



CNA STUDENTS FACILITIES AND OTHER PAYER SOURCES

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

***IT IS HIGHLY RECOMMENDED EVERY STUDENT
REFER TO THE CNA PAGE ON OUR WEBSITE AND
ALSO READ ALL OF THE MATERIAL BELOW
PRIOR TO THE COURSE BEGINNING***

**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**](#)
- [**LOGIN INFO**](#)
- [**ONLINE CLASSROOM**](#)
- [**PAYMENT**](#)
- [**PRE-REQUISITES**](#)
- [**READING REQUIREMENTS**](#)
- [**STATE EXAM**](#)
- [**TEXTBOOK**](#)

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.

- Go to our main Webpage wecareonlineclasses.com
- CLICK COURSES, then CLICK KS, then CLICK CNA.
- This will take you the CNA page.
- CLICK on link called **Individual Student Registration**
- If you are returning user, click that link and login in with your username and password.
- If you are a new user, click that link and create a login.
- Complete the online form and click submit.
- Payment information will be found by scrolling down on this document.
- 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**
- 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

- Go to our main Webpage wecareonlineclasses.com
- CLICK COURSES, then CLICK KS, then CLICK CNA.
- This will take you the CNA page.
- CLICK on link called **Facility Registering a Student**
- If you are returning user, click that link and login in with your username and password.
- If you are a new user, click that link and create a login.
- Complete the online form and click submit.
- Payment information will be **found by scrolling down on this** document.
- 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 CNA page and click on ALL links and read ALL information before class. This will help prepare for the course before, during and after.

COST OF CNA COURSE

Tuition	\$630
Non-Refundable Registration Fee	\$25
TOTAL	\$655

Tuition covers classroom, clinicals, and state application fees.

- Textbook is **NOT** included in the course cost.
- Scrubs are **NOT** included.
- State Exam is **NOT** included in the course cost. Cost is approximately \$50.

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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 your login info.
 - Facilities enter the facilities contact information and then will 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.
- 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 cannot be tardy to clinicals.

Students MUST attend every clinical date and 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 have them contact Cbowen@wecareonlineclasses.com or call 888-932-2501 ext. 109.

PRE-REQUISITES:

- No Pre-Requisites required.
- Lifting 50+lbs is required for clinicals.
- If you are on limitations, it is recommended not to take this class.

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AGE LIMIT:

- There is not an age limit for the course.
- Students as young as 14yrs of age have taken the course.
- Note that students under 16 may be limited on being hired due to state restrictions on child labor laws.

READING REQUIREMENTS

- A reading exam is **NOT** required for a CNA class and does not need to be submitted for this course.

TEXTBOOK

- A textbook is required for class. The textbook link is located on the CNA 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
- The Workbook is optional. We do not assign course work from this textbook.
- 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.

CNA COURSE HOURS	
Classroom	45hrs
Clinical	45hrs
Total	90hrs

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.

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 24hrs a day, 7 days a week.
- Assignments due every other week and work on their own time.

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COURSE LOAD:

- There are 4 units in the course and each unit is due every week, but students can work on the assignments at their own convenience.
- Final quiz is due the last week of class. Students spend approximate 10-12hrs 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.

CNA SUCCESSFULLY PASSES THE COURSE

- The coordinator will send students name to the testing site that you have successfully passed the course.

CNA SUCCESSFULLY PASSES THE COURSE

This process can take up to 4wks.

We do ask for your patience as we wait to receive the testing information.

- As soon as the coordinator receives the "Approval to Test Notice" (which is your letter to take the state exam) the We Care Online coordinator will make arrangements for you to get you the "Approval to Test" letter. This letter you will then print off and take with you to the testing site.
- The "Approval to Test Notice" will assign the exam date, location, and time as well as what you need to take with you on the day you test.
- **NOTE: We will not know the date of the state exam until the letters are received after class ends. It is usually up to 4wks after the last day of class before we know your testing date or time.**

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
- If you require a reasonable accommodation to take the state exam a request form will need to be completed. A student must perform in a satisfactory manner in the classroom/lab/clinical settings of the course and successfully completed the Skills Competency Checklist.

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WHAT TYPES OF ACCOMMODATIONS ARE AVAILABLE?

- Oral exam – exam read to candidate by the proctor
- Extended time to take the exam
- Large print of exam text
- Sign-language interpreter
- Audio recordings
- Telecommunications devices for individuals with hearing impairments

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.

STATE EXAM LOCATION

- Students will take their state exam at one testing sites near their own location at a tech college or community college who offers them monthly.
- Students or employers/payees choose the test site during the enrollment online.

STATE EXAM DATE

- Most generally, the CNA State exam will take place within the first month after class ends.
- Students be notified by **WE CARE ONLINE** after class ends within 4 weeks with testing date and time from the test center.
- **It can take up to 30 days before We Care Online is notified by the Testing Site of your date and time of the exam.** We will not have access to date or time prior to time per state guidelines.
- Student may contact Dkohlrus@wecareonlineclasses.com after 30 days that the course ended if you do not receive your letter to test.
- State exams are given during business hours and on a weekday.
- If the date/time does not work for the student, the student will notify the test site, their contact information is listed on the letter to test students receive in the email. We Care is not able to reschedule it for you. Once the first date is set, the students must contact the test site after that.
- If students missed taking your exam on the date assigned to you, then you must contact **the State of Kansas** and they will send you the reschedule form you'll have to fill out and send in \$20 to application fee. The testing site will then send you your letter to test.
- No Call/No Show for the state exam-the student must contact the state to reschedule.

STATE EXAM HOURS, NUMBER OF QUESTIONS, AND PASSING SCORE

- 100 multiple-choice questions.
- Student are given 2 hours in which to complete the exam.
- 75% or greater constitutes a passing score.

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STATE EXAM FAILED

- Students will receive a letter in the mail that includes the score. The information on your performance in the categories will help you prepare to retake the exam.
- A rescheduling form, if you are eligible, will be included. You should complete this and send it to HOC with the non-refundable \$20 application fee.
- Students may take the exam no more than 3 times before student must repeat the course to qualify to test again.
- The state exam must be passed within one year from the beginning date of the nurse aide training course. You are eligible to retake the exam a maximum of 3 times within that year. If the exam is not passed within one year from the starting date of the course, the entire course must be retaken to be eligible to take the exam again.

ITEMS NEEDED FOR STATE EXAM

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

- Original photo ID
- Exam fee
- Approval letter to test
 - Be extremely punctual for the state exam.
 - Exam is timed and there are other students testing as well.
 - Testing sites are very prompt on delivering the exam.
 - Testing sites will not accept any students who walk in the door after the testing has begun.
 - It is recommended to arrive at least 30 minutes ahead of schedule to get seated for your state exam.
 - Students **WILL NOT** be admitted if you are not listed as eligible on the site schedule, or are late, or do not provide required ID

STATE EXAM PASSED

- Students who pass should allow 7 days to lapse from the date the exam was taken before it is posted on the online CNA Registry.
- Students will **NOT** receive a certificate in the mail.
- Students may work as an NATII until it is updated on the Online Registry.

CNA REGISTRY

- KNAR is the Kansas Nurse Aide registry which is federally mandated program to track the employment and training for aides in Kansas. A unique identification number is issued to you if you have successfully completed the state nurse aide course and passed the exam.
- **Go to CNA KS Registry (Google online).**
- If it is not online 14 days after exam you may also email Dkohlrus@wecareonlineclasses.com or call 888-932-2501 ext. 109.

CNA REGISTRY

- The KNAR will be checked for reports of abuse, neglect, or exploitation, prohibited offenses, or misappropriation of resident property. Each adult care home must contact the registry prior to hiring you as a nurse aide. A criminal record check will be requested by a facility to determine your eligibility to work. A facility may NOT employ any person with any of this on record after April 1, 1992. You can see prohibited offenses under the tab "Course Information".

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KNAR should never be contacted to:

- Inquire about exam results. The results are updated on the KNAR within 7 days from the exam date. The exam results cannot be given over the phone. Call 785- 296-1250.
- Inquire about exam sites. Instead call 785-296-1250
- Report abuse complaint about a CNA or other personnel. Instead call 800-842- 0078
- Inquire about the CNA and competency evaluation Instead call 785-296-0058
- Inquire about employment verification procedures or issues. Instead call 785- 296-1250.

CNA CERTIFICATE EXPIRE?

- CNA certificates do not expire and you will not receive new certificate automatically.
- As a CNA you will be eligible for employment for 24mos following the date it was issued.
- In order for you to extend the eligibility period, you as a CNA must be employed to perform nursing or nursing related tasks for at least 8 hours in the 24mo period.

KNAR DID NOT RECEIVE EMPLOYMENT RECORD

- If a CNA worked 8hr in a 24hr period and the information was not received and noted on the CNA's KNAR record, the CNA should request the Employment Verification Form from HOC.

CNA WAS NOT EMPLOYED IN A 24 MONTH PERIOD FOR 8HRS

- If CNA has not been employed performing nursing related duties in the past 24mo
- Students may find a licensed, registered nurse who may elect to administer the Kansas Nurse Aide Task Checklist-For Employment Verification. The checklist may be done in an adult care home, hospital, or laboratory setting. The checklist shall not be given to the aide.
- A CNA may take a refresher course, if available, instead of having a nurse administer the task checklist. Once completed and submitted to HOC, the eligibility period is extended by 24 months. It is not necessary to work for "40 hrs" in order to complete the checklist for employment purposes. The amount of time it takes to perform each task will vary.
- Currently, We Care Online does not offer refresher courses, nor do we know of any offered. Some students have taken the course to get their CNA certificate updated if they were not able to find option 1 or 2

CNA HAS A CHANGE IN NAME, ADDRESS, PHONE NUMBER AS A NAT OR CNA?

- If there is a change in your mailing address, phone number, or name contact HOC so the department can keep your information updated. 785-296-0060.

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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