



ADULT EDUCATION

CERTIFIED NURSE AIDE PROGRAM GUIDE 2026 – 2027

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Main Campus: 1101 W. Liberty Street, Medina, OH 44256

South Campus: 6300 Technology Lane, Medina, OH 44256

330-725-8461 | www.mcjvs.edu

Medina County Career Center
ADULT EDUCATION
CERTIFIED NURSE AIDE (CNA)
Program Overview

Student Orientation for both sessions - September 8, 2026, 5:00 pm – 7:00 pm
87 Hour Program

Class Dates and Times

Session 1A - September 9, 2026 - November 23, 2026 -Tuesday and Thursday, 4:30 pm – 8:30 pm
Session 1B – September 10, 2026 – November 24, 2026 - Monday and Wednesday, 4:30 pm – 8:30 pm
87 Total Hour Program

Clinical Dates and Times

Clinical Facility is Western Reserve Masonic Community (WRMC)
4931 Nettleton Road, Medina, OH 44256

Session 1A – Meet and Greet - November 10, 2026, from 4:30 pm to 8:30 pm
Clinical - November 12 and 17, 2026, from **6:45 am to 2:30 pm**

Session 1B – Meet and Greet - November 9, 2026, from 4:30 to 8:30 pm
Clinical - November 11 and 16, from **6:45 am to 2:30 pm**

Mock Written and Skill Exam

Session 1A – November 18, 2026, 4:30 pm to 8:30 pm
Session 1B – November 19, 2026, 4:30 pm to 8:30 pm

Certified Nurse Aide Certification Exam

Session 1A – November 23, 2026, TBD
Session 1 B – November 24, 2026, TBD

Please prepare to attend clinical during daytime hours. Certification exam may also be during daytime hours. The date will be shared with students once it is confirmed.

Certification written and skill exams will take place at the Medina County Career Center. The same computer and lab classroom that students utilized while taking instruction will be used for the certification exam.

Written and skill exam date will be provided by instructor and will be following successful completion of the program.

CNA Certification testing date to be determined upon the availability of ODH RN testers. Students will be notified of this date as soon as we are aware of the date.

Adult Education Certified Nurse Aide Program Philosophy

We believe that the Adult Education Certified Nurse Aide Program's primary goal is to develop the abilities, attitudes, work habits, and appreciation necessary for students to become effective, creative, and sensitive citizens of our society.

We believe that our goal is to teach students who have chosen to pursue entry-level positions in the field of Certified Nurse Aides and other related medical careers in such a way that they will become aware that work is a way of creating opportunities and developing skills that will improve their lives. These new skills will help give them a sense of accomplishment and an understanding that they can make a positive contribution to the future of this country.

We believe our goal is to have students gain experience in decision-making and accepting responsibilities and consequences for their actions. Students will also discover and develop their self-esteem and gain mutual respect and understanding with others.

Program Goals

1. MCCC will provide students with an academic program leading to certification and employment as a nursing assistant.
 - Upon completion of the program, all students will demonstrate technical proficiency in the competencies for nursing assistants.
 - Upon completion of the program, each nursing assistant student will demonstrate personal behaviors consistent with the expectations of the profession and employer.
 - Upon completion of the program, all graduates will apply for and complete a State of Ohio registry certification examination in the field of nursing assistant.
2. MCCC will provide an environment that enhances learning and is flexible with individual development.

Adult Learning Principles

Adult classes are made up of people with a variety of experiences; hence it is necessary to use individual instruction to relate the material to the student's experience. Adult students are well-motivated, eager to learn, and appreciative of quality teaching. Adults want to understand the use of a skill before they practice that skill; therefore, a variety of teaching methods will give a realistic approach to learning. Adults want short units and to cover the material in the course as rapidly as possible. We will remain sensitive to those who may fall behind.

Admissions Policy

Admission is open to anyone 16 years or older (unless otherwise noted) regardless of educational background. Students in a full-time high school must have the permission of their home district and the Director of Nursing Education or Director of Adult Education. Approval for admission is determined by the merits of each case. The Medina County Career Center does not accept credit for experiential learning. Applicants must take the WorkKeys Test and receive a passing score for the program. Please refer to the student handbook's Admissions Procedures section for further information.

Medical requirements:

A Physical examination and medical clearance form is required prior to the start of the program. In addition, titers and immunizations are required. Documentation must be provided prior to September 15th, 2026, for all immunizations except COVID-19 and Influenza which must be completed by October 15th, 2026. Forms are available on Achademix in the student portal.

Hepatitis B Inoculations: Hepatitis B is a serious, potentially life-threatening disease that affects the liver and is caused by the Hepatitis B virus (HBV). HBV is spread through contact with blood or body fluids of an infected person. Hepatitis B Vaccine can prevent Hepatitis B and the consequences of HBV infection such as liver damage and liver cancer.

Some of the potential complications of HBV infection include:

- Loss of appetite
- Pain in muscles, joints, and stomach
- Jaundice (yellow skin or eyes)
- Liver damage
- Liver cancer
- Death
-

Hepatitis B vaccine is usually given as a series of three injections (shots), giving the individual long-term protection from HBV infection. The second shot in the series will be given no sooner than 30 days and no later than 60 days from the date of the first dose. The third injection will be given 6 months after the first dose. However, proof of long-term protection is only confirmed with titer verification. If students do not get the titer drawn by **September 15th, 2026**, or the 3-dose series, they will not have the proper documentation to be placed at a Practicum site. This means that students will be limited in their Practicum placement.

Tuberculosis is an infectious lung disease caused by the tuberculosis bacteria. A QuantiFERON – TB Gold test, T-Spot, or 2 Step PPD - Mantoux is required to show immunity yearly. Results of the test are required prior to the start of program.

Students will need documentation from a QuantiFERON – TB Gold drawn or T-Spot results proving they do not have TB or 2-Step TB documentation. If either test is positive, a chest x-ray result from a doctor proving they do not have TB is acceptable. If students do not get the results by **September 15th, 2026**, they will not have the proper documentation to be placed at a Practicum site. This means that they will NOT be allowed to participate in Practicum, they will not finish the program and they will not be eligible to sit for any of the NHA certification

exams. NOTE: Certain Practicum sites require a TB Test within six months prior to the student's first clinical start date. If they are placed at one of these sites, they may need to have the test repeated during the school year.

Tetanus – Diphtheria (DT) Toxoid Booster (Tdap)

Tdap immunization record of shot less than 9 years ago is required (immunization must be valid through the end of the program).

Measles, Mumps, Rubeola (MMR)

Immunization record AND bloodwork titer results proving immunity are required prior to program start date. If any titer is non-reactive, documentation of a booster shot is required.

Varicella (Chickenpox)

Immunization record or physician's record documenting disease AND bloodwork titer results proving immunity (reactive). If any titer is non-reactive, documentation of a booster shot is required.

Influenza Vaccination:

It is the student's choice to receive the current/seasonal influenza vaccine. By not receiving the vaccine, the students limit eligibility to be sent to certain Practicum sites. The influenza vaccine must be received by October 15th, 2026. Documentation of the injection is required prior to the start of Practicum.

Covid Vaccination:

It is the student's choice to receive the current Covid vaccine. By not receiving the vaccine, the students limit their eligibility to be sent to certain Practicum sites. The Covid vaccine must be received by October 15th, 2026. Documentation of the injection is required prior to the start of Practicum.

*All practicum sites may have different immunization/health requirements. Practicum placement may require additional immunizations or drug screening.

NOTE: Waivers must be signed for any declination of vaccination. Practicum sites may not accept students who are not fully vaccinated.

Career Placement/Transition/Counseling Services

Medina County Career Center Adult Education is committed to assisting its students in becoming employed within their chosen field of study. Students enrolled in career development adult education programs receive assistance and support in job-seeking skills, resume writing, and interviewing techniques. Working closely with local business and industry, students will be provided with access to job opportunities through on-line job postings.

In addition, adult students receive information and may schedule appointments with a licensed counselor for:

- Counseling for personal, social, and academic concerns.
- Assistance with understanding learning styles, study skills, and balancing schedules.
- Identifying barriers to achieving success.
- Information regarding healthy living, communication, work ethics.

Individual Assistance: Individual appointments to discuss academic, personal, or social concerns with the Academic Counselor and Job Placement Coordinator may be arranged directly with the coordinator or through the Adult Education Staff. Staff may also refer students for individual assistance to address an escalating concern. Information discussed in private will remain confidential unless a student is personally in danger or is in danger of hurting himself or others. Students may discuss, review, and explore solutions and will be empowered to address their concern in an appropriate and respectful manner at the correct level of authority (i.e., instructor, supervisor, or director).

Contact Information:

Adriana Strazzanti
Academic Counselor/Job Placement Coordinator
330-725-8461, Ext. 354
astrazzanti@mcjvs.edu

Kyle Wissel
Adult Education Career Counselor
330-725-8461, Ext. 351
kwissel@mcjvs.edu



Disability Services for Adult Students Medina County Career Center

The goal of the Medina County Career Center (MCCC) is to help provide access and reasonable accommodations to students with disabilities while attending adult education classes.

All accommodations will be based upon documentation that indicates the student has a disability that substantially limits some major life activity, including learning. Important points to remember:

- During High School, students receive services under the Individuals with Disabilities Act (IDEA).
- Students enrolled in MCCC Adult Education classes and requesting accommodations based on the ADA must schedule a meeting with the MCCC Director of Adult Education to begin the process.
- At the adult level students function under the American with Disabilities Act (ADA) it is important to remember the following for qualified students at the adult level:
 - Students are not entitled to a free, appropriate education, rather students have civil rights and they must advocate for themselves in order to enjoy those rights.
 - ***Students must meet all entrance and academic requirements*** whether they receive academic accommodations or not.
 - There is no "IEP like" process in the post-secondary setting. However, reasonable accommodations can be provided to create an opportunity for success. **Accommodations cannot alter the fundamental nature of the program or course.**
 - Federal privacy laws require the student's written permission to allow academic and non-academic information to be shared with parents.
 - Post-secondary institutions are required to make accommodations available to level the playing field; however,
 - It is the civil right of a student to refuse accommodations that they do not wish to use, ***and if accommodations are not requested, it is assumed that the accommodation is not desired.***
 - The post-secondary institution does not assume the costs associated with obtaining a current and relevant evaluation.
 - Student disability information is maintained separate from the educational record. The student has the right to disclose their disability to the Director of Adult Education and Adult Education Counselor in order to receive academic accommodations and support. Students have the right to privacy under ADA.
 - The Adult Education Counselor typically does not contact an instructor without the express permission of the student. Each student must initiate an accommodation discussion with each instructor at the beginning of every class. If the student has been approved, they must present "Verified Individualized Services and Accommodation Form."

- Students are responsible for coordinating their own personal care and the services needed to meet medical and other needs.

Procedure for Documentation of Disability

Under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights to accommodations based upon documentation. The documentation must indicate that the disability substantially limits some major life activity. The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments and/or auxiliary aids.

- Documentation must be comprehensive and current.
- The report must include a specific diagnosis.
- Actual test scores must be provided.
- Tests used to document eligibility must be technically sound.
- A description of requested accommodations, including the rationale, must be provided.
- A qualified professional must conduct the evaluation – a *Health Care Provider Letter* is available upon request in the Adult Education Office.

The Adult Education Staff will protect student privacy rights by maintaining a confidential file for each student. Disability-related information will be shared only when express permission is given by the student to release such information in order to provide appropriate support services.

MCCC recommends that students needing services contact the Adult Education Counselor as soon as they know they will be attending MCCC. The Adult Education Office will review each student's documentation and, if found to be eligible for accommodations, will contact the student to begin the process.

The Americans with Disabilities Act of 1990, as amended defines Disability as follows:

(1) Disability

The term 'disability' means, with respect to an individual:

- (A) Physical or mental impairment that substantially limits one or more major life activities of such individual.
- (B) A record of such impairment; or
- (C) Being regarded as having such an impairment.

(2) Major Life Activities

(A) In General

For the purpose of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(B) Major Bodily Functions

For the purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Application Form

Once verification is received, the Adult Education Office will provide a *Disability Verification Letter* for students to present to their Health Care Provider.

Adult Education Department

Medina County Career Center
1101 West Liberty Street
Medina, Ohio 44256
330-725-8461

I.E.P. and 504 Accommodations

- Students must inform the adult education office, and the CNA instructor of any special educational accommodation needs when enrolling or by the first night of class.
- Students must complete the Request for ADA Accommodations D and S Form.
- The student must provide the adult education office with a valid copy of the I.E.P or 504, and other supporting documentation listed on the Request for ADA Accommodations Form before accommodation may be granted.
- I.E.P. and 504 accommodations will be made following the same requirements as put forth for the State of Ohio CNA Registry exam.

Policy for Non-Discrimination

The Medina County Career Center is an equal educational opportunity school in compliance with Title IX of the Educational Amendments of 1972 and other relevant laws. All alleged discrimination complaints with respect to race, color, national origin, sex, and disability should first be discussed informally at the Director's level before commencing Step 1 of Section II.

Section I

If any student believes the Medina County Career Center School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI (race, color, and national origin) of the Civil Rights Acts of 1964, (2) Title IX (sex discrimination) of the Education Amendment Act of 1972, and/or (3) Section

504 (disability) of the Rehabilitation Act of 1973, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

TITLE IX COORDINATOR and SECTION 504 COORDINATOR

Tad Fitch

330-725-8461 ext.224

Section II

The person who believes she/he has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the district's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. She/he may initiate formal procedures according to the following steps:

- Step I A written statement of the grievance signed by the complainant shall be submitted to the district's Civil Rights Title IX and Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

- Step II If the complainant wishes to appeal the decision of the district's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

In Case of Discrimination

The grievance procedures begin with the student or staff member presenting in writing his or her alleged grievance to their supervisor or the Director of Adult Education. A copy of the complete grievance procedure is available upon request from the Office of the Title IX Coordinator, Mr. Tad Fitch, Medina County Career Center, 1101 West Liberty Street, Medina, OH 44256. Mr. Fitch may be reached by phone at (330) 725-8461, ext.224.

Attendance Policy

The CNA class at the Medina County Career Center is accepted through the Ohio Department of Health (ODH) as an 87-hour program. Per ODH, all students are required to be present for the entire CNA program, no exceptions allowed. The total time for the CNA Program is 87 hours. The program is 11 weeks long during the regular school year. Summer sessions are TBD. It is *MANDATORY* that each student is present for the complete 87 hours. The student is expected to be on time 100% of the time.

Students must complete 100% of the required clinical hours.

Excused Absence Policy

Students who will be absent from class due to illness or personal emergency need to contact their program instructor prior to their absence. If absent due to illness a physician's note may be required. Students may have an excused absence for unforeseen personal or family emergencies, funerals, jury duty, illness, religious obligations, etc. if approved by the program instructor or a director.

Any time missed is required to be made up, at the expense of the student, within two weeks of time missed. Students will be required to make up time at a rate of \$40.00 per hour, that must be prepaid. Make-up time must be pre-approved by the Director of Nursing Education or the Director of Adult Education and is scheduled according to availability of the instructor.

Withdraw Policy

Students choosing to **withdraw** should follow the process below:

1. Notify the instructor.
2. Meet with the Director
3. The student's last day of attendance will be the official withdraw date.

A Withdrawal Form should be completed by the Adult Education Office and needs the student's signature.

Students who miss three consecutive days from school without notification of their absence to their instructor or the Adult Education Office may be considered to have voluntarily withdrawn from the program. Students may be readmitted to a program upon documentation of absence and approval from the Director of Adult Education.

Tardiness and Early Departure

Students are expected to be in class on time. Students shall be considered tardy if they enter class after the scheduled start time. The amount of time deducted from attendance records will be documented. Instructors will be responsible for logging tardiness and early departures into daily attendance records.

Lunches and Break Time

Please note that classes that are **four (4) hours or less in length** are permitted **one 15-minute** break. Classes that are **over four hours in length** are permitted **one thirty-minute** lunch break. The common areas are the only area where food may be consumed. No food or beverages are to be removed from the commons area. NO FOOD OR BEVERAGES ARE PERMITTED IN ANY CLASSROOM OR LAB AREA. Be considerate of others by disposing of waste and leftovers properly.

Professionalism and Code of Conduct

Behaviors

Students are expected to demonstrate the 4 P's each day:

- **Be Present:** On time and engaged
- **Be Positive:** Making choices that build a respectful strong culture
- **Be Professional:** Being mindful of your appearance, words, and actions
- **Be Productive:** Giving your best effort and taking initiative to succeed.



MCCC Expectations:

Be Present	Attendance Matters! On Time & Engaged
Be Positive	Mindful Choice Impact on Culture
Be Professional	Appearance Words Actions
Be Productive	Work Hard Take Initiative

Communication and behaviors when interacting with clients, faculty, staff and peers is expected to be positive and professional. Students may be subject to disciplinary action (warning, probation, dismissal) for unacceptable conduct. Programs must operate in accordance with rules and regulations as set forth by the school administration and the Board of Education. A student may be dismissed for the following but not limited to:

- Academic dishonesty
- Excessive absences
- Poor attitude, lack of progress or interest
- General misconduct
- Disruption to the educational process
- Destruction of school property, vandalism
- Not following directions from instructors, insubordination

- Theft
- Harassment/bullying
- Fighting, physical/verbal assaults
- Use or possession of illegal substances, (drugs, alcohol, vape, tobacco, etc.)
- Possession of weapons

Lab Guidelines

PLEASE REMEMBER:

- Please use care with all property.
- Please report any damage noted to any equipment to the instructor immediately.
- No pens should be used close to the mannequins. Pencils only.
- Students are expected to handle all mannequins with the same level of care and respect that would be given to a real patient.

Clinical Experience Guidelines:

- All CNA students MUST follow ALL of the facility's rules, regulations, and policies. Violations of any of the facility's rules, regulations, or policies may subject the CNA student to immediate removal from the facility and dismissal from the program.
- Please remember that we are guests at the nursing home and conduct yourselves appropriately.
- Professional, clean attire (navy blue uniform, white shoes) is required at the nursing home.
- Students must be on time for all clinicals and must attend all clinicals to complete the program.
- Clinical sites have a strict no cell phone use during working hours within the facility except during breaks policy. Students must use their cell phones in specifically designated areas only.
- Clinical sites have strict no smoking within the facility or on the grounds policy.
 - If the student is a smoker, students may only smoke outside at a specific location, and only during scheduled break periods.
 - At NO time is the CNA student to provide a resident with any type of smoking materials (cigarettes, cigars, lighters, etc.). The student may be subject to immediate removal from the facility and dismissal from the program if they do so.
- The Medina County Career Center does not remunerate students for work done on nursing assistant clinical assignments. There will be no payment of any type made to the student for the clinical experience.

Program Cheating and Misconduct Policy:

Professional and ethical conduct is always expected in the classroom, lab, and at the nursing home.

Students will not be allowed to behave in any manner that would be disruptive to the operation of the program or clinical facility.

There will be zero tolerance for harassment. Any form of harassment noted or reported in this class will result in disciplinary action. Further infractions will result in disciplinary action as outlined in the Student Handbook, which may include suspension or expulsion from the program if warranted.

Disciplinary action, **including expulsion** from the program, could occur for such behaviors, and not limited to such behaviors as cheating, profanity, sleeping in class, falsification of records, theft, illegal possession or use

of drugs or intoxicants, careless or willful destruction of property, willful disobedience or insubordination, smoking in unauthorized areas, disruptive or distracting behaviors, committing unlawful acts, or failure to adhere to the rules, regulations, and policies of the facility.

Dress Code

UNIFORMS

Navy blue uniforms and no opened-toed shoes are to be worn when at the clinical site and in the lab.

Uniforms shall be freshly laundered and pressed. Uniform pants shall not be rolled nor pegged and must be hemmed if necessary. Knee-highs, stockings, nylons, or socks shall be worn, and they are to be white or neutral in color. Undergarments are to be flesh or white in color and only brief-style underwear shall be worn.

School name badges will be provided and must be always worn while at clinical.

Uniform shoes shall be freshly polished and free from scuffs; white tennis shoes are acceptable. Shoelaces (if applicable) shall be white, clean, and unfrayed.

FINGERNAILS

Fingernails must be well manicured and are not to extend beyond fingertips. Nails shall be kept free of dirt and debris. Nail polish shall not be worn, neither colored nor clear. Absolutely no artificial nails! This presents an infection control hazard and safety hazard for residents under the student's care during the clinical.

PERFUME/COLOGNE/LOTIONS

No scented lotions, perfumes, or colognes are to be applied during class, lab, or at the clinical site. Staff, other students, or patients may have allergic responses, and respiratory insufficiency can be an issue.

HAIR

Hair shall be clean and modestly styled. Hair shall not touch collars when hanging free. Bangs are not subject to this rule. Hair needs to be pulled back off the face when in the lab and on externship. Hair colors shall be kept in the natural colors of brown, black, auburn, blonde, etc.

Students are becoming health professionals and high standards of personal hygiene are expected to be maintained. Students need to dress and act accordingly.

TATTOOS

Are to be covered and not visible. Wear long sleeve white or navy-blue shirt under scrub top to cover tattoos.

JEWELRY

Students will need to wear a watch with a second hand. Only a wedding band or engagement ring is allowed. Only 1 pair of earrings is allowed during class. Earrings cannot be hoops or dangling. Body rings, including tongue, eyebrow, and facial piercings are prohibited in class, lab, and at the clinical site.

SAFETY

Please understand that safety is a very important factor in the lab. Safety precautions will be practiced at all times when in the student lab or at the clinical site.

Food/Gum/Candy

Due to OSHA regulations and County Health Department, food and drink are strictly prohibited in the Lab section of the classroom. The student will be given adequate break times so that they can get a snack if needed. The Lab is a Biosafety Level 1 Lab.

LANGUAGE

Appropriate language is always expected. Profanity is prohibited and unprofessional.

Cell Phone Policy

Cell phones are disruptive to the educational process. Use of cell phones and/or other electronic communication (ECD) devices is prohibited in clinical settings, both on and off campus; during these times ECDs must be secured along with other personal items and not on the student. In the event of a personal or family emergency, advise family members (and/or significant others) to call the Medina County Career Center, Adult Education Department, and they will get the message to the student as soon as possible.

All ECDs must be silenced and placed in a secure location during instructional time unless otherwise directed by the instructor. **ECDs should not be out during class/lab time.** ECDs are permitted during lunch and breaks and may be used during class time with instructor permission at the Medina County Career Center.

Violation of this policy may result in expulsion from the program with no refund of fees.

Policy on Use of Social Media

The Medina County Career Center does not allow inappropriate and/or illegal use of social media. This policy intends to protect students, clients, visitors, and staff against misuse of social media content. This also includes patients, staff, and visitors associated with any site for externship/clinical rotations. Social media includes but is not limited to Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, email, or any other methods of disseminating personal and private information.

Compliance Guidelines

1. Students are strictly prohibited from transmitting by way of any electronic media any student, resident/client-related image, or information that may be reasonably anticipated to violate anyone's residential rights to confidentiality or privacy. This includes information that could degrade or embarrass staff, visitors, or patients at the externship/clinical site.
2. Students will not post or share posts that would disseminate any information regarding staff, visitors, or patients at the Medina County Career Center or an externship/clinical site.
3. Students will maintain professional boundaries in the use of social media.
4. Students are not to share company data or information on social media.
5. Students will refrain from making offensive remarks on social media about the students, staff, volunteers, practitioners, visitors, or patients at the externship/clinical site. This includes making

threats, harassing, and using profane, obscene, sexually explicit, racially derogatory, or homophobic comments.

6. Students will not post content or otherwise speak on behalf of the Medina County Career Center or externship/clinical site unless authorized to do so by the administration.

Any student who violates this policy may be subject to expulsion from the class with no refund of fees and possible implications in future legal proceedings involving the event(s).

Confidential Information/HIPAA Compliance

As part of the CNA program, the student will experience a clinical at a long-term care facility, which is approved by the Medina County Career Center.

Each patient at these facilities entrusts himself/herself to the care of the institution staff with complete assurance that all information about him/her is held in strict confidence. Personal harm can be done to a patient or his/her family by revealing information carelessly. In addition, disclosure of medical information may result in serious legal liability for a student and the covered entity.

In the course training, the CNA may read, overhear or otherwise become aware of confidential or personal information about a patient. Failure to strictly observe the following rules may result in the student being dismissed from the program with no refund:

1. Other than discussion within the scope of the CNA student's professional training duties with the healthcare facility staff, other professionals, and/or the client's family members, the student is not permitted to discuss a patient's personal affairs or medical condition with other patients, visitors, or anyone else.
2. If the medical condition or other affairs of any patient are questioned by an unauthorized individual, the CNA student should not respond and must report the incident immediately to his/her instructor or preceptor at the site.

Conference Evaluations

Certified Nurse Aide students are evaluated during established checkpoints in the program with the Instructor, Program Coordinator and/or the Director of Nursing Education. At this time the Instructor, Program Coordinator and/or the Director of Nursing Education will discuss current grades, attendance, 4 P's, and concerns that the CNA staff may have. Student progress with these employability skills is essential. The CNA staff will also meet with individual students on an as needed basis during the program.

Concerns/Complaints

Students who have concerns or complaints about their program, instructor(s), and/or administration should take the following steps:

- Discuss the concern with the instructor(s).
- If the concern cannot be handled at the instructor(s) level, contact the Adult Education Office.
- If the concern is not resolved, contact the director in writing.



Program Name	Certified Nurse Aide
Course Title	Adult Certified Nurse Aide
Total Clock Hours	87 hours

Basic Information			
Required Orientation	Tuesday, September 8, 2026	Time:	5:00 pm – 7:00 pm
Session 1A Class	Tuesday, Thursday	Time:	4:30 pm – 8:30 pm
Session 1B Class	Monday, Wednesday	Time:	4:30 pm – 8:30 pm
Clinical Orientation Session 1A	Tuesday, November 10, 2026	Time:	4:30 pm – 8:30 pm
Clinical Orientation Session 1B	Monday, November 9, 2026	Time:	4:30 pm – 8:30 pm
Clinical Session 1A	Thursday, November 12 & Tuesday November 17, 2026	Time:	6:45 am – 2:30 pm
Clinical Session 1B	Wednesday, November 11 & Monday, November 16, 2026	Time:	6:45 am – 2:30 pm

Faculty with Credentials Responsible for Course	Donna King RN
Instructor Work Phone	330-725-8461 ext. 604
Instructor Email	dking@mcjvs.edu
Office Hours	TBD
Instructor and CNA Program Coordinator	Diane Adams RN
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Certified Nurse Aide students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education. A background check and medical requirements must also be completed.

Course Hours	
Total Hours	87 hours

Required Texts and other Bibliography of learning resources

Fuzy, J. (2022). *Hartman's nursing assistant care: The basics* (6th ed.). Hartman Publishing, Inc. ISBN: 978-1604251418

Hartman Publishing, Inc. (2022). *Hartman's nursing assistant care: The basics workbook* (6th ed.). Hartman Publishing, Inc. ISBN: 978-1604251425

Course Description

MCCC Adult Ed Certified Nurse Aide Program (CNA) is a comprehensive course that will provide the student with the basic knowledge and skills necessary to provide personal care to hospital patients or nursing home residents. The program combines Nursing Assistant theory and medical terminology with hands-on learning in a lab environment. This learning prepares students for the State of Ohio Certified Nurse Aide registry exam. Students must satisfactorily pass all portions of the program (theory, lab, and clinical) to successfully pass the program and to be eligible to receive the State of Ohio Certified Nurse Aide Certificate which is required for the State of Ohio CNA registry exam.

The registry exam is offered through the State of Ohio-approved testing provider, *D and S Diversified Technologies*. MCCC is an approved testing site for *D and S Diversified Technologies*. Students will sit for the exam here at MCCC one to three weeks after the conclusion of the class. Testing dates are dependent on the test evaluator's availability. **Certification exam may be scheduled during daytime hours. The date will be shared with students once it is confirmed.**

The program consists of the following areas:

Theory: Each class begins with a brief review of prior learning. New information is then presented through instructor lectures using whiteboards, handouts, and presentations. A textbook, workbook, and pencil/pen are required. PowerPoint lecture notes will be provided. Students are required to participate in discussions, take additional lecture notes if needed, and complete required readings and homework assignments by the due dates.

Homework assignments consist of workbook chapters that coincide with textbook lectures. The homework assignments are not graded but will be checked for completion and random correctness. They are assigned to enhance and reinforce classroom lectures. All homework assignments are listed on the course syllabus.

Testing of lecture material will consist of mid-term and final. A minimum combined grade on all tests of at least 80% is needed to pass the theory portion of the program. Students must have 80% in the lab and theory to participate in clinical.

American Heart Association Basic Life Support Training is required prior to clinical. If the student is already certified, please upload the current card, or bring to our office to upload. First Aid training will be included in the Certified Nurse Aide course.

Lab: Students will take their theory learning into the lab to practice hands-on skills. The instructor will begin by providing a whole-class demonstration and students will work in groups of two to three students to accomplish tasks defined by the instructor. Students are expected to work independently on skills while the instructor circulates throughout the lab. The instructor will test each student's performance on

randomly selected skills. If the instructor feels that the student is not able to perform the skills properly or safely, the student may fail the lab portion of the program. Failing lab means the student will not be allowed to participate in the clinical externship experience. Students must satisfactorily pass a performance of skills test with the instructor to pass the lab portion of the program.

Clinical Externship: Please prepare to attend clinical during daytime hours. Students will be required to participate in a clinical experience. Currently, the clinical is at The Western Reserve Masonic Community, Medina, Ohio 44256. Students are expected to perform the duties of a nursing assistant utilizing knowledge and skills learned in theory and lab. Students will be assigned to a staff CNA to work with and are expected to provide personal care to residents assigned to the staff CNA. The student may seek help and guidance from the instructor for unfamiliar tasks. The student is expected to complete all assigned tasks before the end of that clinical day. The student must satisfactorily complete the clinical portion of the program to successfully pass the program.

*NOTE: A certificate of successful completion of the CNA program will only be given to those individuals who have successfully passed the theory, lab, AND clinical portions of the program. The certificate of completion is needed for eligibility to sit for the CNA registry exam. The cost of the initial certification exams is included in the program. Any certification retakes will be paid for by the student.

Program Objectives/Outcomes
Upon successful completion of the Certified Nurse Aide Program, students will be able to:
Demonstrate knowledge of the role and responsibilities of the nurse aide as a member of the healthcare team.
Apply principles of patient rights, confidentiality, ethics, and professional behavior in all healthcare settings.
Demonstrate effective communication skills with patients, families, and members of the healthcare team.
Utilize infection prevention and control measures, including proper hand hygiene and standard precautions, to promote patient safety.
Perform basic nursing assistant skills safely and competently, including: • Vital signs measurement • Personal care and hygiene • Mobility and transfer techniques • Nutrition and hydration assistance • Elimination care • Bedmaking and environmental safety
Identify and respond appropriately to changes in a patient's physical, emotional, and mental condition.
Demonstrate safe body mechanics and proper use of assistive devices to prevent injury to patients and caregivers.
Promote patient comfort, dignity, independence, and quality of life through compassionate, person-centered care.
Recognize the importance of cultural diversity and individual differences when providing patient care.
Maintain accurate and timely documentation and reporting of patient information according to healthcare facility policies.
Demonstrate knowledge of emergency procedures and appropriate responses to patient emergencies.
Successfully perform all required clinical competencies in accordance with state and federal regulations.

Teaching Strategies	
➤	Lecture
➤	Take home and in class review exams
➤	Utilization of textbooks/study guide resources
➤	Discussion and Group activities
➤	Reputable Internet sources
➤	Role play
➤	Laboratory practice

Evaluation / Assessment and Grades		
Grade Type	Number	Total Points Possible
Chapter Tests	10	100
Midterm Exam	1	100
Final Exam	1	100
Chapter Homework	10	25
Skill Testing		Satisfactory/Unsatisfactory
Clinical		Satisfactory/Unsatisfactory

Grading Scale	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up

Grades will be determined from daily participation, professional appearance and demeanor, class assignments, quizzes, and major tests. Instructors will establish specific criteria for determination of grades as a part of the specific program requirements.

Other Information
Grading Students will be graded as follows:

- Written Exams – Students must have an average score of 80% or greater to go on to the clinical externship.
- Students must practice all skills and perform a correct return demonstration of each skill for peer review.
- Instructors will evaluate each student on all testable skills.
 - Hand washing is one of the skills.
 - Skill Check lists aid in learning the steps for each skill.
 - When the student feels confident with the skill, they may ask the instructor to test them.
 - The student must be evaluated on at least a total of five skills by the instructor to complete the program.

PLEASE NOTE: To complete the program and receive the certificate of completion from MCCC (which is needed to be eligible to sit for the State of Ohio Registry Exam) the student:

1. Must have an average of 80% or better on all written tests
AND
2. Must actively participate in the skills lab
AND
3. Successfully pass an evaluation by the instructor on testable skills.
AND
4. Must complete all required hours set forth
AND
5. Must complete all clinical hours

CORE CURRICULUM

The CNA program consists of:

- I. Classroom lectures
- II. Clinical laboratory practice and
- III. Clinical externship experience at a nursing home.

Lecture topics include, but are not limited to:

- Communication and interpersonal skills
- Infection control
- Safety and emergency procedures
- Promoting residents' rights
- Basic nursing skills
- Personal care skills
- Mental health and social service needs
- Basic restorative services
- Residents' rights

Clinical laboratory practice includes, but is not limited to:

- Proper hand-washing techniques
- Abdominal thrust on the conscious resident
- Ambulation using a gait belt

- Ambulation with a walker
- Applying anti-embolic stockings to one leg
- Bedpan/fracture pan placement and urinary output
- Denture care
- Dressing the resident
- Emptying a urinary drainage bag
- Feeding the dependent resident
- Hair care
- Making an occupied/unoccupied bed
- Mouth care
- Nail care
- Partial bed bath
- Perineal care
- Positioning resident in bed
- Range of motion exercises
- Transferring from bed to wheelchair or wheelchair to bed
- Taking the resident's temperature, pulse, and respirations
- Weighing an ambulatory resident

Clinical externship experience includes:

- Assisting in the care of nursing home residents may include many of the skills learned in the clinical laboratory

Medina County Career Center
State of Ohio CNA Registry Exam

1. Students must satisfactorily complete both the classroom portion (80% or better on tests) and the clinical practice portion (at the nursing home) to receive their Certificate of Completion which is required by the State of Ohio to be eligible to sit for the registry exam.
2. The clinical portion of the program is held at the end of the required classroom hours.
3. Student conduct that results in the nursing home requesting that the student leave their facility and not return before they have completed their clinical practice will not be able to complete the program and therefore will not receive a Certificate of Completion and will be ineligible to sit for the state exam.
4. Test dates are based on MCCC and test evaluator availability. Every effort is made to secure the earliest test date possible after the completion of the class.
5. The cost of the exam is part of the student tuition fees.
6. The Program Coordinator will register all students for the CNA exam.
7. Students will be given a copy of the confirmation letter and/or receive an email from the testing company.
8. To be as fair as possible to all concerned, test dates and times are randomly assigned.
9. If the student feels that the scheduled test date is not acceptable, the student is free to self-schedule their test through the testing company.
10. The Program Coordinator will provide the procedure for self-scheduling if needed.
 - The testing company requires a copy of the Certificate of Completion, the testing application, and form 1402 stating that MCCC will be paying for the student's test through a purchase order number.
 - All the above items need to be completed by the student and either mailed or faxed and may require an additional fee.
 - A test date cannot be scheduled until 10 days after the receipt and verification of all required materials.

Please note that the staff at MCCC have no affiliation to either the testing company or the test evaluator other than setting up the test schedule and the test site.

Student Signature (In Ink)

Date

Print Name

Medina County Career Center
CNA Training Program

I have been given a copy of the MCCC CNA Training Program Policies and Procedures. I have read and understand the content of the policies and guidelines and agree to abide by them.

I understand further that the Instructors, Directors, and Superintendent may amend, change, or institute new policies as deemed necessary.

I have also been given a copy of the CNA Skills Worksheets. I understand that I am to use the skills worksheets during clinical lab practice and that the instructor will be testing me on the steps for each skill as they are written on each worksheet.

Student Signature (In Ink)

Date

Print Name