

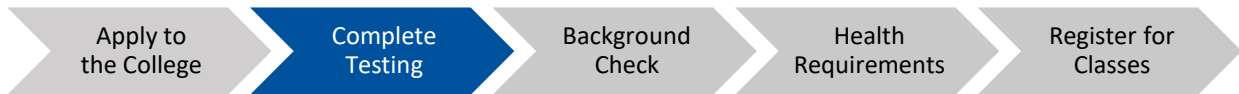


Nursing Assistant – Application Process



STEP 1 – APPLY TO THE COLLEGE

Click on this link: <https://tinyurl.com/applybtc> and click on “Create an Account” on the left of your screen to start your application to Blackhawk Technical College.



STEP 2 – COMPLETE TESTING

Complete testing at one of the following locations:

- **Central Campus**, (608) 757-7666
6004 S County Road G, Janesville, WI
- **Monroe Campus**, (608) 329-8253
210 Fourth Avenue, Monroe, WI

Test	Minimum Score Required
NEXT-GENERATION ACCUPLACER	232 Math 209 Reading/Comprehension
TABE 10 D	551 Math 561 Reading
ACT & PRE ACT MATH (PA02) / READING (PA03)	14 Math 13 Reading

Note: a valid Photo ID is required at the time of testing.

If you require testing accommodations, please call (608) 757-7796.

Below minimum scores: If your test scores are below the minimum, you are required to retest or take a remediation class. If you take a remediation course, you will need to return to Admissions at the end of the course for guidance about Step 3.

Testing Alternatives: If you already have an Associate Degree or higher, the Nursing Assistant testing requirements are waived. Have your official college transcripts mailed to Admissions at: Blackhawk Technical College, Attn: Admissions Office, PO Box 5009, Janesville, WI 53547-5009.

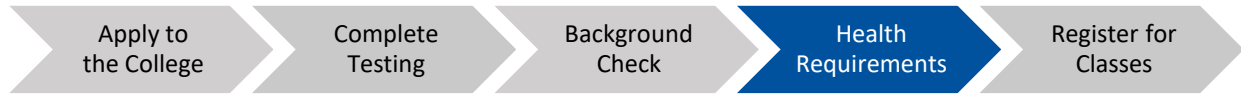


STEP 3 – COMPLETE AN ONLINE BACKGROUND CHECK

After you have tested and achieved the minimum scores, you can complete your Background Check online through Viewpoint Screening at <https://www.viewpointscreening.com/blackhawk>. **Note: There is a fee for this.** For assistance with Viewpoint Screening, please view the [Order Instructions for Students at Blackhawk Technical College \(PDF\)](#).

To complete the Nursing Assistant Criminal Background Check requirements, you must: order the background check package through Viewpoint Screening and then complete all documents within the Background Check package (i.e. Background w/HIPAA Training, BID Form, and Consent and Release).

Once you have successfully completed all background check requirements, your background check information will be processed by Blackhawk Technical College. You will be notified via your BTC student email that your background check has been approved and that you should continue the process by ordering the Health Portal Immunization Document. **Note: There is an additional fee associated with this portion of the process.**



STEP 4 – COMPLETE THE HEALTH PORTAL IMMUNIZATION REQUIREMENTS PACKAGE

After completing an online background check, you will continue the process by completing the health portal immunization requirements package online through Viewpoint Screening at <https://www.viewpointscreening.com/blackhawk>. **Note: There is an additional fee associated with this portion of the process.**

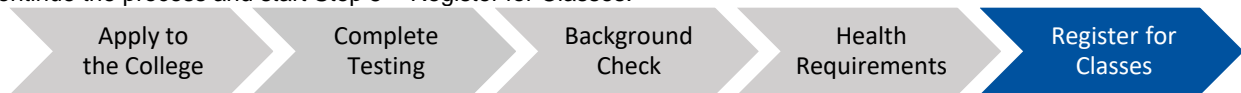
IMPORTANT TB SKIN TEST INFORMATION: Students are required to complete at two-step TB skin test.

A two-step TB skin test is actually four parts: 1) You must go to your healthcare provider and have an intradermal injection done. 2) Within 72 hours, you would return and have the results read. 3) After a minimum of seven days, you would return to your healthcare provider and have another intradermal injection completed. 4) Within 72 hours, you would return and have the results read again.

The first half of the two-step process must be completed prior to registering for the Nursing Assistant course. When you have the documented results from your healthcare provider, you need to upload the information to Viewpoint Screening. Please note: Your information will be rejected – this is okay and you will be allowed to register with only this part complete.

The second half of the two-step process must be complete prior to entering the class clinical rotation. After registering for the Nursing Assistant course, it is recommended that you make an appointment for any date/time following the start date of your class to have your second TB skin test done. Once your second TB skin test is complete, and you have the results, you need to upload the documentation from **both** your first and second TB skin test to be in compliance.

Once you have successfully completed the health portal immunization requirements package, your information will be processed by Blackhawk Technical College. **Immunizations are requirements of the clinical site and not Blackhawk Technical College.** You will be notified via your BTC student email that your Health Portal Immunization Documents have been approved and that you should continue the process and start Step 5 – Register for Classes.



STEP 5 – REGISTER FOR CLASSES

Check course availability and registration dates. Registration for nursing assistant courses is all online. If you do not get into a course, you are encouraged to waitlist yourself and check your BTC email for notification of an opening. You will have 48 hours to register online. You can watch the website as students occasionally drop before a course starts; however, waitlisted students will be offered the spots first. It is strongly recommended that everything be completed by 7 days before the class starts.

Attendance Policy Statement:

The expectation for attendance is that every student will be fully present at every session. However, we understand that occasional emergencies arise such as serious illness, personal emergencies, and deaths. In case of emergency, a student may be allowed (8/6) hours of absence at the discretion of the primary instructor. All absent time continues to accumulate throughout the course, and if a student has more than the allowed hours of absence, that student will receive a grade of F (failure) for the course.

A total of 6 (six) hours of absence will be allowed during any BTC Nursing Assistant Basic 90-hour course. This includes classroom, lab, and clinical time. State regulations require that all hours missed will be made up and documented in the student file.

American with Disabilities Act (ADA) Statement:

If you have a documented disability and will need accommodations for class or testing, you must inform your class instructor prior to or on the first day of class. Your instructor will arrange the appropriate classroom or testing accommodations.