

# Nurse Aide Training Course Winter 2023 Student Packet



**GLEN OAKS COMMUNITY COLLEGE**  
**62249 SHIMMEL ROAD**  
**CENTREVILLE MI 49032**  
**PHONE: 269-467-9945**  
**[glenoaks.edu](http://glenoaks.edu)**

## **NONDISCRIMINATION STATEMENT**

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Civil Rights Coordinator at 62249 Shimmel Rd., Centreville MI 49032 Phone: (269) 467-9945 or (888) 994-7818

## Important Information Regarding Enrollment

### Required Steps to register for and attend ALH 104 Nurse Aide course:

1. Obtain **Nurse Aide Packet** and review it entirely for eligibility requirements. A copy is available at [www.glenoaks.edu](http://www.glenoaks.edu) (Academics and Nurse Aide) or from the Allied Health Office. **(D244)**
2. All students will need to complete a **Glen Oaks Admissions Application**. You can do this online at [www.glenoaks.edu](http://www.glenoaks.edu). **(Admissions)**
3. Complete the **ICHAT Background Check**. Instructions can be found in the Nurse Aide course packet. **(pg.7)**
4. Complete the **Criminal Check Consent Form** and attach a copy of **Photo Identification with Signature** (such as a driver's license, passport, or Michigan ID card). This identification must be current (non-expired) and must have a photograph and a signature. The Criminal Check Consent Form can be found in the Nurse Aide course packet **(pg. 9)** and on the [www.glenoaks.edu](http://www.glenoaks.edu) website. Students must have a social security number to take the state certification test.
5. **Bring ICHAT report, completed Criminal Check Consent Form (can be filled out on-line at <https://etcentral.glenoaks.edu/#/form/2156>, and in criminal background check tab and enrollment registration tab under Nurse aid on [www.glenoaks.edu](http://www.glenoaks.edu)), and copy of your photo identification with signature to the Allied Health Department. **(D244)****
6. **Register** for the ALH 104 Nurse Aide course in Student Services.
7. **Payment** is due upon registration.
8. **Complete a TB Skin Test**. Check at IMED in Three Rivers or another walk in clinic (this takes at least 3 days to complete since the test has to be administered and then read after 48 hours).
9. **Bring TB test results to the Allied Health Office no later than 1 week prior to the start of class.**
10. **Bring Proof of COVID vaccination**
11. Attend class and purchase necessary uniform, name badge, and other required items.

**\*NOTE: Copies of IChat, Background check report, Criminal check consent form, Driver's license/state photo ID, and TB test results MUST be on file with the Allied Health Department (D244) by start of first class or student will be dropped from class. \***

The Nurse Aide Course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents, and in turn help you to understand your role in relation to these residents.

### ALH 104 Section 1 Winter 2023 January 11, 2023 through February 8, 2023

1<sup>st</sup> Week Wednesday, January 11, through Wednesday, January 18, 9:00 a.m. to 1:15 p.m. F208

2<sup>nd</sup> Week Thursday, January 19 through Wednesday, January 25, 9:00 a.m. to 1:15 p.m. F208

3<sup>rd</sup> Week Thursday, January 26, through Wednesday, February 1, 9:00 a.m. to 1:15 p.m. F208

4<sup>th</sup> Week Thursday, February 2, through Wednesday, February 8, TBD

### ALH 104 Section 2 Winter 2023 February 20, 2023 through March 17, 2023

1<sup>st</sup> Week Monday, February 20, through Friday, February 24, 9:00 a.m. to 1:15 p.m. F208

2<sup>nd</sup> Week Monday, February 27 through Friday, March 3, 9:00 a.m. to 1:15 p.m. F208

3<sup>rd</sup> Week Monday, March 6 through Friday, March 10, 9:00 a.m. to 1:15 p.m. F208

4<sup>th</sup> Week Monday, March 13 through Friday, March 17, TBD

**Estimated Costs for ALH 104 – Nurse Aide (NA) Course – WINTER 2023**

<i>Item costs</i>	<i>In district</i>	<i>Service Area</i>	<i>State of Mich</i>	<i>Out of State</i>
<b>Tuition per contact hour</b>	<b>\$130</b>	<b>\$161</b>	<b>\$196</b>	<b>\$232</b>
<b>Tuition for ALH 104 per 6 contact hours</b>	\$780.00	\$966.00	\$1,176.00	\$1,392.00
<b>Fees Course fee, Student Activity Fee, General Fees, Technology Fee, includes liability ins.</b>	\$294.00	\$294.00	\$294.00	\$294.00
<b>SUBTOTAL</b>	<b>\$1,074.00</b>	<b>\$1,260.00</b>	<b>\$1,470.00</b>	<b>\$1,686.00</b>
<b>Textbook-How to Be Nurse Assistant and On-Line Resources</b>	\$34.25 New textbook \$15.00 New workbook	\$34.25 New textbook \$15.00 New workbook	\$34.25 New text book \$15.00 New workbook	\$34.25 New textbook \$15.00 New workbook
<b>ICHAT Background Check</b>	10.00	10.00	10.00	10.00
<b>TB test –varies but may be obtained at IMED and similar clinics for this cost</b>	18.00	18.00	18.00	18.00
<b>Uniform (must be purchased in GOCC bookstore – green scrubs)</b>				
<b>XS – XL Shirt</b>	\$16.00	\$16.00	\$16.00	\$16.00
<b>XXL - 4X Shirt (use this one for figuring)</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>XS – XL Cargo Pant</b>	\$16.00	\$16.00	\$16.00	\$16.00
<b>XXL – 4X Cargo Pant (use this one for figuring)</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>Scrub Jackets are OPTIONAL \$30.00 (not included in costs)</b>				
<b>*Shoes (White) \$35.00 (not included in costs)</b>	<b>*BOOKSTORE</b>	<b>DOES</b>	<b>NOT</b>	<b>SELL*</b>
<b>*Watch with 2<sup>nd</sup> hand \$30.00 (not included in costs)</b>	<b>*BOOKSTORE</b>	<b>DOES</b>	<b>NOT</b>	<b>SELL*</b>
<b>APPROXIMATE TOTAL COST -without additional testing fees listed below**)</b>	<b>\$1,192.25</b>	<b>\$1,379.25</b>	<b>\$1,588.25</b>	<b>\$1,804.25</b>
<b>**D &amp; S Diversified Technologies LLP/Headmaster LLP-Certified Nurse Aide Evaluation Program (TEST), fee is not collected by GOCC. It is paid directly to D &amp; S Diversified Technologies LLP/Headmaster LLP, contracted with the State of Michigan to test nurse aides and maintain Michigan’s Certified Nurse Aide registry.</b>	\$125.00 prepaid See D & S Diversified Technologies LLP/Headmaster LLP Packet for info	\$125.00 prepaid See D & S Diversified Technologies LLP/Headmaster LLP Packet for info	\$125.00 prepaid See D & S Diversified Technologies LLP/Headmaster LLP Packet for info	\$125.00 prepaid See D & S Diversified Technologies LLP/Headmaster LLP Packet for info

\*White tennis shoes (clean) and a watch with a 2<sup>nd</sup> hand are required, but you may already own these items so they are not figured in to the initial approximate costs. **COURSE MAY BE ELIGIBLE FOR FINANCIAL AIDE, CHECK WITH FA**

**STAFF. "Financial assistance may be available through Michigan Works! Southwest for students not qualifying for FAFSA. Please call 269-488-7617 for more information."**

## **CRIMINAL BACKGROUND CHECKS: IMPORTANT NOTICE!**

### **STUDENTS WITH CRIMINAL CONVICTIONS SHOULD CONSIDER ANOTHER PROFESSION.**

Criminal background checks are mandatory for all nursing, nurse aide and allied health students at the student's own expense.

**All information gained will be held in strictest confidence.**

Students with felonies or certain misdemeanor convictions will **NOT** be admitted as outlined below.

Students entering a nursing, nurse aide or allied health program must give permission to do a criminal activity check to comply with Michigan Compiled Laws, Section 333.20173. No student will be admitted to the program if convicted of a felony, or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, criminal sexual conduct, fraud, theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of conviction.

Additionally, ANY criminal convictions may prevent admission to nursing/allied health or nurse aide program/course. Applicants should know that **criminal activity of any sort may prevent:**

1. Clinical placements in the program (making success in the program impossible).
2. The ability to be licensed as a nurse or other healthcare worker.
3. Employment in the field of nursing, nurse aide care or allied health professions. Employers do not have to hire anyone with a criminal background and some employers are refusing to hire those who have past criminal activity.

Criminal activity associated with substance abuse is particularly damaging to the candidacy of an applicant.

Currently the Michigan State Board of Nursing investigates candidates eligible to sit for nursing/allied health or nurse aide licensure for the following issues:

1. Felony conviction.
2. Misdemeanor conviction punishable by imprisonment for a maximum of 2 years.
3. Treatment for substance abuse in the past 2 years.
4. Malpractice settlements. Awards or judgments in the past 5 years.
5. Having federal or state health professional license or registration revoked, suspended, or otherwise disciplined; been denied a license; or currently with disciplinary action pending against the applicant.
6. Having been fired, censured, or requested to withdraw from a health care agency staff or have your staff privileges involuntarily modified.
7. Filed or written a licensing application in another US jurisdiction.
8. Filed a license application in Michigan.
9. Hold another license in another state.

A determination is made by the state at that point whether or not the candidate may be licensed. No one at GOCC can make the decision about eligibility for licensing. We can only confer a certificate or degree, not a state license to practice nursing or any other healthcare occupation. Questions or concerns about licensing should be directed to the MSBON at [http://www.michigan.gov/lara/0,4601,7-154-63294\\_75200---,00.html](http://www.michigan.gov/lara/0,4601,7-154-63294_75200---,00.html) or to the state agency regulating other healthcare occupations.

Due to recent enactment of a new Michigan law, many health care employers are routinely not hiring anyone with criminal backgrounds, regardless of licensure status. Also, all health care agencies routinely drug screen applicants for jobs and employees randomly to maintain patient safety and to curtail the employer's liability.

CriminalBkgrnd 07/17

### **ALH 104 Nurse Aide Name Badge**

In order to go to clinical at the nursing home, you must obtain a name badge.

- Please make sure you have registered for the class before obtaining this badge
- You must go to Student Services with your schedule to have your picture taken
- You must wear your nurse aide green scrub top for your name badge picture

Nursing & Allied Health Policy  
Criminal Background Check Policies

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of patients/clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173, students in nursing and allied health programs, must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation. The nursing and allied health department contracts with an outside agency to conduct these services.

Admission or readmission to any healthcare program will be denied for the following:

Any felony conviction or attempt/conspiracy to commit a felony within 15 years preceding the date of admission.

**OR** any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
5. Any alcohol related misdemeanor.

Once admitted to a allied health/nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Nursing.

Adopted 4/12/06, modified 7/12/17

# How to Complete the ICHAT Michigan Criminal Background Check

## What is ICHAT?

The Internet Criminal History Access Tool (ICHAT) is a public, self-serve website managed by the Michigan State Police. Record searches will only display criminal records occurring in Michigan up to the date the report is requested.

## Why is ICHAT Required?

The CHDV program requires that students successfully complete field experiences with a licensed child care provider. A provider's license may be jeopardized if the State of Michigan learns through the required criminal history background clearance that they or an adult age 18 and over who is employed by them or in practicum with them, has a pending criminal charge or has been convicted of certain various crimes.

In order for the Program to be in compliance with Michigan Licensing Rules for Child Care Centers, Public Act 116 of 1973, a Criminal Background investigation is required of all students completing field experience(s) at Early Learning Children's Center (EarlyLCC).

Admission to the Program may be denied for felony and certain misdemeanor

convictions. For more information on the State of Michigan Licensing Rules for

Child Care Centers:

[http://www.michigan.gov/documents/lara/BCAL\\_PUB\\_8\\_3\\_16\\_523999\\_7.pdf](http://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf)

## How to Complete the ICHAT

1. The ICHAT is done online. There is a **\$10.00 fee** paid online with a credit or debit card
2. Complete the registration to create an account
3. Login to enter ICHAT
4. Enter your information for the Background Search
5. Checkout to submit payment
6. View Responses
7. Print your Michigan criminal history report
8. Submit a copy of your ICHAT report to a Lab Instructor on or before the first day in lab

## Detailed Directions

1. Go to <https://apps.michigan.gov/ICHAT/Home.aspx> to access the ICHAT website.
2. Click on Register

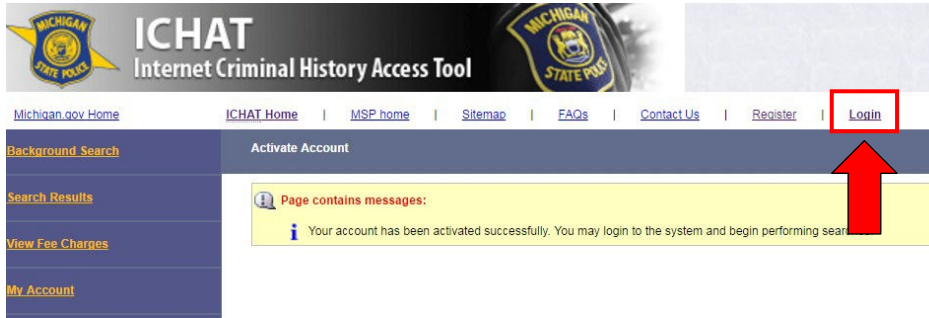


- The first time you use this version of ICHAT you will register as a new user, regardless of whether or not you have used a previous version of ICHAT.
- Complete all the information fields marked with an asterisk. Then, click Save.
- Passwords must be six to twelve characters long and contain at least one letter, one number, and one special character (~!@#\$%^&\*()\_\-+=<>.,?/).
- You will receive an email with account activation information. (This generally takes less than one

hour.) If you do not receive the activation e-mail, check your junk mail folder.

- Open the email and click on the activation link. That will take you back to ICHAT.

3. Click on **Login** button to enter ICHAT after your account has been activated



- Use the e-mail address and the password you created when you registered. **Click Sign In.**
- Although ICHAT displays what you type in ALL CAPS, do not use the “Shift” or “Caps Lock” buttons except to enter special characters.

4. Click on **Background Search** to begin a criminal history search.



- Complete the fields on the form. (Click on the blue question mark icon for information about that field.)
- Be sure to enter any previous last names or nicknames in the additional lines provided.
- Double-check the birth date before submitting your request.
- Click on the **Submit** button at the bottom left of the screen.
- **Caution:** Do not press the “Enter” key on the keyboard. The information you entered will be automatically submitted, even if you are not finished entering the data.
- A pop-up box with a disclaimer will open. Click OK after you have finished reading it.
- After your search has been completed, the “Your Order” box will appear on the right side of the screen. “Count: 1” refers to the number of searches ordered. It does not mean there is or is not a criminal count located.

5. Click on **Checkout** in the “Your Order” box on the right side of the page to pay for your search.

- Delete any searches from the list you do not wish to pay for now, then click **Check Out** when you are ready to pay for the searches.
- Choose the method of payment you wish to use and click **Next**.
- Enter the payment information using a debit card or with MasterCard, Visa, or Discover card (standard credit or prepaid credit card).
- **Click on Pay Now.** After your credit card has been approved, you may do a screen print of the Order Summary page to serve as a receipt for your records.

6. Click on the **View Responses** button to view the results of the criminal history searches. **Results will not be mailed.**



- **Click on View Results**, you will receive a pop-up with a disclaimer about the information. Click OK after you have finished reading it.
- View the search response. The first sentence of the response provides the date the search was conducted. Following the first sentence is the result of the search. Either a statement of "no record" or a copy of the criminal record is provided.
  - **No record found:** If a search of Michigan's Criminal History file does not locate a record for you, you will see a screen with your name, birth date, race, and sex and a paragraph:
 

*A search of Michigan's Crime History File has not located a criminal record matching the information you provided. Since arrests, convictions or criminal record deletions may occur at any time, do not use this information for future clearances.*
  - **Issue found:** If a search does locate a criminal history, you will see a screen with your identifying information and the following paragraph:
 

*The record results provided here are based on a computer match as explained on the ICHAT home page. The ICHAT system has limitations that may cause false positives or false negatives. Please review the results carefully and do not take adverse action based solely on this record. If you cannot determine that these results do not belong to this individual, and the individual is disputing the record, please provide that individual with a copy of this report and offer that individual the opportunity to perform a record challenge by submitting fingerprints.*

Printouts may also show results for persons with similar names, usually at the bottom on the page. Be sure to verify date of birth and accurate spelling of name for the section showing a conviction.

#### 7. Print report

- If a search does not locate a criminal history, click "Ctrl" and "P" to print the page.
- If a search locates a criminal history click on the **Click Here to open the Printer Friendly Version page** to print the record.

#### 8. Turn in the report to a Lab Instructor on or before your first day in lab.

- Keep a copy of the report for your records.

A tutorial on how to use the ICHAT- [http://www.michigan.gov/documents/msp/Public - How To Use ICHAT 421671 7.pdf](http://www.michigan.gov/documents/msp/Public_-_How_To_Use_ICHAT_421671_7.pdf)

#### If you have questions or need additional assistance:

ICHAT Coordinator 517-241-0713

Help Desk 517-241-0606

[MSP-CRD-ICHATHELP@michigan.gov](mailto:MSP-CRD-ICHATHELP@michigan.gov)

Glen Oaks Community College cannot guarantee that the State of Michigan will issue you a certification for nurse aide or that an employer will hire you, if you have felonies or misdemeanors on your record that fall under the category which exempts an individual from working in the health care field, **even if they are several years in the past.**

Full disclosure of any convictions is **REQUIRED**, and the Consent Form enclosed requires you to state your complete understanding of this issue. Please see the attached sheet titled "STUDENTS WITH CRIMINAL CONVICTIONS SHOULD CONSIDER ANOTHER PROFESSION", and Glen Oaks policy #3.21E also attached.

**You need to return the Criminal Record Check Consent Form and a copy of your completed ICHAT check to the Allied Health office to register for the class.**

Further questions on ICHAT

can be directed to:

Phone (517) 241-0606

FAX (517) 241-0866

E-Mail: [msp-crd-ichathelp@michigan.gov](mailto:msp-crd-ichathelp@michigan.gov)

