



2022 CMA COURSE FAQ

STUDENTS, FACILITIES, & OTHER PAYER SOURCES

PLEASE READ THIS DOCUMENT **BEFORE** ENROLLING INTO THE CMA COURSE

IT IS HIGHLY RECOMMENDED THAT EVERY STUDENT REFER TO THE CMA PAGE AND ALSO READ ALL THE MATERIAL BELOW PRIOR TO THE COURSE BEGINNING

LOOK UP SPECIFIC TOPICS: CLICK LINKS BELOW

- [CLINICALS/LAB](#)
- [COST OF COURSE](#)
- [ENROLLMENT](#)
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WE CARE ONLINE is approved by:

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

ENROLLMENT ONLINE IS LIVE TIME

- If a course shows seats available, a student may be enrolled.
- If the start date is prior to the current date, enrollments will be accepted.
- A course showing WAITLIST, student will be notified when a seat becomes available.
- Directions for enrolling is posted below.

ENROLLMENT PROCESS

- All enrollments are done through the online website.
- For directions if a student is unsure, **WCO** would be happy to answer any questions.

HOW TO ENROLL (**Students enrolling themselves or Facilities paying with a credit card**)

- Go to our main webpage WeCareOnlineClasses.com
- 1)CLICK Browse Courses, 2)CLICK Kansas, 3)CLICK Certified Nurse Aide.
- All the information needed to prepare for class is on this page.
- To enroll CLICK button Register for 2023 Classes.
- Scroll down to view all courses where clinicals are located. *There may be more than 1 page of classes.*
- CLICK **View More Details** to learn more about that clinical location and view clinical schedule.
- If this is a course that works for the student, CLICK *Add to Cart (...continue below)*

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(continued...)

- View Shopping Cart on right hand side.
- Enrolling more than one student as a facility or paying entity, enter the # of students on the right.
- Click Continue once the correct # of students entered.
- ENTER the email of the person enrolling the student. **Do NOT** enter the students email unless the student is enrolling themselves.
- Complete the online form accordingly.
- If a student is under the age of 18:
 - As a parent, answer the form accordingly.
 - As a facility registering an underage student, facilities are considered the "Guardian." Recently, laws providing protection for underage children and the internet have taken effect. The FTC enforces the law through the COPPA Rule. In general, COPPA requires operators of commercial websites and online services that are directed to minors to provide notice and obtain verifiable consent before they collect personal information from underaged children. Please fill out the following information accordingly.
- All facilities will receive an invoice whether they pay online with a credit card or ask to be invoiced.

It is strongly recommended student refer to the MAIN CMA page and click on ALL links and read ALL information before class. This will help prepare for the course before, during and after.

FACILITIES: (Facilities enrolling students who need to set up payments by mail)

- If you are paying with a credit card, do NOT complete this step, use the directions above.
- If paying with a check, go to our main webpage WeCareOnlineClasses.com
- 1)CLICK Browse Courses, 2)CLICK Kansas, 3)CLICK Certified Nurse Aide.
- To enroll your employee CLICK button Register for 2021 Classes.
- On this page is link to fill out a form for your employees. [Click here for FORM](#)

WHAT IF THE CLASS IS FULL?

- A WAITLIST for the class will appear if the class does become full.
- Students are encouraged to sign up on the waiting list.
- This will be first come, first serve.
- Waitlist students will be notified and offered an open seat when it becomes available.
- 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 by email on either situation.

COST OF CMA COURSE

Tuition	\$670
Non-Refundable Registration Fee	\$29
TOTAL	\$699

Tuition covers classroom, clinicals, and state application fees.

- Textbook is **NOT** included in the course cost.
- Scrubs are **NOT** included.
- State Exam is included in the course cost.

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STUDENTS-WAYS TO PAY FOR THE CLASS

1. Debit/Credit Card

- Don't have a debit/credit card, purchase a cash debit card at a store/grocery store.

2. Check

- If students mail a check, this could delay enrollment by at least 1 week. We can accommodate this but the seat will NOT be held until received.
- Please email kaylan@wecareonlineclasses.com a check is being mailed; she will email the student once it arrives and is processed.

3. Payments can be made

- A minimum \$29 non-refundable registration will be needed to enroll.
- **WCO** To make payments after enrolling, go back to the main webpage, click Login and then Billing Account. There payments can be made of any amount.
- Full payment is needed Friday before class begins or if the class is full, whichever comes first.
- Students seat in class cannot be held if full and the account is not paid in full.
- will try to work with students, but please understand if there are students wanting in the class and can make full payment, we cannot hold seats not paid in full.
- Please contact kaylan@wecareonlineclasses.com or call 888-932-2501, Ext. 114 in regards to questions on payments and seats in the course.

FACILITIES OR PAYER SOURCES -WAYS TO PAY FOR THE CLASS

All facilities will receive an invoice whether they pay with a credit card or check.

1. Debit/Credit Card (Register your students online)

2. Invoice-Check (Follow steps below)

- If you are paying with a credit card, do NOT complete this step, use the directions above.
- Go to our main webpage WeCareOnlineClasses.com
- 1)CLICK Browse Courses, 2)CLICK Kansas, 3)CLICK Certified Nurse Aide.
- All the information needed to prepare for class is on this page.
- To enroll CLICK button Register for 2021 Classes.
- On this page is link to fill out a form for your employees. [Click here for FORM](#)
- Checks can be mailed to the address on the invoice.
- Invoices will be automatically sent to the facility email address provided at enrollment.
- Full payment must be received by our business office prior to the end of class.
- Students who are enrolled can start the course with a tuition balance, however balance must be paid in full prior to the course end date.
- Invoices will NOT be sent Postal Mail. All invoices will be emailed to the facility contact provided.
- Question on payments: Kayla N kaylan@wecareonlineclasses.com or 888-932-2501, Ext. 114.

CLINICAL EMAIL NOTIFICATION

- If there is not a clinical in the student's area or the schedule does not work for the student.
- This notification is a FREE service.
- The student will be contacted via email when there are clinicals in their area or surrounding area.
- [CLINICAL EMAIL NOTIFICATION](#)

CLINICAL SITES, DATES, & TIMES

- CLICK button REGISTER FOR 2021 CLASSES
- To enroll, check out the How to Enroll in this document.

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CLINICAL SCHEDULE STATES "CLINICALS COMING SOON".

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

CLINICAL DATES THAT DO NOT WORK FOR A STUDENT:

- Students are encouraged to enroll in another class or upcoming course if ALL clinical dates/times .
- **Rarely to never** are there clinical make up days for 1 individual student.
- Most make-up days are as a group and not for an individual student.
- Clinical schedules are **NOT** flexible.
- Questions about clinical date/time, please contact the clinical instructor listed on the schedule.
- Students cannot be tardy to clinicals.
- Sign up for the Clinical Email Notification and we will notify students when there is course in their area.
- **Students MUST attend every clinical date and time listed in order to pass the course!**

CLINICAL LOCATIONS:

- Clinicals are held at a long-term care facility, assisted living, or home plus that have agreed to host the clinical portion of the class.
- Clinical schedules will be posted online at wecareonlineclasses.com as soon as it is becomes available from the clinical instructor at that clinical site.

If there not a clinical site location near the student and a facility would like to host clinicals, please have them email Melanie directly at melanie@wecareonlineclasses.com

PRE-REQUISITES:

- Active KS CNA certificate
- 18 years of age (see below for more detail)
Reading Requirement: State of Kansas requires an 8th Grade reading level -- reading test or copy of an unofficial college transcript must be submitted. (see below for more detail)
- Lifting 50+lbs may be required for clinicals.
- If there are on medical or lifting limitations, it is recommended not to take this course with lab/clinical.

AGE LIMIT:

If a student's birthday is near 18years, the student may take the class.

Please note: The student will not be allowed to take the STATE EXAM until on or after their 18th birthday. Students may choose to take the class when they are 17 if they wish but they only have 1 year from date of class to pass state exam.

READING TEST REQUIREMENT:

A Reading test is a state requirement for the CMA Course in the state of Kansas.

If students have prior reading test results, submit through [this student porta\(Click Here\)](#)

Accepted Reading Tests and College Transcripts

- **UNOFFICIAL COLLEGE TRANSCRIPT**
- **ACCUPLACER**
- **ACCUPLACER NEXT-GEN**
- **ASSET**
- **CASAS**
- **COMPASS**
- **NELSON-DENNY**
- **TABE**
- **WORKKEYS**
 - **NEW!!! WCO** now offers the CASAS reading test via Individual Remote Testing.

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- To Schedule your reading test with We Care Online via Individual Remote Testing \$40: [Click Here](#)
 - Students may also take one of the tests above to fulfill the reading requirement by calling and set up a test at your local technical college or community college.
 - Most colleges can schedule a test within a week of calling.
 - Unofficial transcripts are also accepted from any KS college course EXCEPT Math and CNA Classes

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 page numbers and information will vary
- If class has begun or about to start, it is recommended that students order the textbook and choose 2-day shipping or buy the digital version *if available*.
- There is also enough to do online before student's textbook arrives a few days later.

CMA COURSE HOURS	
Classroom	50hrs
Clinical	25hrs
Total	75hrs

STUDENT DOES NOT SUCCESSFULLY COMPLETE THE COURSE

- If a student is not successful with either the classroom or clinical, the student fails the course.
- Students who fail the course must be retake the entire course over and repay full tuition.

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.
- 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 24hrs a day, 7 days a week.
- Assignments due every week and they work on their own time.
- Student must have a passing score in order to attend clinicals.

COURSE LOAD:

- There are 3 units in the course and each unit is due every week.
- Students can work on the assignments at their own convenience.
- Final quiz is due the last week of class.
- Students spend approximate 6-7hrs classroom 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 and will also give student's information regarding how to navigate the site.
- It is very basic; if the student has used email before and navigated even a little online, the student will do fine in the course.
- Students 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 disabilitywhich may require a reasonable accommodation to take the state test should make arrangements with the sponsor. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and lab/clinical settings of the course, and successfully completed the performance evaluations. The candidates may NOT have the test read to them.

STATE EXAM LOCATIONS

- 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 **WCO** during class of those specific dates/times. Dates may not be available prior to class beginning.
- If the date/time does not work for the student, the student must notify **WCO** to reschedule the exam. The student will later be notified of the next available CMA exam session in that area.
- No Call/No Show for the state exam -- the student must contact **WCO** and will 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.
- Passing score is 65 out of 85.

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 nonsterile dressings.
- Legal, ethical, and current practice
- Communication
- Documentation

CAN THE CMA EXAM BE READ TO THE STUDENT?

- The candidates may **NOT** have the State Exam read to them.
- No oral EXAMS are allowed for the Medication Aide State Exam.
- The student must demonstrate reading ability to be allowed to enroll in the course.

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STATE EXAM LANGUAGE OTHER THAN ENGLISH?

- No oral tests are allowed for the medication aide tests.
- The student must demonstrate reading ability to be allowed to enroll in the course.
- The state test is available in only the English language.

STATE EXAM LANGUAGE OTHER THAN ENGLISH?

- NOTE: Any candidate for whom English is a second language may use a bilingual language dictionary during state test. Computer dictionaries and medical dictionaries are prohibited.

STATE EXAM FAILED

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

ITEMS NEEDED FOR STATE EXAM.

Student must provide the following at the State Exam site:

- Original photo ID
- Show up 15 min prior to test start time.
- Re-takes must pay \$20 testing fee.
- Students need to be extremely punctual for the State Exam
- State Exam is timed and there are other students testing as well
- Testing sites are very prompt on delivering the State Exam
- Testing sites will not accept students arrive after the testing has begun
- Accommodations are not allowed for the CMA State Exam
- Student **WILL NOT** be admitted if they are not listed as eligible on the site roster, or are late, or do not provide required ID
- Student 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 15 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 the exam, email dkohlrus@wecareonlineclasses.com or call 888-932-2501, Ext 117.

Continue to see **CONTACT INFORMATION** on the next page.



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

For further questions, please contact: