

PLEASE READ BEFORE ENROLLING YOUR EMPLOYEE OR CLIENT IN THE CMA COURSE

Click one of the orange links below to go directly to the subject in the document.

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WE CARE ONLINE is approved by:

- Kansas Dept. of Aging and Disability Services (KDADS)
- Kansas Board of Regents.
- **WE CARE ONLINE** is considered a secondary education entity.

HOW TO ENROLL EMPLOYEE/CLIENT

- Click on courses, then KS, the CMA.
 - This will take you the CMA page.
 - Click on this link. [Facility Registering a Student](#)
 - It will take employers or payees through a series of questions to answer.
 - Facilities have an option to pay with debit/credit card or an invoice facility.
- IMPORTANT:** Student **MUST** also submit reading EXAM required by the State of KS and those results will also need to be faxed to We Care Online. (See below for reading EXAM details).

FACILITIES: Please notify your employee to go to the CMA webpage and read all links on the screen so that they are prepared for class, clinicals, and that they are aware of the requirements listed.

CLASS SHOWS FULL ONLINE.

Enroll the student on the waiting list for that class. This will be first come, first serve. Student will be notified of an open seat; the waitlist students will be offered the seat. If there is enough interest on the waitlist, another clinical session may be added. If there is not an open seat a refund or transfer will be the additional option. Students will be notified either way.

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ENROLLMENT PROCESS

Enrollment online is live time, if there are seats available, you may enroll. Calling into WE CARE ONLINE will not speed up or guarantee seat into the class over enrolling online. Both ways are processed online exactly the same. If assistance is needed, **WE CARE ONLINE** would be happy to assist in that process.

COST OF CMA COURSE

Tuition: \$480

Non-Refundable Registration Fee: \$20

Total: \$500

Textbook is not included in the course cost.

Tuition includes: Clinical, classroom, State Application Fee, & State Exam Fee.

WAYS TO PAY FOR THE CLASS

1. Debit/Credit Card
2. Invoice Facility-An invoice will be sent via email to the facility contact you provided during enrollment.
3. Full payment preferred by the Friday before class begins. For other arrangements, email Paula@wecareonlineclasses.com or call 888-932-2501 Ext 109.

CLINICAL SITES/DATES/TIMES

Click on the link that looks like this. [Facility Registering a Student](#)

Click New User or Returning User.

- View dates, schedules, and clinical sites.
- Returning users: sign in with their login info.
- Facilities enter their contact information and then enroll the students.

EMAIL NOTIFICATION LIST

- **If there is not a clinical in the student's area or the schedule doesn't work** for student that month, facilities/payees may sign the student up for an "**Email Notification List**" at the top of the clinical site page.
- This list is FREE of charge.
- The student will be contacted at a later date if a clinical becomes available in student's area.
- If the clinical site and dates do work for the student, click the circle next the site and then at the top of the page click continue to enroll.

CLINICAL SCHEDULE STATES "CLINICALS COMING SOON"

Keep checking back. It will be posted as soon as it becomes available.

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CLINICALS DO NOT WORK FOR STUDENT

- Students are encouraged to enroll in another class or upcoming cours.
- **Rarely to never** are there clinical make up days for 1 individual student. Most make-up days are as a group and not on an individual student. Clinical schedules are **NOT** flexible.
- Questions about clinical date/time, please contact the clinical instructor listed on the schedule. Both the email and phone number for the instructor is provided NOT flexible!

Students MUST attend each and every clinical date/time listed in order to pass!

CLINICAL LOCATIONS:

Clinicals are held at a long term care facility or assisted living which they have agreed to host the clinical portion of the class. The clinical schedule will be posted online at wecareonlineclasses.com as soon as it is become available from the clinical instructor for that clinical site.

If there not a clinical site location near you and your facility would like to host clinicals, please contact Melanie@wecareonlineclasses.com or call 888-932-2501 Ext 103.

PRE-REQUISITES:

Active KS CNA certificate
18yrs of age (see below for more detail)
8th Grade reading level-reading test or college transcript required

AGE LIMIT:

If a student's birthday is near 18, you may take the class, just not sit for state exam until they turn 18. Students may choose to take the class when they are 16 or 17.

READING TESTS:

If students have a prior reading test results, please email or fax those to our office. paula@wecareonlineclasses.com or fax 1-**888-859-6297**

Accepted Reading tests and Passing Scores:

ASSET: 31 OR HIGHER

COMPASS: 40 OR HIGHER

CASAS: 235 OR HIGHER

ACCUPLACER: 54 OR HIGHER

WORKKEYS: 4 OR HIGHER

NELSON-DENNEY: 60 OR HIGHER

TABE: 34 OR HIGHER

Don't have a reading EXAM-students can take the reading test at any local technical college or community college in their area. The cost average is around \$20.

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TEXTBOOK

- A textbook is required for class. The textbook link is located on the CMA page. Students may choose from any vendor-books can be new or used.
- Older versions of the textbook are NOT recommended as information varies.
- If class is about to start or has started, students must go to the website and order student textbook and ask for 2-day shipping or buy the digital version.
- There is also enough to do online before student's textbook arrives a few days later.

CMA COURSE HOURS: 75hr course over an 8wk period.

Classroom hours: 50hrs is classroom over 8wk period.

Clinical hours: 25hrs is classroom over the last 5wks of the course.

STUDENT DOES NOT SUCCESSFULLY COMPLETE THE COURSE

If a student is not successful with either the classroom or clinical, the student fails the course and must be retake the entire class before taking the state exam.

LOGIN INFORMATION

Students will receive an email from Canvas by 5pm on first day of class

Students will NOT have access to Canvas (the online classroom) until class begins.

Students CANNOT create a username in order to get into class-this will not work.

The email will contain a link to set up a password to access the course.

ONLINE CLASSROOM TIMEFRAME

The classroom is flexible online. Students access it on their own time. There is no certain day or time student have to login for the classroom portion of the course.

Student can access Canvas 24 hrs a day, 7 days a week. Assignments due every other week and work on their own time.

COURSE LOAD:

There are 3 units in the course and each unit is due every other week but student can work on student assignments at their own convenience. Final exam due the last 2wks of class. Students spend 6.5 hours on the classroom portion of the class a week online.

CLASSROOM AND CLINICALS MUST BE TAKEN AT THE SAME TIME.

Students cannot take the classroom portion of the class and take clinicals at a later date. According to state guidelines students must take the classroom and clinicals in one class session.

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NERVOUS ABOUT TAKING AN ONLINE COURSE. THIS IS COMMON!

The course will walk you through on the first day of class will also give student information regarding how to navigate the site. It is very basic and if student used email before and navigated even a little online, student will do fine in the course. You will also be able to email or call your instructor with questions.

STUDENT HAS A DISABILITY

Any candidate who has a

- Physical disability
- Learning disability'
- Psychological disability

Any of which may require a reasonable accommodation to take the state EXAM should make arrangements with the sponsor. The candidate must have performed in a satisfactory manner in classroom and lab/clinical settings of the course and successfully completed the performance evaluations.

STATE EXAM LOCATION

- Ellis
- Topeka
- Wichita

STATE EXAM DATE

- Most generally, the CMA State exam will take place within the first month after class ends. Student will be notified by **WE CARE ONLINE** during class of those specific dates/times. We will not have a date prior to class beginning.
- State exams are given during business hours and on a weekday.
- If the date/time does not work for the student, the student notified **We CARE ONLINE** to reschedule the exam. The student will later be notified of the next available CMA exam session in that area.
- No Call/No Show state exam-the student must contact **WE CARE ONLINE** and then students will later be notified of the next available CMA exam session in that area.

STATE EXAM HOURS, NUMBER OF QUESTIONS, AND PASSING SCORE

- 85 multiple-choice questions.
- Student are given 1 1/2 hours in which to complete the EXAM.
- 70% or greater constitutes a passing score.

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WHAT WILL BE ON THE STATE EXAM

- Current drug classification, action, use, side effects, adverse reactions, interactions, and nursing care for medications used to treat commonly recurring health conditions affecting body systems.
- Administering prescribed medications and monitoring oxygen therapy and applying non-sterile dressings.
- Legal, ethical, and current practice
- Communication
- Documentation

CAN THE CMA EXAM BE READ TO THE STUDENT

The candidates may **NOT** have the EXAM read to them.

No oral EXAMs are allowed for the medication aide EXAM. The student must demonstrate reading ability to be allowed to enroll in the course.

STATE EXAM LANGUAGE OTHER THAN ENGLISH?

The state EXAM is available in the English language only. Any candidate for whom English is a second language may use a bilingual language dictionary during the state EXAM. Computer and medical dictionaries are **NOT** allowed.

STATE EXAM FAILED

Students may take the EXAM no more than 2 times before student have to repeat the course to qualify to EXAM again. A new EXAM date will be set. Students who repeat the course will have 2 more attempts to complete the EXAM. The course may be repeated as often as desired.

ITEMS NEEDED FOR STATE EXAM.

Student must provide the following at the EXAM site when student go to EXAM:

- Original photo ID
- Show up 15 min prior to test date
- Re-takes need to pay \$20 testing fee.

Student need to be extremely punctual for the state EXAM. This EXAM is timed and there are other students testing as well. The testing sites are very prompt on delivering the EXAM. The testing sites will not accept any students who walk in the door after the testing has begun

Student **WILL NOT** be admitted if students are not listed as eligible on the site roster, or are late, or do not provide required ID

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As a student, they must have performed in a satisfactory manner in both classroom and lab/clinical settings of the course, and successfully completed the Skills Competency Checklist.

PASS STATE EXAM

Student results will be mailed to the state. Please allow up to 30 days for the results to be posted on the Nurse Aide Registry. Student will NOT receive a certificate in the mail. Student may NOT work as a CMA until it is updated on the Online Registry.

CMA REGISTRY

Go to CNA KS Registry (Google online).

The state will update your certificate and add your CMA certificate.

If it is not online 30 days after exam, email Paula@wecareonlineclasses.com or call 1-888-932-2501 Ext 109.

WE CARE ONLINE *classes have been very successful and students enjoy them for the time flexibility it allows them as well as keeping the cost down as much as possible to keep it affordable for student.*

For further questions, please contact:

Melanie Fischer, RN Program Director

CNA/CMA Instructor

melanie@wecareonlineclasses.com

Phone - 1-888-932-2501 Ext 103

Fax – 1-888-859-6297