

# **COLLEGE OF THE ALBEMARLE Spring 2024 Nurse Aide ADMISSION FACT SHEET**

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT  
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY  
UNDER REVIEW AND THEREFORE SUBJECT TO CHANGE**

**COLLEGE OF THE ALBEMARLE**  
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**COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS**  
**(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)**

**NURSE AIDE PROGRAM FACT SHEET**

The admission process outlined in this fact sheet was developed by the Nurse Aide faculty and is to be implemented by the Admissions Office with Nurse Aide faculty oversight.

**PHASE I: PRE-ADMISSION REQUIREMENTS:**

Applicants seeking admission into the Nurse Aide program must complete the following steps **by November 15th, 2023** in order to be considered for acceptance for the Spring Semester 2023 nurse aide course. (At the discretion of the Nurse Aide Program Coordinator, some applications may be considered after the deadline.)

**Important Note:** CTE and CCP students must be 17 years of age to be enrolled in a Nurse Aide I course. All students, including, CTE CCP students must successfully complete the NA I education/training program portion of their course prior to starting the NA II education/training program portion. CTE CCP students must apply for testing and listing on the DHSR NA I Registry within 10 calendar days of completing the NA I training program; BUT because testing dates may be beyond their control CTE CCP students may begin their NA II class prior to completion of actual testing and subsequent listing. (i.e., not to exceed 30 calendar days from date of application). Because this is an allowance CTE CCP students who fail their first attempt at testing for NA I listing will be immediately dropped from the NA II course. These students shall not resume the NA II portion of the program nor be admitted to any other NA II education program until they successfully pass the NA I testing and are actively listed on the DHSR NA I Registry.

Students must have a high school diploma or GED, as well as Nurse Aide I listing on the NC DHSR Nurse Aide I registry prior to enrolling in a Nurse Aide II course. Allowances will be made for CTE CCP students. CTE CCP students will enter the NA II education portion of the program prior to obtaining a GED or high school diploma. **These students will not however be eligible for listing on the NCBON NA II Registry until they possess a GED or high school diploma.** CTE CCP faculty will hold NA II applications and completion certificates until the student has graduated high school or obtained a GED. The NCBON approved RN instructor will validate a student's GED or high school diploma. CTE CCP students will not be required to submit their application and fee within 30 business days of the NA II completion date. **Instead, CTE CCP students shall submit their application and fee within 60 business days of the NA II completion date.**

- \_\_\_\_\_A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Nurse Aide program, to the Admissions Office, Elizabeth City Campus.
- \_\_\_\_\_B. **Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.
- \_\_\_\_\_C. **Attendance to a Health Science Orientation Session is highly recommended**, for a review of the admission process. Check with the admission department or the Health Sciences Admission Coordinator for scheduled dates and times.
- \_\_\_\_\_D. **Achieve minimum reading competencies.**  
Minimum Reading competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.

**To qualify for the Nurse Aide program, the student must meet all the pre-requisites for ENG 111 (without a co-requisite requirement.)**

Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection

- \_\_\_\_\_ E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- \_\_\_\_\_ F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

**REQUIREMENTS A, B, C, D, E, and F, must be met in entirety before applicants may complete a Health Science Application. Once students have met criteria A-F completely, they should contact the Health Science Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements. Validation forms will be submitted to the Health Science Office by the Health Science Admissions Technician. One week after submitting Validation forms, students may contact the Health Science Admission and Retention Coordinator (Owens Center, Office 107, Ext. 2304) who will confirm their form has been received.**

## **PHASE II NURSE AIDE APPLICATION REQUIREMENTS:**

- \_\_\_\_\_ G. **COMPLETE THE HEALTH SCIENCE ADMISSION APPLICATION.**  
Once students have met all preadmission criteria A,B,C,D, E, and F - students must complete an application for the Nurse Aide Program. Applications may be obtained from the Health Science Admission Technician’s office (AE 133). Applications will only be given to students who demonstrate completion of preadmission requirements A-F. **Students should call the Health Science office to confirm their form has been received. Only those students who have completed an application form in its entirety will be considered for the admission process. Applications must be received in the Health Science Admissions & Retentions office (Owens Center, Office 107) by 4 p.m. on November 15<sup>th</sup> , 2023. Late applications will NOT be accepted for any reason.**
- \_\_\_\_\_ H. **ATTEND THE NURSE AIDE PRE-ADMISSION MEETING**  
After meeting the minimum PRE-ADMISSION qualifications for admission to the Nurse Aide program and submitting the Nurse Aide application, qualified applicants will receive a letter of notice and must attend a mandatory pre-admission meeting with the Nurse Aide faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Nurse Aide program and answer questions or concerns of the applicants. **Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Health Science Administrative Assistant’s office, Owens Center, Office 102, Extension 2283 or Extension 2304. It is the applicant’s responsibility to maintain communication with the college via the Health Science Administrative Assistant’s office, Owens Center, Office 102, Extension 2283.**

## **NURSE AIDE PROGRAM RANKING PROCESS**

All students who have met all the required academic and testing criteria, have a complete Health Science application or Validation Form on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked on a **first-come-first-serve basis based on the date their validation form was submitted to the Health Science Admissions Technician (Annette Roberson).**

### PHASE III: SELECTION PROCESS

- A. Letters of contingent acceptance will be sent to the top applicants for the number of program slots available. Letters will be sent via the COA student email address.
- B. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their dated validation form. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the Nurse Aide Program Coordinator, whose decision is final, starting with “Alternate 1.”
- C. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next time the Nurse Aide program is offered.

An applicant who has concerns about the admissions process to the Nurse Aide Program should address the problem with the Program Coordinator of the Nurse Aide Program (Owens Center, Office 204, Ext. 2257).

### OTHER IMPORTANT INFORMATION RELATED TO THE NURSE AIDE PROGRAM

Upon conditional acceptance, but prior to enrollment in the Nurse Aide program, applicants will be required to provide additional information including:

- A. **The fully completed and signed COA health care examination form indicating physical and emotional health and record of immunizations must be submitted via the assigned third party vendor and available for review by the designated date.** Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record). If a student has not had the COMPLETE, 3-shot series, of the Hepatitis B vaccination, they will have to sign a waiver before going to clinical sites.
- B. **Criminal Background Check**  
A criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.

### READMISSION PROCESS:

**Definition of Re-Admit: A student who has previously been enrolled in any Nurse Aide program.** Applicants applying for readmission into the nurse aide course should contact the Program Coordinator (ext. 2257) for information concerning this special situation.