



CMA 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 ON OUR WEBSITE
AND ALSO READ ALL THE MATERIAL BELOW
PRIOR TO THE START DATE OF THE COURSE**

***IF YOU ARE REFERRING BACK TO LOOK UP SPECIFIC TOPICS:
CLICK LINKS BELOW TO GO DIRECTLY TO THAT SUBJECT***

- [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.
- **WE CARE ONLINE** is considered a secondary education entity.

ENROLLMENT ONLINE IS LIVE TIME

- If there are available seats and the class is posted on our website, that information is current and up to date in real-time and you may enroll in the course.
- If the class is showing online, we are still accepting enrollments for that course and you may enroll.
- Directions for Students who are paying for the course are listed below.
- Directions for Facilities/Payer Sources paying for the course are listed below.

ENROLLMENT PROCESS

- Calling into WE CARE ONLINE will not speed up or guarantee a seat in the class over enrolling online.
- Enrollment is all done online from the website.
- If assistance is needed, **WE CARE ONLINE** would be happy to assist in that process.

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HOW TO ENROLL

STUDENTS enrolling and paying in full on their own.

- o Go to our main Webpage wecareonlineclasses.com
- o CLICK COURSES, then CLICK KS, then CLICK CMA.
- o This will take you the CMA page.
- o CLICK on link called **Individual Student Registration**
- o If you are returning user, click that link and login in with your username and password.
- o If you are a new user, click that link and create a login.
- o Complete the online form and click submit.
- o Payment information will be found by scrolling down on this document.
- o If your employer or payer source is paying for the class or partial part of the class, they must enroll you themselves under **Facility Registering a Student**
- o Students CANNOT click the **Facility Registering a Student** link to enroll. Your enrollment will be denied if this occurs.

FACILITIES and OTHER PAYER SOURECES enrolling and paying for partial or full enrollment tuition for their employee or client

- o Go to our main Webpage wecareonlineclasses.com
- o CLICK COURSES, then CLICK KS, then CLICK CMA.
- o This will take you the CMA page.
- o CLICK on link called **Facility Registering a Student**
- o If you are returning user, click that link and login in with your username and password.
- o If you are a new user, click that link and create a login.
- o Complete the online form and click submit.
- o Payment information will be found by scrolling down on this document.
- o Students CANNOT click the **Facility Registering a Student** link to enroll. Their enrollment will be denied if this occurs.

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.

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:	\$610
Non-Refundable Registration Fee:	\$25
Total:	\$635

Textbook is **NOT** included in the course cost.

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

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STUDENTS-WAYS TO PAY FOR THE CLASS

1. Debit/Credit Card
 - If you do not have a debit or credit card, you may purchase a cash debit card at a convenience store/grocery store.
2. Check
 - If students choose to mail a check, enrollment will be complete after check is received. This could delay your enrollment by at least 1 week. We can accommodate this but know that your seat will NOT be held until received and the class could fill up as we are not able to hold the seat.
 - Please email cbowen@wecareonlineclasses.com to let her know a check is being mailed; she will email you once it arrives and is processed.
3. **Payments can be made.**
 - A minimum \$25 non-refundable registration will be needed to enroll.
 - To make payments after enrolling, go back to the main webpage, click [Login](#) and then [Billing Account](#). There you can make the payment of your choice and complete that process as often as you would like in the amount of your choosing.
4. Full payment is needed the Friday before class begins or if the class is full, whichever comes first.
 - Students seat in class cannot be held if full and your account is not paid in full.
 - We Care Online 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 your seat.
 - Please contact cbowen@wecareonlineclasses.com or call 888-932-2501, Ext. 109 in regards to questions on payments and seats in the course.

FACILITIES OR PAYER SOURCES -WAYS TO PAY FOR THE CLASS

1. Debit/Credit Card
2. Check
 - Please mark invoice if you will be sending a check.
 - Only facilities and other payor source companies can choose to be invoiced.
 - Student cannot ask for invoice or enroll themselves under **Facility Registering a Student**
 - Checks can be mailed after the invoice is received and the address to mail the check will be located on the statement.
 - Invoices will be emailed to the facility contact email address you provided during enrollment.
3. Full payment must be received by our business office prior to the end of class.
4. 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.
5. PLEASE NOTE: Invoices will not be sent by United States Postal Service. All invoices will be emailed to the facility contact personnel listed on the enrollment form.
6. Any questions regarding tuition payments, please contact Chelsea Bowen cbowen@wecareonlineclasses.com or call 888-932-2501, Ext. 109.

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EMAIL NOTIFICATION LIST

- **If there is not a clinical in the student's area or the schedule doesn't work** for the student that month, facilities/payer sources may sign the student up for an "**Email Notification List**" at the top of the clinical site page.
- This list is a FREE service
- 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 SITES/DATES/TIMES

- Click on the link **Individual Student Registration**
 - 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 student(s).

CLINICAL SCHEDULE STATES "CLINICALS COMING SOON"

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

CLINICALS DO NOT WORK FOR STUDENT

- Students are encouraged to enroll in another class or upcoming course.
- **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.
- If you have questions about clinical date/time, please contact the clinical instructor listed on the schedule. Both the email and phone number for the instructor are provided.
- Students cannot be tardy to clinicals.

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 in 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 becomes 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 have them contact cbowen@wecareonlineclasses.com or call 888-932-2501, Ext. 109.

PRE-REQUISITES:

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

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AGE LIMIT:

If a student's birthday is near 18 years, 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 16 or 17 if they wish.

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, please email those to our office at

ahernandez@wecareonlineclasses.com.

Accepted Reading Tests

- **UNOFFICIAL COLLEGE TRANSCRIPT**
- **ACCUPLACER**
- **ASSET**
- **CASAS**
- **COMPASS**
- **NELSON-DENNY**
- **TABE**
- **WORKKEYS**
 - Students may 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.
 - Average cost is \$20
 - Unofficial transcripts are also accepted from any KS college course EXCEPT Math and CNA Classes

TEXTBOOK REQUIRED

- 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.
- The Workbook is optional. We do not assign course work from this textbook.
- If class is about to start or has started, 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: 75hr course over an 8wk period.

Classroom hours: 50hrs is classroom over the 8wk course.

Clinical hours: 25hrs is clinical over 5wks towards the end of class.

STUDENT DOES NOT SUCCESSFULLY COMPLETE THE COURSE

- If a student is not successful with either the classroom or clinical, the student will fail the course.
- Students who fail the course must retake the entire course over.

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

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ONLINE CLASSROOM TIMEFRAME

- The classroom is flexible online. Students access it on their own time.
- There is no certain day or time students have to login for the classroom portion of the course.
- Students can access Canvas 24hrs a day, 7 days a week.

COURSE LOAD:

- There are 3 units in the course and each unit is due every 2wks on average.
- Students can work on the assignments at their own convenience.
- Final quiz is due the week before class ends.
- Students spend approximate 6-7 hours 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.

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 **WE CARE ONLINE** 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 **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 for the state exam -- the student must contact **WE CARE ONLINE** and will be notified of the next available CMA exam session in that area.

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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.

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.

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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.

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 in Kansas

Phone: 888-932-2501 Ext 103

Fax: Email documents or pictures preferred

Email: melanie@wecareonlineclasses.com

Website: <http://www.wecareonlineclasses.com>



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