

CNA/CMA
Ms. Thompson
2025-2026

A positive attitude is required to be successful in the world of work. Maturity and responsibility are essential in all medical careers. **Classroom attitude, professionalism, and academic performance will be taken into account when clinical rotations are assigned.** Procedures are used in everyday life to help us manage our day. The following procedures used in our classroom will help us learn and work together more efficiently.

Classroom Procedures

- Cell Phones
 - Please follow MPS policy on cell phone use.
 - This also includes earbuds, AirPods, etc.
 - Disciplinary actions will be taken by administration.
- Chromebooks
 - Bring to class each day charged and ready to use
 - We will be using Google Classroom daily and you will be expected to check for assignments and materials that are added
- Absences
 - If you have an **excused** absence, you will have two days to complete classwork for every day missed.
 - If any hands-on activities are missed, you will need to come in during advisory or before/after school (if arranged with me) to make those up.
 - If you know you will be missing class, please arrange to get the assignments ahead of time.
 - **Attendance is EXTREMELY important for this CNA class. Students are required to be in class for 75 hours to take their CNA certification test. If students are frequently absent, they run the risk of being ineligible for their CNA test. Make-up time for absences can be completed before school and during advisory.**
 - **If students are not making an effort to make up their missing time, they will not be allowed to take their CNA test.**
 - Google Classroom will be updated daily. Before asking what you missed, check Google Classroom and then clarify any questions you may have.
- Late Work
 - Assignments will be accepted for full points until the unit in which those assignments are included is complete. Units are completed when we take a final test or when we move on to the next unit. **Any assignments turned in after this date will only be given half credit.** The only exception is workbook assignments. Those will be half credit if turned in after the due date.

Dual Credit

This CNA course is offered as a dual credit class to earn three college credits through Dakota College at Bottineau (DCB). Taking this class as dual credit is completely optional. For most colleges in or out of state, these credits will transfer as elective credits unless the program you are applying for requires a CNA course. The application will be sent home and you can decide whether or not to enroll. The cost for 3 credits is \$303.29 (Cash, Check made out to DCB, or pay by Credit card on the DCB website). If you are signed up for free and reduced lunches, the cost of the credits will be covered in full. If that's the case, an additional form must be filled out to cover the cost. Students can pick up that form in class. The application and payment is due on September 5th.

CNA Testing

Headmaster is the company we use for CNA testing. There is a written and skills portion to the test, and both sections need to be passed to receive certification. The combined cost for both the written and skills portion is \$95. If the test needs to be re-taken due to not passing, it can be taken up to three times, but an additional fee will be charged for each re-take (\$65 for skills, \$30 for written) Taking the certification exam is completely optional and is not required to pass this class for high school credit or dual-credit through DCB. The decision to test can be made closer to the testing date in November (Fall Semester) or April (Spring Semester). Headmaster requires a valid ID and Social Security Card in order to test.

Prohibition of Charges

No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competence evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials). If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

CMA

Optional depending on time - We may complete the content for Certified Medication Assistant, but I am unable to actually certify students due to many of them not being 18 and the need for hands-on training with real patients. Students who wish to become a CMA can be certified by their chosen employer.

Supplies

- Notebook, folder, pens, pencils, and if you are able to donate a box of Kleenex for our classroom, that would be greatly appreciated!
- Scrubs - we will discuss in class
- A name tag will be provided and must be worn to all sites. One will be provided free. If lost, a replacement badge costs \$5.00.
- You must have appropriate closed-toe shoes (tennis shoes are the most comfortable).

Grading Scale - High School and & Dual Credit

92-100%	A
82-91%	B
72-81%	C
62-71%	D
0-61%	F

Contact Information

Office number: 701-418-1780

Email: christine.thompson@minot.k12.nd.us

Google Classroom

- Google Classroom will be used daily for assignments, announcements, tests, etc.
- PHONES will only be used for communication for clinical purposes. All other parent/student communication needs to be by email listed above or by a phone call during office hours.

Transportation

Students will spend time outside of the classroom at clinical sites for job shadowing. Students are responsible for their transportation to and from clinical sites. This may mean having a parent/guardian or family member give them a ride if they don't have their driver's license. Please indicate below how your student will travel to and from their clinical sites.

_____ My student has their driver's license and will drive themselves to/from clinical sites.

_____ A parent/guardian or other family member will take the student to/from clinical sites.

_____ We do not have transportation at this time.

I am so excited to be your teacher this semester! I am here to share my experiences with you and help you learn what you need to start the career of your choice. I can't wait to get to know you better! Please feel free to contact me with any questions or concerns.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____