Nurse Aide Training Course
Student Packet

GLEN OAKS COMMUNITY COLLEGE
62249 SHIMMEL ROAD
CENTREVILLE MI 49032
PHONE: 269-467-9945
glenoaks.edu

NONDISCRIMINATION STATEMENT
It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Civil Rights Coordinator at 62249 Shimmel Rd., Centreville MI 49032 Phone: (269) 467-9945 or (888) 994-7818

Important Information Regarding Enrollment

Required Steps to Apply to Glen Oaks and Register for the ALH 104 Nurse Aide course:

1. Review Nurse Aide Packet entirely for eligibility requirements. Additional copies are available at https://www.glenoaks.edu/programs-of-study/health-human-services/allied-health/nurse-aide-certification/ or from the Health Sciences Office (D255)

2. **FIRST** complete a Glen Oaks Admissions Application. You can do this online at www.glenoaks.edu or at https://etcentral.glenoaks.edu/?isAnonymous=true#form/3281 After completing your application, you will receive an acceptance via email.

3. Complete the ICHAT Background Check. Instructions can be found in this Nurse Aide course packet.

4. Complete a TB Test – a negative Tb test is required for the clinical portion of the course. Check at IMED in Three Rivers or another walk in clinic.

5. Ensure that you have a copy of a driver's license, passport, or state issued ID card. This identification must be current (non-expired) and must have both a photograph and a signature.

6. Bring ICHAT report, Tb test results, and copy of your identification to the Health Sciences Department where you will fill out/sign the course registration form. Payment is due to the Glen Oaks Cashier within 48 hours of registration, or the same day if registering 2 days or less before class start. All documents can be scanned and returned electronically to Clarice Green cgreen051@gelnoaks.edu and questions can be directed to Clarice or Christina Steele csteele986@glenoaks.edu

7. Proof of COVID vaccination or exemption form recommended, not required.

8. Purchase necessary uniform, name badge, and other required items.

NOTE: Copies of ICHAT Background check report, Driver's license/state photo ID, and TB test results MUST be on file with the Health Sciences Department by start of first class or student will be dropped from class

Estimated Costs for ALH 104 – Nurse Aide (NA) Course (Updated 06/2026)

	In district	Service Area	State of MI	Out of State
Tuition per contact hour	**$143**	**$176**	**$213**	**$251**
Total tuition for ALH 104 per 5 contact hours	$715.00	$880.00	$1,065.00	$1,255.00
Course and General Fees	$310.00			
SUBTOTAL	**$1025.00**	**$1,190.00**	**$1,375.00**	**$1,565.00**
Required Text: Hartman's Nursing Assistant Care 6e 9781604251418 AND Workbook to Hartman's Nursing Assistant Care 6e 9781604251425	$38.50 New textbook $17.25 New workbook			
ICHAT Background Check	$10.00			
TB test	$			
Scrub top and bottoms (must be dark green) may be purchased at GOCC bookstore	$17 to $21 Top at GOCC Bookstore $19 to $21 Pants at GOCC Bookstore			
Professional, OSHA compliant shoes	$			
Watch with second hand	$			
Certified Nurse Aide Exam: Fee is not collected by GOCC. It is paid directly to D & S Diversified Technologies LLP/Headmaster LLP, contracted with the State of Michigan to administer exam.	Not part of course fees. Students responsible for payment. $175.00			

COURSE MAY BE ELIGIBLE FOR FINANCIAL AID, CHECK WITH FA STAFF. "Financial assistance may be available through Michigan Works! Southwest for students not qualifying for FAFSA. Please call 269-488-7617 for more information."

CRIMINAL BACKGROUND CHECKS: IMPORTANT NOTICE!

STUDENTS WITH CRIMINAL CONVICTIONS SHOULD CONSIDER ANOTHER PROFESSION

Criminal background checks are mandatory for all nursing, nurse aide and allied health students at the student's own expense.

All information gained will be held in strictest confidence.

Students with felonies or certain misdemeanor convictions will **NOT** be admitted as outlined below.

Students entering a nursing, nurse aide or allied health program must complete a criminal activity check to comply with Michigan Compiled Laws, Section 333.20173. No student will be admitted to the program if convicted of a felony, or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, criminal sexual conduct, fraud, theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of conviction.

Additionally, ANY criminal convictions may prevent admission to nursing/allied health or nurse aide program/course. Applicants should know that criminal activity of any sort may prevent:

1. Clinical placements in the program (making success in the program impossible).
2. The ability to be licensed as a nurse, nurse aide, or other healthcare worker.
3. Employment in the field of nursing, nurse aide care or allied health professions. Employers do not have to hire anyone with a criminal background and some employers refuse to hire those who have past criminal activity.

Criminal activity associated with substance abuse is particularly damaging to the candidacy of an applicant.

Currently the Michigan State Board of Nursing investigates candidates eligible to sit for nursing/allied health or nurse aide licensure for the following issues:

1. Felony conviction.
2. Misdemeanor conviction punishable by imprisonment for a maximum of 2 years.
3. Treatment for substance abuse in the past 2 years.
4. Malpractice settlements. Awards or judgments in the past 5 years.
5. Having federal or state health professional license or registration revoked, suspended, or otherwise disciplined; been denied a license; or currently with disciplinary action pending against the applicant.
6. Having been fired, censured, or requested to withdraw from a health care agency staff or have your staff privileges involuntarily modified.
7. Filed or written a licensing application in another US jurisdiction.
8. Filed a license application in Michigan.
9. Hold another license in another state.

A determination is made by the state at that point whether or not the candidate may be licensed. No one at GOCC can make the decision about eligibility for licensing. We can only confer a certificate or degree, not a state license to practice nursing or any other healthcare occupation. Questions or concerns about licensing should be directed to https://www.michigan.gov/en/lara/bureau-list/bchs/nurse-aide-registry or to the state agency regulating other healthcare occupations.

Many health care employers will not hire anyone with criminal backgrounds, regardless of licensure status. Also, many health care agencies routinely screen job applicants and employees to maintain patient safety and to limit the employer's liability.

ALH 104 Nurse Aide Name Badge Requirement

In order to perform clinicals at the assigned facility, you must obtain a name badge. Please make sure you have registered for the class before obtaining this badge.

You must go to Student Services with your schedule to have your picture taken and you must wear your nurse aide green scrub top for your name badge picture

Nursing & Allied Health Policy Criminal Background Check Policies

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of patients/clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173, students in nursing and allied health programs, must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation. The nursing and allied health department contracts with an outside agency to conduct these services.

Admission or readmission to any healthcare program will be denied for the following:
Any felony conviction or attempt/conspiracy to commit a felony within 15 years preceding the date of admission or any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
5. Any alcohol related misdemeanor.

Once admitted to an allied health/nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Nursing.

Adopted 4/12/06, modified 7/12/17

How to Complete the ICHAT Michigan Criminal Background Check

What is ICHAT?

The Internet Criminal History Access Tool (ICHAT) is a public, self-serve website managed by the Michigan State Police. Record searches will only display criminal records occurring in Michigan up to the date the report is requested.

How to Complete the ICHAT

1. The ICHAT is done online. There is a **$10.00 fee** paid online with a credit or debit card
2. Complete the registration to create an account
3. Login to enter ICHAT
4. Enter your information for the Background Search
5. Checkout to submit payment
6. View Responses
7. Print your Michigan criminal history report
8. Submit a copy of your ICHAT as noted above on page 2

ICHAT Site: https://apps.michigan.gov/