

INSTRUCTIONS: Complete the information below and submit form to the LMC Health Sciences Office by email or in person at the Benton Harbor Campus. Questions regarding registration, CNA requirements and polices, and requests for additional information may be directed to the Health Sciences Office by email at HealthSciences@lakemichigancollege.edu or by phone at 269.927.8768.

STUDENT INFORMATION

 I AM A CURRENT OR PAST LMC STUDENT

 I HAVE NEVER ATTENDED LMC

 I AM A HIGH SCHOOL STUDENT

FIRST NAME	MIDDLE	LAST NAME	DATE OF BIRTH (MM/DD/YYYY)

LMC STUDENT ID NUMBER (if known)	SOCIAL SECURITY NUMBER (SSN)	I DO NOT HAVE A SOCIAL SECURITY NUMBER (check box to the right):	<input type="checkbox"/>

ADDRESS	CITY	STATE	ZIP CODE

PHONE NUMBER	E-MAIL ADDRESS

RACE	
<input type="checkbox"/>	Asian
<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Black/African American
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander
<input type="checkbox"/>	White/Caucasian
<input type="checkbox"/>	Two or more races
<input type="checkbox"/>	Other
<input type="checkbox"/>	Unknown

ETHNICITY	
<input type="checkbox"/>	Hispanic or Latino
<input type="checkbox"/>	Non-Hispanic or Latino

GENDER	
<input type="checkbox"/>	Female
<input type="checkbox"/>	Male
<input type="checkbox"/>	Other
<input type="checkbox"/>	Prefer not to answer

REGISTRATION INFORMATION

CNA PREREQUISITE COMPLETED	
<input type="checkbox"/>	Accuplacer completed at LMC
<input type="checkbox"/>	Previously certified nurse aide
<input type="checkbox"/>	Currently employed in healthcare OR employer sponsored
<input type="checkbox"/>	Previous degree OR prior college-level coursework

COURSE INFORMATION	
5-Digit CRN	
Class Start Date	
Class Location	
Cost	\$800.00

STUDENT SIGNATURE	
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DATE	
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PAYMENT INFORMATION (SELECT ONE)
 DEBIT OR CREDIT CARD
 CASH
 CHECK
 THIRD PARTY PAYMENT

Card information may be entered below. All card payments will include an added 2.5% processing fee. Make checks payable to LAKE MICHIGAN COLLEGE.

TOTAL		CARD NUMBER		EXP DATE (MM/YY)	__ / __
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CVC	___	CARD HOLDER SIGNATURE		DATE	
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OFFICE USE ONLY	Registered by: _____	Date: _____	Comments: _____
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Registration Requirements

Students must be at least 17 years old to participate in the CNA program at Lake Michigan College. A high school diploma or GED certificate is not required for participation in the CNA program.

Students must complete **one** (1) of the following entrance requirements prior to registration:

1. Complete the Accuplacer for CNA placement test
 - a. Minimum required score: 237
 - b. Test includes English and Reading multiple choice questions
 - c. Schedule and take the test for free with LMC Testing Services
2. Provide transcripts showing prior college-level coursework or a conferred degree/academic certificate
3. Provide documentation of prior CNA credential (expired certification)
4. Provide documentation of current or past employment in healthcare or long-term care

Additional requirements include: background check, drug screen, proof of completed immunizations, physical exam, and TB testing. Detail and due dates will be provided to students at the time of enrollment. Students who are currently employed in a patient-care role are exempt from the Accuplacer and submitting health records.

Registration

After documentation is provided, students may submit their CNA registration form to the Health Sciences Office via e-mail or in-person by the published registration deadline for the class.

Students are asked to provide demographic information on the CNA registration form. This allows the College to accurately report completion numbers to the State of Michigan. This demographic and completion data ensures that third party agencies like Michigan Works! can provide funding to students with a financial need. This information is also used to create a student account in the College's admissions system and enroll them in the class.

Students will be enrolled on a first-come, first-service basis for their chosen class. If all seats are full, the student will be notified and provided with a list of openings in other scheduled CNA classes.

Students will be sent a registration confirmation e-mail to the address provided on their registration form. Additional information will be included with this e-mail, including a release of information consent form.

Payment Methods

CNA classes offered by LMC are "non-credit". This means they do not award college credit for completion and are not eligible for funding from federal financial aid dollars (i.e., PELL grants) or scholarships.

Students must pay the full amount of the course fee, out-of-pocket, within 7 business days of registration or before the start of class, whichever comes first. Students may pay the course fee (\$800) by cash, card, or check. A 2.5% processing fee is applied to all card payments. Card information provided on the registration form will be processed by the LMC Business Office within 1-2 business days. Students may visit or contact the Business Office directly with questions.

The course fee may also be paid by a third-party sponsor.

Third Party Payments

If a third party is sponsoring the cost of a student's CNA course fee (\$800) paid to LMC, a Third-Party Payment Authorization form must be completed by the third-party sponsor and submitted to the Health Sciences Office. This form will be provided to the LMC Business Office after the student has been enrolled. Upon processing, the LMC Business Office will issue an invoice to the third-party sponsor.

If a student drops or the course is cancelled due to low enrollment, the payment is refunded to the third-party sponsor directly. "Third Party" includes: employers who are enrolling a current employee, Michigan Works!, West Michigan Works!, or similar agencies, Allegan County Area Technical Education Center (ACATEC) grants, and other non-student persons or agencies.

Class Cancellations

Class Cancellation: CNA classes require a minimum of four (4) enrolled students to run. If this minimum is not met, the class will be cancelled and students will be notified of alternative classes, if scheduled.

Day Cancellation: If the College closes or the CNA class must be cancelled due to inclement weather or other events, the instructor will plan to make-up missed class time on the scheduled make-up day. If other adjustments to the class schedule must be made, students will be notified at the earliest possibility.

Refunds

- If a student exits AFTER the CNA class has started, they WILL NOT be issued a refund.
- If a student exits BEFORE the CNA class has started, they will be dropped and issued a refund.
- If a class is cancelled due to low enrollment, all students will be dropped and issued a refund.

For additional information, please contact us:

Lake Michigan College

Health Sciences Office

HealthSciences@lakemichigancollege.edu

269.927.8768

2755 E. Napier Avenue

Benton Harbor, MI, 49022

Main Building, C-103 Office Suite