



NAVARRO COLLEGE

Certified Nurse Aide Program Application

The Navarro College Certified Nurse Aide (CNA) program is a 124-contact hour program (60 Computer-based, 24 skills & 40 clinical). The CNA program provides the skills, knowledge, and experience required for entry-level nurse aides with a blend of online coursework and in-person training.

This information packet contains specific application guidelines and requirements. By applying, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents, and 3) understood the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by Navarro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS

Application to the CNA Program requires:

- Pre-Enrollment Student Meeting with a member of the Allied-Health staff
- Submission of a valid non-expired U.S. or State Government issued identification
- Submission of social security card
- Submission of immunization record and tuberculosis test to compliance tracker
- Submission of a certificate of completion of the 60-Hour Texas Health and Human Services Computer Based Training
- Consent to the Employability Check on the Nurse Aide Registry and Department of Aging and Disability Services
- Drug Screen
- Background Check

COMPLIO SCREENING PROCESS REQUIREMENTS

- Applicants will complete the application and all application requirements using **Complio**.
 - **Complio** is the official provider for background checks, drug tests, and immunization compliance. It is also where applicants will sign the program application documents.
 - **Applicants will receive the Complio link to purchase their Complio package once the Allied Health Applicant Intake Form is completed.**
 - ***NOTE: Each program has limited spots and students are registered for the program on a first-come, first-served basis. Every applicant will be made aware of available program spots at the pre-enrollment student meeting. Should the program become filled, and if the applicant has already purchased Complio, they will be waitlisted and may have the option to enroll if a spot opens. If a spot does NOT open, they will be given priority enrollment in the next program offering.***

Certified Nurse Aide Program Information

Nurse aides typically provide basic care to residents of long-term care facilities. Students will learn about residents' rights, communication, safety, observation, reporting, and how to assist residents in maintaining basic comfort and safety.

- Navarro College is a Texas Health & Human Services Commission (HHSC) approved Nurse Aide Training & Competency Evaluation Program (NATCEP). HHSC provides regulatory oversight for all NATCEP throughout the state of Texas. More information regarding NATCEPs and how to be a Certified Nurse Aide in the state of Texas can be found at <https://www.hhs.texas.gov/business/licensing-credentialing-regulation>
- This program is a blend of online coursework and in-person training. All CNA students must first complete the free 60 Hour HHSC Computer Based Training for Nurse Aides as part of their application. The Continuing Education Coordinator will provide instructions for this requirement prior to application submission.
- The Navarro College Certified Nurse Aide (CNA) program is a 72-contact hour program. The CNA program provides the skills, knowledge, and experience required for entry-level nurse aides. The program consists of 24 hours of skills review and validation and 48 clinical hours. After successful completion of the program, students will be eligible to take the Certified Nurse Aide exam administered through the Texas Department of Health and Human Services.
 - ***ALL CNA STUDENTS WILL RECEIVE A PREPAID EXAM VOUCHER UPON COURSE COMPLETION.***
 - ***This voucher is good for one (1) exam attempt. Any retests will be at the expense of the student.***
- ***Course Titles: NURA-2005 Nurse Aide Skills
NURA-1060 Nurse Aide Clinical
NURA-1071 Computer-Based Training***

Navarro College Office of Continuing Education Allied Health Program Immunization Requirements

To comply with the Texas Administrative Link (Title 25 Health Services, Rules 97.61-97.72) regarding immunization records for students enrolled in health-related courses, the below guidelines are required for entry into this Allied Health program:

Tuberculosis Screening

An intradermal PPD (Mantoux) “skin” test or a blood test (“QuantIFERON Gold or Negative IGRA”) is required for all applicants within the last year. The blood test is the preferred method.

If the test indicates a positive reaction, documentation must indicate the induration of the test site, and the applicant must obtain a chest x-ray verifying the absence of active disease. The chest x-ray must be current within one (1) year of program entry. The chest x-ray will then be valid for two (2) years while the student is enrolled. Individuals who have received the BCG injection or who have a history of tuberculosis or a positive PPD result should obtain a chest x-ray rather than the PPD.

Immunizations

An applicant must have completed the following immunizations according to the indicated guidelines and schedules. Documentation of a titer (blood test) with specific lab values verifying immunity or seropositivity is also accepted for Measles, Mumps, Rubella, Varicella and Hepatitis B. All immunizations and TB test to be submitted and approved by Complio.

➤ **MMR (Measles, Mumps & Rubella) -**

-Accepted Evidence of 2 vaccines following the CDC Vaccination Schedule Reporting Criteria include administration dates for both vaccines.

or

-Positive Antibody MMR IgG titer with official lab report including interpretation of results and lab values. Measles, Mumps, and Rubella are tested separately and will have their own lab results.

-Non-Immune Titer Results require a repeated vaccine series (2).

➤ **Tetanus/Diphtheria/Pertussis (“Tdap”)** –One dose of tetanus-diphtheria-pertussis vaccine received within the last ten years.

➤ **Varicella (chickenpox)** – Two (2) doses of varicella vaccine are required or documentation of a positive titer (blood test) with lab values report. **NOTE: A statement from a physician or parent indicating the student’s previous varicella disease history is not accepted.**

➤ **Hepatitis B Series** – A complete series (either the accelerated two-dose OR standard three-dose series) is required or documentation of a position titer (blood test) with lab values report.

➤ **Influenza-Only if required by externship/clinical site**

Navarro College Office of Continuing Education

Allied Health Program Background Check & Drug Screening Policy

Drug Screening

A clean (negative) 10-panel drug screen is required for acceptance into all Allied Health programs at Navarro College. The cost of testing is included with your Complio “package” account purchase, when the package is purchased. Upon purchase, you are provided with a voucher to take the screening at a specific facility. Results are entered into your Complio account.

In the event there are positive findings, the results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. Extra costs are the applicant’s responsibility. Positive results may deem applicant’s ineligible for acceptance into the program.

*Once admitted into the program, students may be subject to future drug screens if “for cause” behavior (suspicious in nature) is demonstrated in the classroom or externship or per agency/externship requirement. A positive test result may deem the student ineligible for progression. This can be cause for withdrawal from the program with no refund and a “No-Pass” grade. All drug screening costs are the responsibility of the student in the program.

Background Check

All Allied Health Program applicants (except applicants to Medication Aide) must submit a background check to Complio/Navarro College prior to enrollment. Any findings on the background check will be reviewed by the Office of Continuing Education. Certain offenses may make applicants ineligible for an occupational license upon program completion. Should applicants have offenses that make them ineligible for occupational licensure and/or ineligible to participate in any required externship or clinical experience, they will be denied admissions into the program.

The background check must be completed via Complio. No other background checks will be accepted. Applicants are responsible for the cost of the background check, and no refunds issued should there be any findings deeming the applicant ineligible for program admission. Background checks are included with the Complio “package” account purchase.

Notice to Students Regarding Licensing – Criminal History

Effective September 1, 2017, HB 1508 amends the Texas Occupations Link Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. Please contact the Office of Continuing Education should you wish to request a review of the impact of criminal history on your potential certification prior to registration or during the program.

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Payment & Program Expenses

Payment Plan

A payment plan is not available for the Certified Nurse Aide program.

Financial Aid

Continuing Education programs are not eligible for Pell Grant or traditional student loan funding. The Texas Public Education Grant (TPEG) is a grant designed to help Texas resident students cover his/her tuition and fees, when these expenses exceed the Expected Family Contribution (EFC) reported on their Student Aid Report (SAR). TPEG is awarded to eligible applicants on a first-come, first-served basis while funds are available and do not cover the cost of books, material, tools or any other supplies. Not all programs qualify for TPEG funding. To determine eligibility for TPEG, you will need to submit a FAFSA to Navarro College. The FAFSA application is found at www.studentaid.gov. **Navarro College School Link 003593**. For more information, contact the Office of Allied Health or Continuing Education

Adult Education and Literacy Program

Students may be eligible for assistance through the Adult Education and Literacy Program. Please contact the Career Navigator at 903-875-7467 for more information.

PATH Grant

Students may be eligible for assistance through the PATH Grant in our South-based locations (Corsicana & Mexia). Please contact the PATH Grant office at 903-875-5207 for more information.

Payment is due in full prior to the start date of the program

Estimated Certified Nurse Aide Program Expenses- Textbooks & Supplies

CNA Tuition & Fees payable to Navarro College*	\$778.00
Textbook Hartman's Nursing Assistant Care-The Basic, 6 th Edition	\$38.95 + tax
Workbook (optional) Hartman's Nursing Assistant Care-The Basic, 6 th Edition	\$17.30 + tax
Complio Compliance/Background Check/Drug Test	\$126.00
Supplies & Uniform (approximate based on Amazon)	\$120.00
Total Estimated Program Expense	\$1,085.00

*Tuition and other fees are subject to change. Tuition above is current as of Summer 2026

If you have questions about the program application and/or other program specifics, please email alliedhealth@navarrocollege.edu or call 972-923-6463.

CNA Classroom and Clinical Policy

When registering for class, students are expressing their commitment to attend all lecture, skills, and clinical sessions as required and specified by the program schedule. All instruction must be provided by an authorized Navarro College Certified Nurse Aide program instructor. Students will not be allowed to complete skills training or clinical hours at any other location other than the designated Navarro College Campus indicated on the schedule and clinical partner locations approved for the Navarro College Certified Nurse Aide program. To complete this program, students must attend classes as scheduled and demonstrate mastery of skills and competencies as designated by the Texas Health & Human Services Commission Nurse Aide Competency and Evaluation Program standards and evaluated by an authorized Navarro College Certified Nurse Aide Instructor. **Finally, I understand that nursing is a hazardous profession and that I may be exposed to communicable diseases during this class. I agree that Navarro College will not be liable in the event I am exposed to a contagious disease.**

By signing below, you are stating that you have read, understand, and agree to abide by, the above CNA Classroom and Clinical Policy.

Applicant Signature

Date

Authorization for Release of Nurse Aide Registry and Employee Misconduct Registry Information

I, _____ hereby authorize Navarro College to inquire at the Nurse Aide Registry (NAR) and the Employee Misconduct Registry (EMR) for any negative findings entered on these registries. If negative findings have been documented, I understand that I will be prohibited from taking the Texas Health and Human Services (HHS) competency examination test, thereby being refused issuance of a new certificate of nurse aide competency.

Pursuant to 42 Link of Federal Regulation (CFR), §483.13©(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of resident' property are prohibited from employment in nursing and skilled nursing facilities. I authorize, request, and require the NAR agency, or person so contacted to furnish Navarro College whatever information they may have concerning documented negative findings on the NAR deemed by the college to be relevant to my status for testing.

I hereby release, indemnify, and forever hold harmless the NAR and EMR who may furnish such information concerning me for any and all liability, which may be incurred as a result of furnishing any such information. I also release and hold harmless Navarro College, its officers, and agents from any claim or demand related to the college obtaining and/or considering any such information.

I understand that any information obtained by the NAR and EMR, which is captured in whole or in part, upon this release authorization will be considered in determining my suitability for competency examination testing by the Texas HHS.

I further understand and agree that any negative findings found on the NAR and EMR during the training session is considered just grounds for Navarro College to refuse purchase and scheduling of the Texas HHS competency examination. I hereby give Navarro College lasting permission to reinvestigate NAR and EMR records at any time during any Certified Nurse Aide training program course of study.

A photocopy or facsimile copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature. My signature below indicates my understanding of, agreement with, and acceptance of all the above terms and stipulations.

Certified Nurse Aide Applicant Name (PRINT)

Date

Certified Nurse Aide Applicant Signature

Health Insurance and the COVID-19 Vaccine Student Acknowledgment

Navarro College Office of Continuing Education does not require students to have health insurance or the COVID-19 vaccine; however, certain clinical and externship sites require health insurance and/or the COVID-19 vaccine series to complete hours at their facility. It is highly recommended that students have both health insurance and the COVID-19 vaccine series (including the booster vaccine). Should a student NOT have health insurance and/or the COVID-19 vaccine series, they will be placed at a clinical site that does not require one or both. This may increase travel time and travel expenses for the student. Navarro College is not liable for these expenses. Please note: if all available sites for clinicals and externships require the COVID-19 vaccine series at some point during the class, Navarro College is not liable for refunds should a student not have the vaccine and thus not be eligible for clinicals and externships. Clinicals and externships are a requirement of program completion.

Important notice regarding the COVID-19 vaccine series: The situation regarding COVID-19 is fluid and subject to constant updates from the CDC and local government authorities. Hospitals are starting to require the COVID-19 vaccine series for all employees and students. Students may begin at a clinical site during a period when the vaccine series is suddenly mandated for continuation of clinical hours. Should this occur, Navarro College will not guarantee a clinical location change due to a student being unvaccinated. It is the student's responsibility to ensure they comply with all clinical site requirements.

The COVID-19 situation is fluid and subject to federal, state, and local mandates and guidelines. Upticks in COVID-19 cases and changes in CDC protocol can cause a hospital or facility to temporarily prohibit on site clinical and externship rotations. Should clinical and externship rotations be suspended during your program, Navarro College will offer either simulated externship hours when appropriate (and in line with professional certification requirements) or delay program completion until externship rotations are available.

By signing below, you are stating that you have read, understand, and agree to abide by, the above Health Insurance and the COVID-19 Vaccine Student Acknowledgment.

Applicant Signature

Date

Participant Acknowledgement and Release of Information

The information provided to Navarro College (NC) Continuing Education is complete and correct to the best of my knowledge. I agree to abide by Continuing Education program policies, rules, and regulations. I further understand the submission of false information is grounds for rejection of my application, withdrawal of acceptance, and cancellation of enrollment. My signature below acknowledges that the Continuing Education program and NC has my permission to release information obtained through background checks and shot records to other local partnering sites used for educational purposes to allow for approval of participation at their site. I understand that participation in clinicals, externships, or apprenticeships on partnering sites are required to complete my program.

Applicant Signature

Date

Certified Nurse Aide Student Agreement

Statements of understanding. Initial each and sign below:

_____ Information given is factual. Falsification of required documentation results in application rejection.

_____ I have received, reviewed, and agree to abide by the Navarro College Office of Continuing Education Allied Health Program Background Check & Drug Screening Policy

_____ I understand that this type of course/career has specific physical requirements, which may include lifting a minimum of 50 pounds or more.

_____ I understand that if I do not successfully complete and pass each requirement for admissions, my application will be declined.

_____ I understand that enrollment in these courses is limited, and seats will be awarded in date order based on those students who complete, turn in, and pass all pre-admission requirements.

_____ **I understand that the completion of the Navarro College Nurse Aide class will not ensure my passing the nurse aide certification examination and I agree that Navarro College will not be liable in the event of my failure.**

_____ **I understand that nursing is a hazardous profession and that I may be exposed to communicable diseases during this class. I agree that Navarro College will not be liable in the event I am exposed to a contagious disease.**

_____ I agree to the terms as laid out by the Student Handbook, located at <https://www.navarrocollege.edu/handbook/index.html>. I understand if I do not follow the terms laid out by the Student Handbook could result in referral to the Dean of Workforce Training and Continuing Education and possible expulsion. I understand if this happens at any time during the course, I will not receive a refund. I understand that any of the following can be grounds for dismissal from the course, effective immediately with no refund: Not maintaining a passing grade of 70% or higher; unsatisfactory attendance, dishonorable conduct as stated in the Student Handbook; as ordered by the Dean of Workforce Training and Continuing Education.

I have read and understand the terms related, and release Navarro College and its employees from any liability.

Applicant Name (Print)

Date

Applicant Signature

Student Health Agreement and Release of Liability

I, _____, hereby certify that I am physically fit to participate in any classroom or clinical activity associated with the Navarro College Certified Nurse Aide (CNA) Program. I am not suffering from any illness or injury which would disqualify me from student participation.

Before registering for the CNA class, the following compliances must be read and acknowledged by signature at the bottom of the document regarding the above-mentioned student:

For the student safety, Navarro College and the clinical site must be notified of:

- Chronic health problems
- Pregnancy
- Certain health conditions may require a doctor's full release statement on official doctor office letterhead before the student will be allowed to enter or return to the program. If the condition prevents the student from participating fully, she/he will not be allowed to return to the clinical site until the student's attending physician has released the student to full duty. If this release is more than the allowable absences, the student will be dropped from clinical.

IF ACCEPTED INTO THE PROGRAM, I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do hereby indemnify and hold harmless the designated training facility owners, board members, administrators, nursing staff, employees, volunteers, and representatives. I do hereby indemnify and hold harmless Navarro College, and their board, officers, directors, agents, instructors, employees, volunteers, and representatives (the "Indemnified Parties") from and against all liability, damages, actions, causes of action, claims, losses and/or expenses, including, but not limited to, attorneys fees, court costs, and expenses arising in connection with or based on injury to or death of any persons or property, including the loss of use thereof, caused in whole or in part by any member of Navarro College, regardless whether or not caused in whole or in part by the negligence of the Indemnified Parties, or any one or more of them.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Texas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I/WE SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and have understood.

I understand that all policies, regulations, and standards of conduct of Navarro College will be in effect and must be adhered to in any classroom or clinical activity. It is also understood that I will not be allowed to participate in any classroom activities until this form is executed below.

Applicant Name (Print)

Date

Applicant Signature