



The Dorothy L. Lougee  
*Nursing Assistant I & II Programs*  
*Provider's Guide to Student Enrollment*

## *Health Education Department of Forsyth Tech*

### **Mission Statement**

Forsyth Technical Community College provides students with guided educational pathways into a competitive workforce for the community and global economy.

### **Upcoming Information Sessions**

Upcoming sessions to include the following:

*Forsyth Tech's West Campus (WC)*

Sept. 11, Oct. 30<sup>1</sup>, Nov. 6, Dec. 4

9:00am to 10:00am (Room 36)

5:00pm to 6:00pm (Room 36)

<sup>1</sup>AM session will be in WC room 16

*Forsyth Tech's Northwest Forsyth Ctr.*

Aug. 23, Sept. 20, Oct. 11, Nov. 15, Dec. 13

5:00pm to 6:00pm (Room 138)

Aug. 24, Sept. 21, Oct. 12, Nov. 16, Dec. 14

9:00am to 10:00am (Room 138)

**Visit us on Facebook!**

@forsythtechhealth

### **Governing Boards**

The Dorothy L. Lougee, Nursing Assistant I & II programs are governed by Forsyth Technical Community College, the North Carolina Department of Health Service Regulation and the North Carolina Board of Nursing.

### **Department Hours of Operations:**

*Mondays* 8:00 AM to 5:00 PM

*Tuesdays* 8:00 AM to 5:00 PM

*Wednesdays* 8:00 AM to 5:00 PM

*Thursdays* 8:00 AM to 5:00 PM

*Fridays* 8:00 AM to 3:00 PM

*Office Phone:* (336) 734-7734

*Office Fax:* (336) 757-3703

### **Mailing Address:**

2100 Silas Creek Parkway

Winston-Salem, NC 27103

### **Office Location:**

1300 Bolton Street (Office Suite 32)

Winston-Salem, NC 27103

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## *Provider Checklist...*

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As workforce development agencies and providers work with their clients, it is important for them to adhere to the proper enrollment procedures for the Dorothy L. Lougee, Nursing Assistant I & II Programs. It is recommended that you reference the provider checklist as a way of ensuring compliance with the program requirements for student enrollment.

CastleBranch (CB) Account Set-Up: Required for Nursing Assistant I & II Programs

Submission of Documentation to CB Portal: See Course Summary Pages for Detailed Info

Submit documents to Health Ed. Dept.: Required for NA I & II Refresher Programs

Receive Clearance to Enroll: Must contact a staff member in the Health Education Department

Class Enrollment: Student visits Customer Service Department at Forsyth Tech's West Campus

Payment of Tuition & Fees: The Cashier's Desk is located in Forsyth Tech's West Campus<sup>1</sup>

Accommodations Requests: Call Teaune Vinson, Advisor & ADA Liaison (336) 757-3090

FERPA Form: Agencies must submit them to the Health Education Dept. of Forsyth Tech<sup>2</sup>

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<sup>1</sup> **Sponsoring Agencies:** Must provide the student with a signed Company Training Agreement (CTA) at the time the student is ready to enroll in a course. The student will then use the CTA as the form of payment when completing the payment process with the Cashier's Desk. Business Office regulations require for Company Training Agreements to be completed, one student at a time.

<sup>2</sup> **Family Educational Rights and Privacy Act of 1974 (FERPA):** It is a federal law that protects the privacy of student records and also assures that students have access rights to their own educational records. Once a student enrolls in a college or university, regardless of the student's age, FERPA rights transfer from the parent(s) or guardian(s) to the student. Therefore, the student must authorize the release of any information from his or her educational record to any other parties outside of the educational institution, including any family members.

# The Dorothy L. Lougee

## *Nursing Assistant I & II Programs*

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## *CastleBranch & Prerequisites*

### **What is CastleBranch?**

CastleBranch is the approved vendor for the program's background screening and compliancy tracking processes. To submit documentation, students will be required to create an account and place an order (valid for one year) by visiting:

<https://portal.castlebranch.com/FF48>

#### **Select Package Code:**

##### *Nursing Assistant I Program*

FG77: Background Check, Drug Test & Medical Document Manager

##### *Nursing Assistant II Program*

FG78: Background Check, Drug Test & Medical Document Manager

### **Documents to be uploaded:**

1. Driver's license or picture ID
2. Math & Reading Placement Test Scores
3. High School Diploma/Transcript  
OR  
College Diploma/Transcript
4. Information Session Checklist
5. Orientation Handout Acknowledgement
6. Proof of required vaccinations

*(Flu shot required between August-March)*

### **NAII students must include:**

1. Current NC NAI Registry Listing
2. Current CPR (AHA) Healthcare Provider Certification
3. Provide ONE of the following:
  - Certificate of completion or transcript from a NAI state approved program with a clinical component
  - Letter of recommendation on letterhead signed by a supervising RN validating that the student worked as an NAI for a minimum of 3 months

### **Placement Testing:**

Scores required to pass the Health Education Placement Test:

- Math - 6th grade level
- Reading - 10th grade level

Other test scores/college courses may be submitted for approval by the Health Education Department. Students not meeting required scores may arrange to attend basic skills lab to prepare for retesting at no charge. Please contact (336) 734-7023 for more information.

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## *Guidelines for Enrollment...*

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### **Steps to Enroll:**

**Step One:** Setup CastleBranch Account.

**Step Two:** Determine payment method.

**Note:** Sponsoring agency will need to establish an account with CastleBranch to be invoiced for the purchase.

**Step Three:** Review and upload all required documents.

**Note:** Exceptions to this step include:

- Submitting the flu shot (only required for clinicals taking place during flu season, August—March)
- Proof of malpractice insurance (reflected in the blue registration form)
- CPR Certification (NAI Students will be prompted by instructor to upload the certification after the CPR module is taken)

**Step Four:** The student must contact the Health Education Department to receive final review and clearance to enroll in the program.

**Step Five:** The student must visit the Customer Service Department of Forsyth Tech located in West Campus, 1300 Bolton Street, Winston-Salem, NC 27103.

**Note:** In lieu of payment, sponsored students must provide a Company Training Agreement signed by the sponsoring agency to provide to the Cashier.

**Step Six:** Purchase books from the bookstore.

*Call bookstore for accurate book prices:*

- Main Campus (336) 734-7884
- West Campus (336) 734-7754
- Northwest Forsyth Center (336) 734-7055

**Note:** Barnes & Nobles (B&N) is the approved vendor to operation for all Forsyth Tech Bookstores. Sponsoring agencies will need to contact B&N to determine acceptable payment options.

**Minors:** Students must be at least 17 years old to enroll in a Health Education course requiring a clinical experience. A minor release form must be submitted at the time of registration for minors under the age of 18.

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## *Nursing Assistant I Course Summary*

### ***Nursing Assistant I Course (177 Hours)***

#### ***Course Summary:***

This state approved course introduces basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting.

Emphasis is placed on the aging process, communications, patient safety, patient's rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health.

Through classroom instruction, laboratory work and clinical rotations, students are prepared to take the North Carolina Nurse Aide I (NAI) Competency Examination. CPR certification is included in the class. Successful completion is required for listing on the NC Nurse Aide I Registry.

**Note:** For state certification information, Contact NACES at 888-282-6904 or visit the Pearson Vue website, [www.pearsonvue.com](http://www.pearsonvue.com). (Scroll to NC Nurse Aide I & Medication Aides)



***Estimated Cost (All prices subject to change.)***

**Registration:** \$235.00

#### **Books:**

- Nurse Aide I Training Program Module (July 2013)
- Forsyth Tech Nursing Assistant I Policy
- Book BLS for Healthcare Providers (AHA 2010)

***Call bookstore for accurate book prices:***

- Main Campus (336) 734-7884
- West Campus (336) 734-7754
- Northwest Forsyth Center (336) 734-7055

#### **Additional Requirements/Costs:**

- Parking Permit: \$35.00
- ID Badge: \$5.00
- CastleBranch: \$97.00  
(Background Check & Compliancy Tracking)
- State certification exam: \$101.00  
(Due on last day of class)
- Immunizations (Required)
- Uniform (Navy Blue)
- Stethoscope & Blood Pressure Cuff  
(Recommended)

# The Dorothy L. Lougee

## *Nursing Assistant I & II Programs*

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## *Nursing Assistant I Refresher Course Summary*

### ***Nursing Assistant I Refresher Course*** ***(48 Hours—No Clinical)***

#### ***Course Summary:***

Designed to update individuals who have been listed within the previous two years on the North Carolina Nurse Aide I Registry but let their certification lapse.

This course is also a refresher for Nursing Assistants registered in another state (current or lapsed within the previous two years) who are seeking certification as a Nursing Assistant in North Carolina.

This course provides individuals with a review of the knowledge, skills and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination.

**Note:** This course does not have a clinical component and does not require students to set up a CastleBranch account.

Documents to be submitted to the Health Education Department located in Forsyth Tech's West Campus:

1. Driver's license or Picture ID
2. Math & Reading Placement Test Scores
3. High School Diploma/Transcript  
College Diploma/Transcript

4. Proof of **ONE** of the following:

- NC Nursing Assistant I listing (certification has lapsed in the past 2 years)
- Nursing Assistant registry from another state (certification has lapsed in the past 2 years)
- Nursing Assistant registry from another state (current)

***Estimated Cost*** (All prices subject to change.)

**Registration:** \$130.00

#### **Books:**

- Nursing Assistant—Basic Study Guide (9th Edition)

***Call bookstore for accurate book prices:***

- Main Campus (336) 734-7884
- West Campus (336) 734-7754
- Northwest Forsyth Center (336) 734-7055

#### **Additional Requirements/Costs:**

- Parking Permit: \$35.00
- ID Badge: \$5.00
- State certification exam: \$101.00  
(Due on last day of class)
- Stethoscope & Blood Pressure Cuff  
(Recommended)

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## *Nursing Assistant II Course Summary*

### **Nursing Assistant II Course (160 Hours)**

#### **Course Summary:**

This course provides Basic Nursing Assistant II skills taught in accordance with the North Carolina Board of Nursing. Classroom, laboratory and clinical learning experiences are included.

Tasks include oxygen therapy, suctioning, sterile dressing changes, IV fluid assistive activities, ostomy care, gastrostomy feedings/nasogastric feedings, and catheterizations.

Upon successful completion of the course and skill/competency evaluation, the student is eligible to apply for listing as a Nurse Aide II by the NC Board of Nursing Nurse Aide Registry.

**Note:** For state certification information, Contact the NC Board of Nursing at (919) 782-3211 or visit the Pearson Vue website, [www.pearsonvue.com](http://www.pearsonvue.com).

**Estimated Cost** (All prices subject to change.)

**Registration:** \$245.00

#### **Books:**

- NC Nurse Aide II/NC Nurse Aide II 2007 Update
- Forsyth Tech Community College Nursing Assistant II Program Policy Book

*Call bookstore for accurate book prices:*

- Main Campus (336) 734-7884
- West Campus (336) 734-7754
- Northwest Forsyth Center (336) 734-7055

#### **Additional Requirements/Costs:**

- Parking Permit: \$35.00
- ID Badge: \$5.00
- CastleBranch: \$97.00  
(Background Check & Compliancy Tracking)
- NC Board of Nursing Listing Fee: \$24.00
- Immunizations (Required)
- Uniform (Navy Blue)
- Stethoscope & Blood Pressure Cuff  
(Recommended)



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## *Nursing Assistant II Refresher Course Summary*

### ***Nursing Assistant II Refresher Course*** ***(10 Hours—No Clinical)***

#### ***Course Summary:***

This course is designed to assess and validate NAII Skills competencies for candidates whose NAII certification lapsed in the previous 24 months. The skills include Oxygen Therapy, Sterile Dressing Changes, Wound Irrigations, Nasogastric and Gastrostomy Care, Ostomy Care, Fecal Disimpacting, Tracheostomy Care, Urinary Catheterizations, and IV Assistive Activities. Successful graduates will submit applications for listing on the NAII Registry. No further testing will be required.

**Note:** This course does not have a clinical component and does not require students to set up a CastleBranch account.

Documents to be submitted to the Health Education Department located in Forsyth Tech's West Campus:

1. Driver's license or Picture ID
2. Math & Reading Placement Test Scores
3. High School Diploma/Transcript  
College Diploma/Transcript
4. Current NC Nurse Aide I Registry Listing

5. Copy of NC Board of Nursing NAII registry listing (showing the expiration date within the previous 24 months)
6. Documentation on letterhead from the Human Resource Department or a supervising nurse stating:
  - Student worked at least 8 hours for compensation during the previous 24 months performing nursing care activities under the supervision of a RN.
  - You have had a continuous 24 month period during which patient care activities were performed for compensation.

***Estimated Cost (All prices subject to change.)***

**Registration:** \$155.00

#### **Books:**

- Nurse Aide II Skills Competency Policies and Skills Training Program (Module)

***Call bookstore for accurate book prices:***

- Main Campus (336) 734-7884
- West Campus (336) 734-7754
- Northwest Forsyth Center (336) 734-7055

#### **Additional Requirements/Costs:**

- NAII Registry Listing \$24.00

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## *Frequently Asked Questions (FAQs)*

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### ***Can a student register for a class without setting up a CastleBranch Account?***

No. Students will need to set up a CastleBranch account and submit all required documents to be considered for enrollment. Students must ensure they contact a staff member in the Health Education Department to be cleared for enrollment.

### ***How soon should a student submit their documents to enroll in a class?***

Students interested in enrolling into the Dorothy L Lougee, Nursing Assistant I or II program should submit their documents a minimum of 30 days prior to the start date of a class. This allows sufficient time for students to work with various College departments, to include testing, disability services office, customer service, business services office, cashier's desk, etc.

### ***I am a sponsored student, what should I provide at the time of payment?***

Students being sponsored by a third-party will need to provide a Company Training Agreement to the Cashier's Office. The sponsoring agency will then receive an invoice from Forsyth Technical Community College requesting payment for tuition, fees and other related expenses.

### ***I have a disability and would like to request accommodations, what should I do?***

Students who have a disability and would like to request services and accommodations must register with the Disability Services Office. Students should initiate the process a minimum of *30 days prior to the start date of a class*. They will need to reach the DSO by email [disabilityservices@forsythtech.edu](mailto:disabilityservices@forsythtech.edu) or call Dr. Sarah Hawks at (336) 734-7155, Erica McMahon (336) 734-7378, or Cherise Velez (336) 734-3867.

Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. We accept appointments Monday – Friday and walk ins on Tuesdays and Thursday while the college is open. Also, the college has a telecommunications device for the deaf (TDD/TTY). The number is 336.723.3411.

### ***Are there any requirements regarding personal identifications?***

Yes. Students social security cards should match their driver's license or personal identification card. Person Vue, the testing vendor, will require that these two documents show the same information at the time of testing.

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### ***Individuals sponsored by Deferred Action for Childhood Arrivals (DACA), are they eligible to enroll?***

Yes. Individuals who are approved under the provisions of Deferred Action for Childhood Arrivals (DACA) are eligible to enroll in the Dorothy L. Lougee, Nursing Assistant I & II Programs. DACA students hold a legal status in the United States and are allowed under the North Carolina Community College System to pursue programs of study that lead to a credential or industry-recognized certification.

### ***Why should I submit my documents 30 days prior to the start date of a class?***

The Dorothy L. Lougee, Nursing Assistant I & II Programs are heavily regulated by various federal, state, and institutional agencies. As such, the programs are mandated to adhere to strict records management practices, maintain full compliancy, and avoid institutional oversight. Late submissions will be reviewed on a case by case basis.

### ***My organization would like to request that a class size be increased. Is this possible?***

Agencies interested in requesting that a class size be increased must contact the Coordinator of Nursing Assistant I & II Programs, Tandy Pierre-Louis, at (336) 734-7725 or by email at [tpierre-louis@forsythtech.edu](mailto:tpierre-louis@forsythtech.edu). There is no guarantee that a class size can be increased; however, every effort will be made to accommodate your agencies requests.

### ***I would like to request a seat be held for one of my clients. Is this possible?***

Holds for seats in a class can be granted to partner agencies. Once a class is developed a hold can be placed *up to two weeks prior to the start date of a class*. This is to allow other students to enroll in the program and to ensure a class will make the sufficient numbers to operate without penalty or cancellation.

### ***What is a Company Training Agreement (CTA)?***

A Company Training Agreement (CTA) is a formal written commitment from a partner agency to pay for specific educational costs and fees for a particular student. A student must provide a completed CTA to the Cashier's desk, which will be sent to the Business Services Office of Forsyth Tech for processing. The sponsoring organization will receive an invoice requesting payment. CTAs can be drafted for any Forsyth Tech class, notwithstanding location.

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*Health Education Department of Forsyth Tech*

**Department of  
Forsyth Tech Staff Directory:**

**Mrs. Tandy Pierre-Louis, BS, RN**

*Coordinator, Nursing Assistant I & II Programs*  
Economic & Workforce Development  
Forsyth Technical Community College  
Phone: (336) 734-7725  
Email: [tpierre-louis@forsythtech.edu](mailto:tpierre-louis@forsythtech.edu)  
(*Parle Français et Créole Haïtien*)

**Eusebio Velez Jr., MA**

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(*Hablo Español*)

**Michele Bailey, BS**

*Administrative Assistant, Health Education*  
Economic & Workforce Development  
Forsyth Technical Community College  
Phone: (336) 734-7734  
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**EWD Academic Calendar  
2018-2019**

September 1, 2018 No EWD Classes  
September 3, 2018 Labor Day Holiday  
October 9, 2018 Prof. Dev. Day\*\*  
November 10, 2018 No EWD Classes  
November 21, 2018 No EWD Classes  
November 22, 2018 Thanksgiving Holiday  
12/20/18-12/31/18 Winter Holiday\*\*  
January 1, 2019 New Year's Holiday  
January 19, 2019 No EWD Classes  
January 21, 2019 MLK Jr. Holiday  
March 18, 2019 Planning Day\*\*

\*\*Forsyth Tech Campuses closed with the exception of off-site locations

**Customer Service Department:**

(336) 734-7023

**Business Office (Cashier):**

(336) 734-7736

# The Dorothy L. Lougee *Nursing Assistant I & II Programs* *Provider's Guide to Student Enrollment*

## *Economic & Workforce Development (EWD)*

Our Economic and Workforce Development/Continuing Education programs offer everything from basic education and courses that will prepare you for entry-level jobs to corporate leadership training and personal enrichment courses you can take just for fun.

### ***Health Education Programs of Forsyth Tech...***

Quality learning opportunities are provided for individuals who need training or want to update their skills in a healthcare field. Health education courses beyond the Dorothy L. Lougee, Nursing Assistant I & II Programs include, but are not limited to, the following:

Activity Director - Basic	60 hours
Autism Paraprofessional	50 hours
Medication Aide	24 hours
Phlebotomy	240 hours
Telemetry	112 hours



Programs, compliant with state or national certification requirements, prepare students to take certification examinations for entry-level positions in healthcare institutions and agencies. Students must be at least 17 years old to enroll in any Health Education class that requires a clinical experience. A minor release form must be turned in at the time of registration.

### ***Program Descriptions and Costs***

Specific information for each Economic and Workforce Development Health Education class offered is available on our webpage at <https://www.forsythtech.edu/courses-programs/job-skills/medical-health/>. Class descriptions, prerequisites and costs are noted.