This information pertains to the following programs:
NAS3240 (Nurse Aide I), NAS3241 (Nurse Aide II), and MLA3022 (Phlebotomy)

Contacts:

Felecia Sauls-Dortch, Director, Health Programs Continuing Education, 919-545-8042

Vacant, Administrative Assistant - Harnett Location

Joyce Hamilton-Fleming, RN, Nurse Aide Coordinator, 910-814-8851

Pamela McKoy, Administrative Assistant Health Programs - Chatham County, 919-545-8662

Helen Cotton, Administrative Assistant - Lee County, CWI - 919-777-7794

Class Location Facilities:

Harnett County:

- Harnett Health Sciences Center, 51 Red Mulberry Way, Lillington, NC 27546

Lee County:

- Center for Workforce Innovation, 5910 Enterprise Park Drive, Sanford, NC 27330
- Lee Campus – 1105 Kelly Drive, Sanford, NC 27330

Chatham County:

- Chatham Health Sciences Center, 75 Ballentrae Court, Pittsboro, NC 27312
- Siler City Center, 400 Progress Boulevard, Siler City, NC 27344-3032

Medical Program Information and Schedules

Nurse Aide I: This course is comprised of 150+ hours. The class is offered in a seated (face-face) format, hybrid format, and an accelerated format. Classes run from 2 months to 4 months depending upon which format is chosen. Class days and times vary.

Nurse Aide II: This course is comprised of 160-180 hours. The class is offered in a seated format. Class days and times vary.

Phlebotomy: This course is comprised of 200 hours. The class is offered in a seated format and a hybrid format. Classes run from 2.5 months to 4 months depending upon the format chosen. Class days and times vary. Clinical rotation days and hours vary depending upon the class you choose to attend.

****CPR for Healthcare Providers** is given during these classes. Cost is included in registration fee.

On the First Day of Class:

Documentation Required:

- **Nurse Aide I**: Bring Driver's License and Social Security Card, the instructor must verify these two documents before you can complete the class.
- **Nurse Aide II**: Bring a copy of your High School Diploma or GED and a copy of your NC Nurse Aide I Registry listing.
- **Phlebotomy**: Driver's License and Social Security Card.

Textbook: Bring required class textbook(s) and/or class information packet to the first day of class.

Supplies: Bring pens, pencils, and writing materials to the first day of class.

Costs

- Tuition is $180.00 per class
- Malpractice and liability insurances are $15.00
- A Clinical Uniform can be obtained for approximately $30-40 depending upon size. School approved uniforms are required, must be ceil blue, can be purchased at the CCCC Book Store or uniform store of choice. Instructor will give uniform information on the first day of class.
- Watch with a second hand $15.00 (Nurse Aide I and Nurse Aide II only)
- CE Technology Fee $3.00
- Campus Parking and Security Fee $2.00
- CPR Card $7.00
- **Background Check and Drug Screen is $65 – cost is included at the time of registration**
  Do not pay Viewpoimt directly during your application process. A code will be provided from the school to enter for payment source.
- Textbook prices vary depending upon the class taken, see bookstore for current pricing.

Pre-requisites:

Nurse Aide I and Phlebotomy: High School Diploma or High School Equivalency Diploma (GED or HiSet)

Nurse Aide II: High School Diploma or High School Equivalency Diploma (GED or HiSet) and proof of a current listing on the Nurse Aide I registry.

Textbooks: Check the Bookstore for Current Pricing

Nurse Aide I: Nurse Aide 1 Student Manual -required
Hartman Textbook and workbook, optional.

Nurse Aide II: Advanced Skills for Healthcare Providers by Acello
Advanced Skills for Healthcare Providers Workbook by Acello

Phlebotomy: Phlebotomy Essentials by Ruth McCall
Phlebotomy Exam Review by Ruth McCall

Textbooks and Information packets can be purchased at the CCCC Bookstore on the Lee -Main Campus or online at www.cccc.edu/bookstore.

Required Immunizaton/Shot Records

The required immunizations listed below are required by the clinical sites throughout our three-county area.

- All student must have an annual flu shot
- Two-Step TB Skin Test
- Hepatitis B vaccination
- Varicella (chicken pox)
- Tdap
- Tetanus (within the past 10 years)
- MMR (Measles, Mumps, Rubella)
- Covid-19 (Not Required)

If the Hepatitis B, Varicella, or MMR vaccinations are greater than 10 years old, students must provide proof of immunity via titers. If your insurance carrier will not pay for titers, you can order them via www.requestatest.com for a lower price than most physician's offices charge for them.

All immunization verifications must be given to the instructor prior to or on the first day of class to assure acceptance into the clinical setting.

Background Checks and Drug Tests

Background checks are required in all medical programs that have a clinical rotation. They must be done through **Viewpoint**. Background checks from other sources WILL NOT be accepted.

- Go to: https://www.viewpointscreening.com/ to complete your background check
- **The cost of a background check and drug screening is $65.00 is included in your registration fee.**

Complete the background check before you attend the first day of class to assure that you will be accepted into the clinical rotation for your class.

When filling out your background check information, be very careful when selecting where your class will be held. Make sure you select **Continuing Education**.

- For Example: If you are taking Nurse Aide I, Phlebotomy or Pharmacy, then you must select one program to receive confirmation of your background check.

All medical program students are approved by the clinical sites. The clinical site bases student acceptance or denial on background check information.

Drug Testing:

A Drug Screen is required for all clinical sites throughout our three-county area. This must be completed through **Viewpoint screening** also prior to the first day of class.

CENTRAL CAROLINA
COMMUNITY COLLEGE

Continuing Education Refund Policy

Thank you for choosing Central Carolina Community College as your partner in continuing your education. We do understand that sometimes unforeseen circumstances do occur, and your plans must change. We will make every effort to work with you as you manage your financial resources. Please see the Continuing Education Refund Policy below. If you have any questions, please do not hesitate to contact the Student Support Center at 919-718-7500.

If a student wishes or needs to withdraw from a course, the student must contact the Continuing Education Office in the county where the course is being taught, or the student may contact the Student Support Center on the Lee County Campus at 919-718-7500.

A refund must be requested in writing by the student by completing a Continuing Education Drop/Add/Refund Form.

The Drop/Add/Refund Form must be signed by the appropriate personnel from the specific campus Continuing Education Office or by personnel in the Student Support Center.

A refund will be issued as described by the policy below:

A REFUND SHALL BE MADE UNDER THE FOLLOWING CIRCUMSTANCES:

- A **100%** refund of the registration fee shall be made if the student requests a refund and officially withdraws before the first day of class
- A **100%** refund shall be made if the class is cancelled due to insufficient enrollment.
- A **75%** refund of the registration fee shall be made if the student requests and officially withdraws from the class **before or on the official 10% point of a class.**

If a refund is not requested and approved as described above, the student will not be entitled to a refund. Approved refunds will be issued by the CCCC Business office.

You should allow 4-6 weeks for processing of the refund.

VIEWPOINT VP SCREENING

CENTRAL CAROLINA COMMUNITY COLLEGE

Name (First, Middle, Last)_____ Gender: ***Male*** or ***Female***

MAIDEN NAME (If applicable) _____

Current Address_____How Long? _____

CITY, STATE, ZIP _____

1ST PREVIOUS ADDRESS_____How Long? _____

CITY, STATE, ZIP _____

APPLICANT SOCIAL SECURITY NUMBER _____ -_____-_____DATE OF BIRTH_____/_____/_____

DRIVER'S LICENSE # AND STATE ISSUED _____

STUDENT APPLICANT AUTHORIZATION

I hereby authorize Viewpoint LLC (Viewpoint Screening) to perform a criminal record search on me and consent to undergo a drug test at the request of the College/and or University. I authorize the College and/or University to provide a copy of the Report generated from the background check to any or all of the healthcare facilities with whom the College has contracted to provide its student clinical training and experience. I further authorize Viewpoint Screening to verify my driving records. Further, I authorize other organizations to provide such information to Viewpoint Screening.

CONSUMER DISCLOSURE

I understand that a consumer report (Insight) may be obtained from Viewpoint Screening for background screening purposes. I understand that this Authorization and Disclosure form shall be in effect for the duration of my clinical training and experience and shall serve as ongoing authorization to procure a consumer report and any time during the course of my Clinical training and experiences.

CONSENT AND HOLD HARMLESS FORM

I further agree to hold CCCC harmless from all claims and demands of every nature (including those which may arise under the North Carolina Tort Claims Act, NCGS & 143-300.1 et seq.) arising out of CCCC's criminal background check policies, including but not limited to all claims and demands relating to CCCC's accessing of criminal background records relating to me, the retention or storage of these records, and the transmission of any such records whether accurate or inaccurate, to any healthcare institution with whom CCCC has a contract to provide its students clinical training and experience, and the subsequent use of disclosure of such information by CCCC or hospitals to any third parties, whether with or without my approval or consents.

_____ _____/_____/ _____

Applicant's Signature Date

Please return this for the Continuing Education Registration Desk.

VIEWPOINT VP SCREENING

CENTRAL CAROLINA COMMUNITY COLLEGE

www.viewpointscreening.com:

Ordering is Easy

1) Go to www.viewpointscreening.com
2) Click "Student"
3) Find your School (NC – CCCC)
4) Start your order
5) Continuing Education (find your program)
6) Click Confirm
7) Submit Review and confirm your information
8) **Enter your payment information provided by the school.**
9) Confirm Payment to complete process
10) Once your order is submitted, you will receive a confirmation email containing a password. When your background check is completed, you can view the report at viewpointscreening.com by entering your email address and password. Results are typically completed within 3-5 business days.

Student Instructions Drug and Background Check

Central Carolina Community College has partnered with Viewpoint Screening to provide your complete a criminal records and drug screening check. Viewpoint Screening has been selected by the college to manage this program.

What is Viewpoint Screening? Viewpoint Screening is an integrated service that allows you to initiate and pay for your criminal records check, and drug test online.

Drug Test - If your order contains a drug test, you will receive an email with the subject line: “Viewpoint Screening Drug screen registration” within 24-48 hours. This email will explain where you need to go to complete your drug test and contain the form required for the drug test.

Drug and Background Check: $65.00

If you have any additional questions, please contact Viewpoint Screening at

studentsupport@viewpointscreening.com