



Allied Health

Spring 2013

Workforce and Economic Development

The **Workforce and Economic Development** division of the college offers a wide variety of short-term, noncredit courses to individuals in the community and to businesses and industries interested in providing training to their workforce. RCC continues to work with local employers, business / industry partners, and students to create modular training and education courses that result in the attainment of nationally recognized credentials. Many of these new certificate programs will be offered in the spring 2013 semester.

Is there a course you would like for us to offer?

Please call Robbie Taylor at 410-1705 with your ideas!



Steve Smith

Vice President of Workforce and Economic Development

Richmond Community College

Honeycutt Center

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Allied Health

Medication Administration

This course is designed to prepare the unlicensed medical person in skilled nursing facilities, adult care homes, assisted living facilities, and group homes for the Medication Administration Exam administered by both the N.C. Department of Health and Human Services and the Pearson Vue. Students will receive instruction in the correct policies and procedures for administering medications. Topics will include, but are not limited to, administration of liquids, pills, and topical treatments. Other topics such as controlled substances and their documentation, dosage calculations, unit dose administration and proper disposal of unused medications and sharps will also be included. Upon successful completion of the course, the student will be able to take the state exam for Medication Technician as well as the state exam for becoming a Medication Aide.

Prerequisite: Must be currently listed on the NC Nurse Aide I registry and provide a copy of certificate of successful completion from a state approved CNA I program (certificate or transcript is required); social security card and driver's license required.

Nursing Assistant I

This is a traditional classroom setting training program which is used to prepare an individual to successfully complete a NC State approved competency evaluation examination that allows the nurse aide to be listed on the NC Nurse Aide I Registry. Teaching is provided through instructor lectures, videos, role playing methods and hands-on learning. Upon successful completion of the course, the student will be able to take the state exam through Pearson VUE for listing and certification with the state of North Carolina.

Prerequisite: Complete the RCC Placement Test and score 60 or better; prior to admission into the program, you must have a current Tuberculin Skin Test; submit a valid state picture ID and valid US government-issued Social Security card. A high school diploma or GED is not a requirement for admittance into the program.



Tina Nielsen
Workforce and Economic Development
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Nursing Assistant I

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Orientation: January 4, 2013 at 10 a.m.

Location: Honeycutt Center, Laurinburg, NC

Class: January 16 – May 20, 2013

Days: Mondays and Wednesdays, 8:30 a.m. – 2:30 p.m.

Tuition: \$189.25

Textbook: \$71.47

Criminal Background/Drug Screen: \$75

State Test Fee: \$10

(Prices are subject to change.)

Registration Information

Registration and Prepayment

Pre-registration and prepayment must be completed a week prior to the beginning of class. Students may register and pay at one of three convenient locations:

- RCC, 1042 W. Hamlet Avenue, Hamlet, NC 28345
- James Building, 106 Rice Street, Hamlet, NC 28345
- F. Diane Honeycutt Center, 600 McLean Street, Laurinburg, NC 28352

Also visit RCC's Workforce and Economic webpage for an electronic registration form. Complete and submit the form electronically with credit card payment; print and fax the form with credit card payment; print and mail the form with check, money order or credit card payment; or print and personally submit the form and pay at the locations stated above.

Registration Forms

Registration forms can be found on RCC's website under "Workforce & Economic Development". The form that is online can be submitted by fax, mail, or brought by any one of our locations.

Payment Types

Richmond Community College accepts the following types of payments:

- Cash
- Check
- Visa or Master Card: Please include the 3-digit security code that is found on the back of the card.
- Money order

Third-Party Payments (Sponsors)

If using a third-party to pay for a class, such as Employment Security Commission, Social Services, Vocational Rehabilitation, community support agencies, or employer, please provide a check, voucher, or an authorization letter before registering. If using a company credit card, please bring a statement from the authorized agent giving permission to use the card. That statement should include:

- Company letterhead (if applicable)
- Name of student
- Name of class(es)
- Cost of class(es)
- Authorized agent's name, signature, and date

Senior Citizens

Senior Citizens, ages 65 and over who reside in North Carolina, may be eligible to take Occupational classes for free, per semester. This does not cover books, insurance, and supply fees. Everyone, including seniors must pay full price for enrichment classes.

Class Cancellations

In the event that classes are cancelled, **registered and paid** students will be reimbursed their paid fees. Request for refund documentation will need to be completed by the student and submitted to the appropriate college staff within two weeks after the class has cancelled. If a student received funding from an external agency, the agency must request a refund. The student will not receive reimbursement for the agency.

Age Requirement

Students must be at least 16 years of age in order to register for classes. If a student is in school, a concurrent enrollment form must be signed by the principal and on file for that year.

Dropping a Class (Registration fees only)

If a student drops a class after the start of the class and before or on the 10% date, the student will be reimbursed up to 75% of the registration fee. If a student drops the class after the 10% date, the student will **not** be reimbursed any of their fees. If a student drops the class prior to the start date, the student may request a 100% reimbursement of fees. All documentation shall be received within two weeks of drop date to be considered for reimbursement.

Registration Reimbursement forms

In order to receive a reimbursement a student **must** complete the “**Registration Fee Reimbursement**” form. If the student has dropped the class prior to or on the 10 % date after starting the class the student is responsible for obtaining the instructor’s signature for 75% of the tuition reimbursement.

If class is cancelled, the reimbursement form should be completed and submitted to the Workforce & Economic Development Unit for 100% of the registration fee.

Questions?

The Workforce & Economic Development Unit’s office hours are Monday through Thursday from 8 – 5 p.m. and Friday from 8 – 2:30 p.m. You may walk-in, or simply call (910) 410-1700 or (910) 410-1831.

Current Schedule

Nursing Assistant I (Online/Hybrid)

This is a **136 contact hour course** offered with online instruction as well as hands on learning done in the classroom/lab and clinical settings. Coursework is done primarily online with the hands on learning portions done on alternating weekends. Upon successful completion of the course, the student will be able to take the state exam through Pearson VUE for listing and certification with the state of North Carolina. *A high school diploma or GED is not a requirement for admittance into the program.*

Book: \$71.47 (*price subject to change*)

REQUIRED Information Session:

Date: February 7, 2013
Time: 10 AM
Location: Honeycutt Center, Laurinburg, NC – Community Room (130)

Please provide the following:

- ACCUPLACER Reading score of 83 or better or proof of taking RED 090 and passing with a “B” or higher, or a two-year degree
- Valid U.S. Government issued Social Security Card
- Valid driver’s license or State issued picture ID
- Payment of \$189.25 (*If you are being sponsored by a third-party, authorization letters and/or monies must be on-hand.*)
- Current TB skin test (*required*)

Note: Prior to clinical and after class begins a criminal background check (past 7- years) including all counties/states in which you have lived and Drug screen (9-Panel). Applicant is responsible for presenting required documents.

| Beg/End | Day | Time | Location | Fee |
|------------------|------|-------------|---------------------|-----------------------------|
| Feb. 17 – May 19 | S,SU | 8 AM – 5 PM | Honeycutt Cntr, 112 | <i>paid at Info Session</i> |

Contact

Tina Nielsen at (910) 410-1833 or via email: tinan@richmondcc.edu for more information.

Workforce & Economic Development Registration Form

SSN# or Colleague ID _____

Last Name _____

First Name _____ MI _____

Address _____

City, State, Zip _____

County of Residence _____

Phone H _____ W _____

Date of Birth _____

Last High School Attended _____

City & State of Last High School _____

Last Date Attended High School ____/____/____
Month Day Year

Race White African American American Indian

Hispanic Asian Other/Unknown

Sex Male Female

If course is Emergency Service, Name of Police, Fire, or Rescue

Dept. _____ Paid Volunteer

Employer _____

Employment Status Full-Time Part-Time (_____ hours per week)

Retired Unemployed - Not seeking Unemployed - Seeking

Highest Educational Level

Non-Graduate (Highest grade completed) _____

GED High School Graduate Adult High School Diploma

1-year Vocational Diploma Associate Degree

Bachelor's Degree Master's Degree or Higher

Head of Household Yes No

Disadvantaged: Academically Economically

Limited English Yes No

Single Parent Yes No

Citizenship US Citizen E Eligible Legalized/Resident Alien

A Non-Resident Alien

Is this an On-Line Course? Yes No

Have you enrolled in this class more than once? Yes No

Senior (65+) HRD Other _____

Email: _____

How did you hear about this class? _____

Student Signature _____ Date _____

Course Registration Information

| Course # | Section # | Course Title | Course Dates/Time | Fee |
|----------|-----------|--------------|-------------------|-----|
| | | | | |
| | | | | |
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Cash Check # _____ Money Order Visa Master Card Card Holder's Name _____

Credit Card # _____ Security Code _____

Card Holder's Billing
Address & Zip _____

Expiration Date _____

Registration Fee _____

Add'l Fee Amount _____

Total Paid _____

Card Holder's Signature _____