

WHAT MAKES OUR PROGRAM TOP QUALITY:

- Extremely high state test passage rate!
- Quality training above state minimum requirements!
- CPR/First Aid Certification included!
- On-site State Testing



TO REGISTER:

1. **Complete and return** the enclosed admission and payment information forms, a copy of a photo ID and your payment to: Madison Adult Career Center, 600 Esley Lane, Mansfield, OH 44905
2. **Submit proof** of High School Diploma or GED or pass the Workkeys Locating Information and Applied Math Assessments with scores of three or higher on both.
3. **Financial Assistance**
WIA (Workforce Investment Act) - Please contact your county's Department of Job & Family Services to inquire about the WIA program. We recommend you start this as soon as possible! WIA requirements can take some time to complete. (It is better to visit the office in person)

Richland County

Richland Works! (419) 774-5300

Ashland County

Workforce Connection (419) 282-5000 ext. 5052

Morrow County

Job Training Office (419) 946-8480

Crawford County

Jobs Plus (419) 562-8066 ext. 309

4. **Outside Payment**

If an agency/employer is paying for your training, make sure they send verification of payment to Madison Adult Career Center as soon as possible.

► **PLEASE NOTE:** *You are only registered for class once Madison receives your payment or written verification of payment from an agency or employer.*

► **REGISTER EARLY!** Don't miss out on the class you want to attend. Enrollment is limited to 16 students per class and is on a first come, first served basis. You will receive a confirmation letter with important information once we receive your payment or payment verification.

► Due to the physical demands of this class and our strict attendance policy, we highly encourage students who are pregnant, and will reach their 3rd trimester during the class, to wait and enroll in the next class.

Class Fees

Tuition, Books/Fees, Certification Test **\$805**

If a student withdraws from class (for any reason) or is dismissed, he or she must start over at the beginning of the program and must pay the tuition again. If the state test fee was paid and the student registers for another class, the state test fee will be transferred. Otherwise, upon request, the test fee will be refunded.

Uniforms/Shoes – Trainees will need a black or tan scrub top, black or tan scrub pants and white shoes (leather or vinyl) for clinicals. **Long fingernails will not be permitted.**

Dress Code – Students are required to exhibit good taste and safety and wear attire appropriate for the classroom portion of the training program. Specific attire is required for clinicals. ***Dress and grooming that disrupts the teaching-learning process will not be tolerated.***

Attendance Policy

Perfect attendance is expected in this training program. Employers look closely at attendance when making hiring decisions!



SCHEDULED CLASSES

May 2 – May 24, 2011 **9:00 a.m. – 5:30 p.m.**
Monday – Friday *(Clinicals 7:00 am – 3:30 pm)*

May 31 – June 22, 2011 **9:00 a.m. – 5:30 p.m.**
Monday – Friday *(Clinicals 7:00 am – 3:30 pm)*

June 23 – July 10, 2011 **7:00 a.m. – 6:00 p.m.**
Monday – Friday *(Clinicals 7:00 am – 5:30 pm)*

August 8 – Sept. 21, 2011 **4:30 p.m. – 8:30 p.m.**
Monday – Thurs. *(Clinicals 2:00pm – 10:30pm)*

October 3 – Nov. 15, 2011 **12:00 p.m. – 6:30 p.m.**
Monday – Thurs. *(Clinicals 2:00pm – 10:30pm)*

November 28 – Dec. 21, 2011 **9:00 a.m. – 3:30 p.m.**
Monday – Friday *(7:00 a.m. – 3:30 p.m.)*

Training includes:

- Body Structure & Function
- Care of the Elderly
- Safety & Preventing Infection
- Medical Terminology/Body Mechanics
- Bed Making
- Personal Care
- Vital Signs
- Rehabilitation
- Common Health Problems
- Confusion and Dementia
- Basic Emergency Care
- CPR/First Aid Certification
- The Dying Patient

****Classroom instruction and related clinical experiences help prepare students for state testing. (STNA)***