

# NA 101 ORIENTATION

---

# TO REGISTER FOR THE NA 101 COURSE, YOU MUST:

---

Be at least 16 years of age.

---

Speak and understand the English language.

---

Have a **valid Social Security number and provide a photocopy of the card.**

---

Strongly recommended to have a COVID vaccination card with a booster shot.

---

Be a registered JJC student.

---

Complete the NA 101 orientation. Once completed, you will be granted faculty consent within 1-2 business days.

---

Register online, by phone (815-280-2497), or in person (Registration, A-Building, 1<sup>st</sup> floor Main Campus).

# BEFORE YOU CAN REGISTER FOR NA 101:

---

Apply to JJC (if not already done); visit [www.jjc.edu](http://www.jjc.edu); at the bottom of the page, click “Apply Now”; Complete and Submit.

---

If you are new to JJC, you can also select “Get Started” at the top of the page, and read more under the “Admissions” tab.

---

**Complete an Orientation (online or in-person) session.**

# AFTER ORIENTATION COMPLETION:

- Faculty consent will be granted (done by department staff online) within 1-2 business days. Then, you will be able to register.
- You will not be able to register unless you have applied to the college and received faculty consent.
- You will not receive any type of notification that you are now able to register; once you are able to register, you have been granted faculty consent.
- <https://jjc.edu/choose-your-path/health-public-safety-human-services/certified-nurse-assistantconsent>

# JOB OPPORTUNITIES:

- Hospitals
- Long-term Care Centers
- Home Health
- Assisted Living Centers
- Rehab Centers
- Hospice and others

# TO BECOME A CNA, YOU FIRST NEED TO:

- Enroll in an Illinois Department of Public Health (IDPH) approved Basic Nurse Assistant Training (BNAT) program or also known as Certified Nurse Assistant (CNA) Training.
- Our BNAT is an IDPH-approved program under the course name NA 101.
- Submit a fingerprint Health Care Worker Background check **before** the first day of class.
- Students must NOT have any disqualifying convictions unless a waiver has been granted by the State.

**ADDITIONALLY,  
YOU WILL NEED  
TO:**

- Successfully **completed** BNATP, which includes 21 mandated performance skills.
- Pass the Illinois Nurse Aide Competency Exam (INACE).
- Once you pass the INACE, you become a CNA.

# INACE

- Effective July 1, 2022, there will no longer be an option to register for a paper-based state certification exam. It will only be offered in cases of legal accommodations in accordance with the Americans with Disabilities Act.
- Computer-based exams are offered at many different testing sites.
- JJC Romeoville Campus is a testing site.



# INACE

- The state exam consists of 85 multiple-choice questions.
- You have 12 months from the program completion date in order to pass the INACE.
- If you fail the exam three times, you must **RETAKE** the training again.

# TO MAINTAIN YOUR CNA CERTIFICATION, YOU MUST:

- Work a minimum of 8 hours in a 24-month period.
- Remain on the Healthcare Worker (HCW) registry with no disqualifying convictions.

# IN NA 101, YOU WILL LEARN ABOUT:

- The role and responsibilities of a CNA.
- Health Insurance Portability and Accountability Act (HIPAA).
- Preventing infection.
- Promoting safety.
- Safely moving/transferring a person.
- Assisting with hygiene/grooming/bathing/feeding.
- Proper oral care (including dentures).
- Assisting with toileting and dressing.

# YOU WILL ALSO LEARN ABOUT:

- Assisting with nutrition and fluids.
- Assisting with exercise & activity.
- Admissions/discharges/transfers.
- Assisting with elimination/specimens.
- Caring for the dying person.
- Caring for the person with Alzheimer's and related dementias.

# COURSE SELECTION (NOT FOR JTHS):

- You can view the available course schedule by visiting:
- <https://jjc.edu/choose-your-path/health-public-safety-human-services/certified-nurse-assistant>
- Under “Certified Nurse Assistant”, click on the semester of interest. You will find a series of attachments, including the semester schedule.
- Note the dates for each section, which separate theory and clinical time.

# NA EXPENSE LIST:

- On the CNA webpage, click on the “Expense List” for current tuition, fees, and other expenses for the course.
- The NU 400 Program (spring and fall semesters) is now eligible for IL MAP Grant funding. Please visit the [Financial Aid Department](#) for more detailed information.

# FINANCIAL ASSISTANCE OPTIONS:

- Workforce Development of Will County: 815-727-4444
- Will County Center for Community Concerns: 815-722-0722
- Grundy Co Workforce: 815-942-0566
- Center for Academic Success in Healthcare (CASH): 815-2795, Main Campus, U2012

# REFUND AND DROP DATES:

- Be sure to check your schedule for the refund and drop dates.
- The refund date for NA 101 is **within the first 10 calendar days** of the beginning of the semester.
- Drop after refund day: withdraw by processing an add/drop form during regular office hours through the Registration Office.



## SPECIAL ACCOMMODATIONS:

- If you have a documented disability under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, please contact the Disability Services Office at JJC well in advance of your first day of class.
- Share your accommodation letter with your instructor to receive your accommodations in the course.
- Disability Services Office: 815-280-2613

# NA 101 COURSE INFORMATION:

---

- First part of the course is theory in addition to labs.
- First day attendance is mandatory.
- Second part of the course is required clinical rotation at a nursing home, hospital or both with an instructor.

# THEORY COMPONENT:

---

- Successfully complete all theory component of the course in order to advance to clinicals.
- Maintain an 80% average on the ten quizzes in order to take the preclinical exam, otherwise the student must withdraw.
- Acquire an 80% on the pre-clinical exam to advance to clinical, otherwise the student must withdraw.
- Submit all healthcare requirements in order to take the pre-clinical exam.
- Pass the clinical rotation and acquire an 80% on the post-clinical exam to complete the course.

# LAB COMPONENT:

- Students must attend all required lab days for skills performance, practice and testing in full uniform.
- Lab days are scheduled at either the Main Campus or Romeoville Campus .

# CLINICAL COMPONENT:

- Students will attend clinicals at the assigned site with an instructor.
- Clinicals are usually on the same days/times as theory with a few exceptions. Be sure to check the schedule or check with your instructor.
- Students must satisfactorily pass clinicals in order to pass the course.

# ATTENDANCE:

- Attendance is required for all scheduled classes, including the first day. Students who are absent the first day of class will need to drop the course without a refund.
- The first day of class is mandatory.
- In the event of an emergency, students are allowed one absence, and they are to contact the Office of Student Rights and Responsibilities (OSRR) for documentation.
- The instructor must be notified, and missed time must be made up in another class within a week of the original absence. **Make-up time does not erase the absence.**

# TO AVOID PROBLEMS WITH ATTENDANCE:

- Arrange for back-up childcare.
- Schedule work and other commitments around class time.
- Have reliable transportation.
- Take care of yourself!

# TO AVOID PROBLEMS WITH PARTICIPATION:

- **Check your JJC email several times per day.**
- Read all Canvas Announcements posted.
- Communicate with your instructor frequently via email, text, or phone.
- Read the instructions carefully in the Orientation Module.
- Start compiling your health requirements early.



# TARDIES:

- Students are expected to arrive at the scheduled start time for each class session (lab and clinical) and return on time after breaks.
- Frequent tardies will affect the final grade and may lead to dismissal from the course.

# FIRST DAY OF CLASS:

- Bring all required books (available in our JJC bookstore).
- The instructor will review health requirements and the course syllabus.
- Uniform is not required on the first day of class.

# DRESS CODE/UNIFORM POLICY:

- Students should come to class dressed comfortably and appropriately.
- Students will wear their uniforms during lab days.
- Ciel Blue scrub top, black uniform pants, white shoes, and white socks. No clogs. No Crocs. No shoes with open toes and open heels.

# SUPPLIES:

- JJC student ID.
- Gait belts can be purchased at our bookstore.
- Blood pressure cuff/stethoscope kit can be purchased at our bookstore.
- Watch with a second hand. No smart watches are allowed.

# HEALTH REQUIREMENTS:

- Nursing assistant students must use the **NA 101 Student packet forms** to upload all health requirements in ViewPoint.
- ViewPoint is a required screening service for nursing assistant students. The student needs to purchase ViewPoint to set up the account. And the cost is \$60.
- Students must be able to participate in all aspects of the course without any restrictions.
- This course requires lifting, turning, transferring, and other physical activity.

# AHA CPR CERTIFICATION:

- All students must have a current American Heart Association (AHA) BLS Provider certification card.
- Students must complete the HeartCode BLS first, <https://www.elearning.heart.org/courses/25>, before registering and attending any CPR skills-only course. JJC offers CPR 125 (CPR Skills Only course); check JJC's class schedules.

# 2-STEP TUBERCULIN (TB) SKIN TESTING:

- All students must provide documentation of a 2-step TB test, which checks for exposure to TB:
  - Step 1: test placed (**1<sup>st</sup>** office visit).
  - Test 1 read within 48-72 hours (**2<sup>nd</sup>** office visit).
  - Step 2: 2nd test placed 7-21 days after the 1st test (**3<sup>rd</sup>** office visit).
  - Test 2 read within 48-72 hours (**4<sup>th</sup>** office visit).
- TB tests can be obtained at your County Health Department (often free or reduced rate), personal physician, health clinic, etc.
- **INSTEAD OF THE 2-STEP**, obtain a **QuantiFERON-TB GOLD BLOOD TEST**. Check with your healthcare provider.

# COVID-19 VACCINATION:

- All nursing programs strongly recommend that students be fully vaccinated and boosted for COVID-19 before starting the program to meet clinical requirements.
- Any students NOT COVID-19 vaccinated, and the student's section is assigned to a site requiring vaccination, then every effort will be made to assign this student to another site that does not require the vaccination.
- If there is **not** an available clinical spot for this unvaccinated student, then this unvaccinated student will need to wait to complete the program when a spot becomes available.
- The CDC has determined also that there is no interference with the COVID-19 vaccines and any tuberculin test.



# HEALTH REQUIREMENTS:

- Physical Examination
- 10-Panel Urine Drug Screen
- Proof of Immunity – MMRV
- Hep-B
- Tdap
- Flu Vaccination (Fall and Spring ONLY)
- Personal Health Insurance
- Completion of Hospital Orientation Packets (for sections going to the hospital)

# HEALTH CARE WORKER BACKGROUND CHECK:

- A fingerprint LiveScan background check is required by the State.
- Students must be fingerprinted **before the first day** of class. For more information about fingerprinting, visit, <https://jjc.edu/choose-your-path/health-publicsafety-human-services/certified-nurse-assistant>.
- If you have a prior conviction, you may be eligible for a waiver form. FOR MORE INFORMATION AND A LIST OF DISQUALIFYING CONVICTIONS, [www.idph.state.il.us/nar/disconvictions.html](http://www.idph.state.il.us/nar/disconvictions.html)

# REMEMBER:

- **All requirements are due before students can take the pre-clinical exam and proceed to clinicals.**
- You will **NOT** be able to complete the course if you fail to turn in documents by the scheduled due date. Do not wait until the last minute.

# IMPORTANT WEBSITES:

- HEALTHCARE WORKER REGISTRY:

[www.idph.state.il.us/nar/home.htm](http://www.idph.state.il.us/nar/home.htm)

- NURSE AIDE TESTING:

[www.nurseaidetesting.com](http://www.nurseaidetesting.com)

FOR ANY ISSUES  
AND CONCERNS,  
CONTACT YOUR  
**INSTRUCTOR**  
**FIRST THEN**  
FOLLOW THE  
CHAIN OF  
COMMAND:

- Chris Chierigatti, Department Secretary. 815-280-2336, [cchierig@jjc.edu](mailto:cchierig@jjc.edu)
- Linda Saveas, RN, Program Coordinator & Associate Professor. 815-280-2796, [fsaveas@jjc.edu](mailto:fsaveas@jjc.edu)
- Dr. Gina Hulbert, RN, Department Chair & Professor. 815-280-6722, [ghulbert@jjc.edu](mailto:ghulbert@jjc.edu)
- Dr. Jorie Kulczak, RN, Dean of Nursing & Health & Public Services. 815-280-2847, [jgenardo@jjc.edu](mailto:jgenardo@jjc.edu)

# NA CERTIFICATE OF COMPLETION (NU 400):

1. Go to [www.jjc.edu](http://www.jjc.edu)
2. Click on MyJJC
3. Log in
4. Go to the Search Box (right upper corner) and type: Graduation
5. Click on Apply for Graduation
6. Click on Online Application for Graduation
7. Click on New Application, Enter SSN and Birthdate
8. Click on the Continue box
9. You are applying for a “Certificate of Completion”. Program code: NU400. Answer all required questions. Submit report.

We will receive notification that you have completed the orientation. Faculty consent to register is issued within 48 hrs.

You will **NOT** receive any type of notification; just go ahead and register.

Once you receive faculty consent, it is valid for one year.

<https://www.jjc.edu/nursing-101-orientation>



---

**CLICK ON THE  
LINK AFTER  
COMPLETING  
THE  
ORIENTATION:**