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## PLEASE READ BEFORE ENROLLING IN THE CMA COURSE

### Q: Is WE CARE ONLINE approved by the State of Kansas

A: Yes, **WE CARE ONLINE** is approved by Kansas Dept of Health and Environment as well the Kansas Board of Regents. **WE CARE ONLINE** is considered a secondary education entity.

### Q: How do I see what where the clinical sites are located?

A: Click on the register link that looks like  this.

- **If there is not a clinical in your area or the schedule doesn't work** for you that month, please sign up for "**Email Notification List**". This list is FREE of charge. You will be contacted at a later date if a clinical becomes available in your area. You will find this on the top of the page under student registration and CMA Pg.
- If the clinical site and dates do work for you, click the circle next the site and then at the top of the page click continue to enroll.
- Click New User or Returning User.
  - This takes you the next screen then to view dates, schedules, and clinical sites.
  - Return users to this enrollment system will sign in with your info.

### Q: How do I enroll in the course?

A:

- Click on Register link. 
- It will take you through a series of questions to answer.
- You can also pay for the course during that session. (See below for payment details).
- **IMPORTANT**::You will also need a reading test required by the State of KS and those results will also need to be faxed to us. (See below for reading test details)

### Q: Can I access the classroom portion online before class begins?

A: No, you may not begin before the first day of lass that is posted and all students must finish class by the end date of class dates posted as well.

### Q: Do I set up my own username and password on Blackboard to get started?

A: NO, **WE CARE ONLINE** will enroll you in the course in Blackboard on the first day of class which always starts on Monday. You will not need to enroll yourself online as it will not give you access to the course.

**Q: How will I know what my username and password is to get started in Blackboard?**

A:

- Your classroom instructor will send you an email by 5pm on first day of class.
- The email will contain your login information and how to enter your classroom on Blackboard.

**Q: What happens after I fill out the enrollment application form online?**

A: You will receive an email immediately after enrolling if your enrollment submission was successful. Please be sure your email address is correct, If it is not correct, you will not receive the email you were expecting.

**Q: How long does it take to process my enrollment application?**

A: The enrollment process is immediate and you will be enrolled and accepted into the course if the seats are available. If there are not any seats available, the online system will notify you of that during the enrollment process.

**Q: If I enroll in the course then I am in the class and I have a seat.**

A: Yes, if you submitted it with full payment.

**Q: What if the class is FULL?**

A: You may sign up to be placed on the waiting list for that class instead and will be notified if a person drops out of the class and will be offered their seat.

**Q: Does completing the enrollment form guarantee my seat into the class I enrolled in?**

A: Yes, if the seats are available and you made full payment.

**Q: Does completing the enrollment form without payment, give me a higher status in enrollment or hold my seat in the class?**

A: No, filling out the enrollment form without payment does not allow you to have a seat in the class. It just begins the enrollment process. It also does not supersede any other student application because payment was not received with your enrollment form.

**Q: Does calling into WE CARE ONLINE to enroll speed up or guarantee my seat into the class I wish to enroll in?**

A: No, calling **WE CARE ONLINE** to enroll does not speed up or guarantee your enrollment into the class. It is processed online just as if you were doing it on your computer at home in the same fashion. If you need assistance in enrolling, **WE CARE ONLINE** would be happy to assist you in that process if you are having difficulty doing so.

**Q: How do I pay for the class?**

A: There are a few ways to do this.

1. You may fill out the enrollment form application and during that time it will ask who is paying for the class. At that time, you may pay for class in full with a debit or credit card.
2. If you have already completed your enrollment form and only paid the \$14 enrollment fee, you may login with your account information you created and make payment online with your account by clicking Access Account on Home Page..
3. You may send a check or money order to **WE CARE ONLINE**, 4601 E Douglas, Wichita, KS 67218. Keep in mind it can take 1-3 days in the mail, so this process is much slower and does not hold your seat in the course. You will only be placed in a seat after your check is received and cleared.
4. If you wish to make payments, you can do so by going back to our website and clicking on Access Account. There you can make payments. It **MUST** be paid in full the Friday before class begins.

**Q: What happens after I am placed on the "Email Notification List"?**

A: **WE CARE ONLINE** will contact you via email each time there is a clinical site available in your area. You will be taken off the list once you attend a class or if you contact us to take you off of the email list. This is **FREE** of Charge.

**Q: What if the schedule states "Clinicals Coming Soon?"**

A: If the clinical schedule is not listed then the schedule has not yet been set. Keep checking back at the site for the schedule if it is not yet posted.

**We will post it as soon as it becomes available.**

**Q: What if one of the days on the clinical schedule does not work for me?**

A: Rarely are there clinical make up days for 1 individual student. If clinical make up days are necessary, those days are done as a group and not on an individual basis most of time. If there is a day or days that do not work for you, **WE CARE ONLINE** does recommend waiting for the next class. Clinical schedules are **NOT** flexible.

**Q: Do I have to attend each and every clinical schedule listed?**

A: Yes, in order to pass the course, you need to attend each clinical day listed on the schedule.

**Q: Who do I contact in regards the clinical date/time if I have questions?**

A: If you have questions regarding clinical date/time you can contact the clinical instructor listed on the clinical schedule form and they would be happy to answer them for you. Their phone number is listed on the clinical schedule posted.

**Q: Are there any pre-requisites needed for this course?**

A: Yes, the State of Kansas does require a reading test for the CMA course.

**Q: What if I have had a reading test done in the past?**

A: If you have had a reading test done before, please have those results faxed to our office by the college.

**Q: What reading tests qualify in order to be accepted?**

A: Asset, Compass, CASAS, Accuplacer, Workkeys, Nelson-Denney, and TABE. State of Kansas now allows college courses taken. Any of these can be faxed to us. Just have the college who gave you the test fax us the results.

**Q: What is the passing score on my reading test?**

A: Each test is rated a little differently. WE CARE ONLINE recommends just faxing your results to us and we can determine if it falls under the passing score or failing score. Even if a college says you did not pass it, please send us the results anyway because there have been times when they were passing scores for this class requirement. The State of KS requires students to have at least an 8<sup>th</sup> grade reading level or higher and some colleges require much higher than that to get into certain programs at the college levels.

**Q: What if I don't have a reading test? Where can I take one and how much does it cost?**

A: You can take the reading tests at any local technical college or community college in your area. The cost average is around \$20.

**Q: Is there a minimum age a student must be in order to take the class?**

A: Yes, in order to take the class you must be 18 years or older.

**Q: Is there a textbook that is required?**

A: Yes, there is a textbook that is required and **WE CARE ONLINE** does provide a link in order to purchase your textbook, listed on the CMA course site. You can choose from any vendor.

**Q: I have an older version of the textbook that is required, can I use that?**

A: No, an older version of the textbook will not work for your class. You'll need to get the updated version in order to follow along in the classroom session.

**Q: Class has started or starts in 2 days and I don't have my textbook yet, what do I do?**

A: You can go the link listed on the website and order your textbook and ask for 2 day shipping. **WE CARE ONLINE** is not aware of any local bookstores carrying the textbook required. You can also get them at a reasonable rate online new or used. There is also enough to do online before your textbook arrives.

**Q: How many hours is the CMA course**

A: It is a 75hr course over an 8 wk period.

**Q: How many hours is classroom?**

A: 50 hrs is classroom over 8 wk period.

**Q: How many hours are clinicals?**

A: 25 hrs is classroom over the same timeframe as classroom.

**Q: Is there a certain day or time I have to login for the classroom portion online?**

A: No, there is no certain day or time you have to login for the classroom portion of the course. You can access Blackboard 24 hrs a day, 7 days a week. You will have assignments due every other week but you work on those on your own time.

**Q: What is the course load like?**

A: There are 3 units in the course and each unit is due every other week but you can work on your assignments at your convenience. And then there is a final exam due the last 2 wks of class. There is not a certain time you are expected to log on. Students spend 6.5 hours on the classroom portion of the class a week online.

**Q: Can I take the class portion of the class and complete my clinicals at a later date?**

A: You cannot take the classroom portion of the class and take clinicals at a later date. According to state guidelines you must take the classroom and clinicals in one class session.

**Q: Where are clinicals held?**

A: 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](http://wecareonlineclasses.com) as soon as it is become available from the clinical instructor for that clinical site.

**Q: I am nervous about taking an online course. I don't know what to expect?**

A: The email on the first day of class will also give you information regarding how to navigate the site. It is very basic and if you used email before and navigated even a little online, you will do fine in the course.

**Q: How will I know when the assignments are due?**

A: You will have assignment due every other week and in the first email you will receive the due dates for those assignments are given to you. You will want to keep this email and also write down on your calendar when the assignments are due.

**Q: Where will I take my state exam?**

A: Students will take their state exam at one of our 3 locations currently in the State of KS closest to your location.

- Ellis
- Topeka
- Wichita

**Q: When will the state exam take place?**

A: Most generally, the CMA State exam will take place within the first month after class ends. You will be notified by **WE CARE ONLINE** during class of those specific dates/times.

**Q: Are the state exams scheduled during the week or on weekends**

A: State exams are held during the week during business hours.

**Q: What if I am unable to take the test on the date scheduled?**

A: If you are unable to take the test on the date assigned you will contact **WE CARE ONLINE** and then students will later be notified of the next available CMA exam session in that area.

**Q: What if I accidentally missed taking my state exam that was scheduled.**

A: If you missed taking your exam on the date assigned to you, then you must contact **WE CARE ONLINE** and then students will later be notified of the next available CMA exam session in that area.

**Q: What happens if I do not successfully complete the course?**

A: If a student fails the course, the candidate must retake the course before taking the state exam.

**Q: How many questions are on the CMA State Exam and how long do I have to take it?**

A: The state test is timed and contains 85 multiple-choice questions. You are given 1 1/2 hours in which to complete the test. The score of 70% or greater constitutes a passing score.

**Q: What will the test measure our knowledge on?**

- 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

**Q: What if I have a disability?**

A: Any candidate who has a

- Physical disability
- Learning disability'
- Psychological disability

Any of which 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 classroom and lab/clinical settings of the course and successfully completed the performance evaluations.

**Q: Can I have the state test read to me?**

A: The candidates may **NOT** have the test read to them.

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

**Q: Is the state test offered in another language other than English?**

A: The state test 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 test. Computer and medical dictionaries are NOT allowed.

**Q: What if I don't pass the CMA state test the first time?**

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

**Q: What do I need to take to the state test?**

A: You must provide the following at the test site when you go to test:

- Original photo ID

You need to be extremely punctual for the state test. This test is timed and there are other students testing as well. The testing sites are very prompt on delivering the test. The testing sites will not accept any students who walk in the door after the testing has begun. I recommend you arrive at least 15 minutes ahead of schedule to get seated for your state test.

You **WILL NOT** be admitted if you are not listed as eligible on the site schedule, or are late, or do not provide required ID

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



**Q: Is the state test given in more than one language?**

A: No, the state test is read in only the English language. If English is your second language may use a bilingual language dictionary during the state test. Computer dictionaries and medical dictionaries are prohibited.

**Q: What happens after I pass my test?**

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

**Q: What happens if after 30 days my CMA is not updated on the registry?**

A: After day 30 you may call the State to inquire about your status at 785-296-1250.

**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 you.*

*I hope I have answered a lot of your questions regarding our online course, if you have further questions not listed above, or need further clarification, please let me know and I will be happy to answer them for you.*

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