, including when and where the incident(s) occurred.
- Has any government or regulatory agency (other than the police) ever found that you abused or neglected **any person or client**? Yes  No   
If **Yes**, explain, including when and where it happened.

- |   |   |  |
|---|---|--|
| <p>5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client?<br/>If <b>Yes</b>, explain, including when and where it happened.</p>     | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>6. Has any government or regulatory agency (other than the police) ever found that you abused an <b>elderly person</b>?<br/>If <b>Yes</b>, explain, including when and where it happened.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?<br/>If <b>Yes</b>, explain, including credential name, limitations or restrictions, and time period.</p> | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |

**SECTION B – OTHER REQUIRED INFORMATION**

- |   |   |  |
|---|---|--|
| <p>1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services?<br/>If <b>Yes</b>, explain, including when and where it happened.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility?<br/>If <b>Yes</b>, explain, including when and where it happened and the reason.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>3. Have you been discharged from a branch of the US Armed Forces, including any reserve component?<br/>If <b>Yes</b>, indicate the year of discharge:<br/>Attach a copy of your DD214, if you were discharged within the last three (3) years.</p>   | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>4. Have you resided outside of Wisconsin in the last three (3) years?<br/>If <b>Yes</b>, list each state and the dates you resided there.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>5. If you are employed by or applying for the State of Wisconsin, have you resided outside of Wisconsin in the last seven (7) years?<br/>If <b>Yes</b>, list each state and the dates you resided there.</p>   | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>6. Have you had a caregiver background check done within the last four (4) years?<br/>If <b>Yes</b>, list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check.</p>   | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>7. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe?<br/>If <b>Yes</b>, list the review date and the review result. You may be asked to provide a copy of the review decision.</p> | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |

**Read and initial the following statement.**

           I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.

|  |                       |
|--|-----------------------|
| <p><b>NAME</b> – Person Completing This Form</p> | <p>Date Submitted</p> |
|--|-----------------------|



**HEPATITIS B  
DECLINATION FORM**

Hepatitis B is an infection of your liver. It's caused by a virus. Healthcare workers have the chance to be exposed to Hepatitis B. There is a vaccine that protects against it and the Hepatitis B vaccination is recommended for healthcare workers. Many healthcare employers provide the vaccination to their employees.

The Hepatitis B vaccination is a series of vaccinations. Many students are finished with class before they finish the series of vaccinations. Because of this, we do recommend you complete this declination form and pursue getting the vaccination after you gain employment at a healthcare facility.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Program \_\_\_\_\_

**HEPATITIS B VACCINATION DECLINATION**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at my expense. However, I decline the Hepatitis B vaccination at this time. I understand that by declining the Hepatitis B vaccine I continue to be at risk of acquiring Hepatitis B as a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at that time.

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

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_  
(Required if student is under the age of 18)

By checking this box, I acknowledge that the above signature(s) can be used electronically.



# NWTC NURSING ASSISTANT SUPPLIES NEEDED

These supplies must be purchased and ready for use by your first day of class.

## PURCHASE AT THE NWTC BOOKSTORE

- Hartman's Nursing Assistant Care 5<sup>th</sup> Edition (Textbook & Workbook)
  - Visit the NWTC Bookstore with your Student ID **OR**
  - Log in to your [www.nwtc.edu/mynwtc](http://www.nwtc.edu/mynwtc),
    - Click on Academics > Booklist (to order)

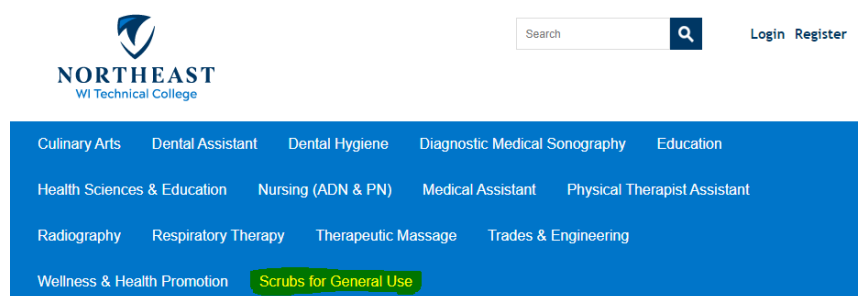
## PURCHASE AND BRING TO CLASS

- Watch with a second hand.
- Pens with black ink
- Shoes – Clean athletic with laces
  - Worn at all times
  - No open toes, heels, clogs or crocs
  - Shoes & Laces must be kept clean
- Uniforms
  - **You are required to wear uniforms during the entire program**
  - Uniform is worn in the classroom and clinical
  - The Uniform must not be worn outside of school or clinical
  - FEMALE: **TWO** sets of white, colored or subtle print uniforms or scrub tops/pants or dress.
  - MALE: **TWO** sets of white or colored scrub pants and shirt
  - Must have pockets



## DISCOUNTED SCRUB/UNIFORM OPTIONS

- Discounted scrubs can be purchased through the Elite Group (<https://nwtc-101644.mybrightsites.com/>)
  - Click on “SCRUBS FOR GENERAL USE” (upper blue ribbon)
  - The first time you purchase, you will need to create a new account at checkout
  - Students should order ONE MONTH prior to the start of class.
  - Sample uniforms may be available to try on by going to the NWTC Health Sciences Office (HS310) on the Green Bay Campus.
- T-shirts of any color are allowed to be worn under the scrub top.
- Scrub pants are not to drag on the floor**
- Uniforms can also be purchased at Wal-Mart, Fleet Farm, Uniform Shoppe, ect.
- To be considered for borrowing uniforms, please contact us!
  - [\(920\) 498-5444](tel:9204985444)



Please feel free to contact Carolyn DeBaker, academic program specialist, with further questions.  
E-mail [carolyn.debaker@nwtc.edu](mailto:carolyn.debaker@nwtc.edu) Telephone 920-498-6985 or 1-800-422-NWTC Extension 6985

# WHAT TO EXPECT IN YOUR NURSING ASSISTANT CLASS

## SUMMARY OF COSTS

|  |   |
|--|---|
| Application for Admission                        | \$0                                       |
| Viewpoint Account                                | \$73                                      |
| Course Fee/Tuition                               | \$526                                     |
| Nursing Assistant Textbook & Workbook            | \$70                                      |
| Miscellaneous Items (scrubs, shoes, watch, ect.) | \$175                                     |
| Competency Testing (to become Certified)         | \$132                                     |
| <b>Total Approximate Costs</b>                   | <b>\$976</b> (does not include sales tax) |

## WHAT TO EXPECT IN YOUR NURSING ASSISTANT CLASS

- Nursing Assistant classes meet 2 or 3 days a week.
- Classes are offered during the day, the evening and on weekends.
- Class sessions may be 4,5,6 or 8 hours.
- Most clinical sessions are 8 hours.
  - Day clinicals are 6am – 2:30pm
  - Evening clinicals are 1-9:30pm
- The Nursing Assistant program is regulated and monitored by the Wisconsin Department of Health Services. Every student is **REQUIRED** to complete 60 hours of classroom time and 45 hours of clinical time.
  - It is **CRITICAL** that you attend **EVERY** session of the class you select. It is very difficult to make up missed time.
- Clinical is held in a local Nursing Home – you will actually provide personal care to Nursing Home Residents.
- There is a LOT of reading required. You will read almost the entire textbook in approximately 3 weeks.
- You will have homework after every class session.
- You will take quizzes and exams on a computer.
- There are four quizzes and four lab session exams and a final exam.
- You must have an average score of 80% to be eligible to attend clinical.
- You must pass both the classroom and clinical portion of the program to pass the program.
- You will be expected to demonstrate skills while being graded by an instructor.
- The Nursing Assistant program is not eligible for Financial Aid. If you are in need of financial assistance, please work with your local job center or Career Services.
- You are required to provide proof of current TB skin testing to be eligible to attend clinical.
- If you have a criminal record including things like theft, forgery or disorderly conduct of domestic violence nature, you may not be eligible for clinical thus not able to complete the program. Each clinical site accepts or denies students based on their criminal history. Repeated convictions and recent convictions also may prevent you from being eligible for clinical.
- Professional behavior is expected at all times in the classroom and clinical.
- Excessive piercings are not allowed and you will be asked to remove earrings.
- Tattoos must be covered during clinical per facility policy.

Please feel free to contact Carolyn DeBaker, academic program specialist, with further questions.

E-mail [carolyn.debaker@nwtc.edu](mailto:carolyn.debaker@nwtc.edu) Telephone 920-498-6985 or 1-800-422-NWTC Extension 6985