

# Gulf Coast State College

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## **CERTIFIED NURSING ASSISTANT**







**NURSING DIVISION  
CERTIFIED NURSING ASSISTANT  
PROGRAM**

**Offered only at the Gulf / Franklin Campus (GFC) in Port St. Joe, FL**

Dear Applicant:

**Thank you** for your interest in the **Certified Nursing Assistant Program**. Upon successful completion of this eight (8) week Hybrid CNA Vocational Certificate Program, you will be eligible to take the state board examination to become a Certified Nursing Assistant (CNA).

Enclosed you will find an application packet that you will need to read and complete to begin the application process. There is also a checklist that provides information on how to proceed.

The Certified Nursing Assistant Program is the first step to an exciting career as a nurse. This program prepares the student to perform safe nursing care under the direction of a licensed nurse or physician. Gulf Coast State College also offers other nursing programs that prepare you to advance further in the nursing profession. There is never a better time than **TODAY** to begin making choices for your future.

If you have any questions after reading the enclosed information, you may contact Ryan Walding, Senior Administrative Assistant, at 850.769.1551 ext. 5522, email [jwalding@gulfcoast.edu](mailto:jwalding@gulfcoast.edu), or myself at 850.913.3317. I can also be reached by e-mail at [dbrzuska@gulfcoast.edu](mailto:dbrzuska@gulfcoast.edu). Nursing program information is also available on the program webpage at the address listed below <https://www.gulfcoast.edu/academics/degrees-programs/program-by-pathway/health-sciences/certified-nursing-assistant-certificate/index.html>.

For information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.gulfcoast.edu/ge/phrs](http://www.gulfcoast.edu/ge/phrs).

I am looking forward to hearing from you.

Sincerely,

Deborah Brzuska, MSN, RN, CNE, CMSRN  
Coordinator, Gulf / Franklin Campus Nursing Programs

Revised: 01.31.2023



# GULF COAST STATE COLLEGE

## Certified Nursing Assistant Program

### Admission Requirements:

The *initial* application process to enter the Certified Nursing Assistant Program includes:

- \_\_\_\_\_ 1. **Apply for general college admission:**  
If you are a new student to GCSC or it has been more than a year since you have taken a credit course, complete a general college application online at <https://www.gulfcoast.edu/admissions/index.html>.  
Choose Planned Course of Study: VC Certified Nursing Assistant Applicant. **Students must pay the GCSC application fee; failure to pay the college application fee at the time of submission can result in your ineligibility for program consideration.**
- \_\_\_\_\_ 2. **Complete the Nursing Division Certified Nursing Assistant Program Application:**  
Return the completed application in this packet to the main desk or Building D-101 at the Gulf/Franklin Campus. The application may also be submitted to Health Sciences Room 234, at the Panama City Campus.
- \_\_\_\_\_ 3. **Provide official High School, Vocational School, and College Transcripts:** Applicant must request that official transcripts from high school or GED (scores required) **and** all colleges attended be sent to GCSC Enrollment Services for evaluation. The applicant is responsible for ensuring that all transcripts are received and evaluated by GCSC by the application deadline. To order your transcripts, go to <https://www.gulfcoast.edu/admissions/order-gcsc-transcript.html>.
- \_\_\_\_\_ 4. **Take the Postsecondary Education Readiness Test (PERT) or the Test of Adult Basic Education (TABE); scores must be active (scores more than 2 years old will not be accepted). It is strongly recommended that applicants take the PERT.**  
A minimum test score is not required to be accepted into the program, however obtaining higher test scores will increase your probability of program admission.  
PERT tests must be scheduled by appointment using RegisterBlast at <https://www.gulfcoast.edu/admissions/testing-services/register-blast>. TABE tests must be scheduled by appointment at the Gulf/Franklin Campus. Please call 850.227.9670, ext. 5522 to check the TABE schedule availability. A TABE study guide may be accessed at [https://www.fldoe.org/core/fileparse.php/5398/urlt/tabe\\_book4web.pdf](https://www.fldoe.org/core/fileparse.php/5398/urlt/tabe_book4web.pdf)  
The TABE is free for nursing applicants; however, there is a \$9 testing fee for the PERT. If you have acceptable PERT or TABE scores on file with another institution and wish to have those scores considered, an electronic version or a sealed envelope from the institution that administered the test may be forwarded to the GCSC Testing Center for evaluation.  
**Based on above test scores, students may be referred for advising on remediation to help strengthen reading, English, or arithmetic skills, before entering the program.**
- \_\_\_\_\_ 5. **See Nursing Faculty Advisor:**  
After meeting the above criteria (1-4), **it is necessary** that the applicant meet with the GFC Nursing Coordinator for advising. Contact the Gulf/Franklin Campus to schedule an appointment at 850.913.3317. ***All criteria must be completed before the deadline date (the last working day of June for Fall admission or the last working day of October for Spring admission) in order to be considered for the program.***  
Depending on space availability, a student may be considered for acceptance after the deadline date, if all program requirements have been met.

**NOTE TO ALL STUDENTS:** Admission to the program is competitive in nature and is not guaranteed. A selection committee ranks all applications and admission is granted to the most qualified applicants. Applicants can improve their chances of admission by completing one or more of the recommended supplemental courses. **It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.** Applicants will be notified of selection status.

**UPON CONDITIONAL ACCEPTANCE** into the Certified Nursing Assistant Program, the following will be required:

- \_\_\_\_\_ 1. **Satisfactory Fingerprint / Criminal Background Check.** Must be completed through GCSC provider. No other results will be accepted. Information will be provided in the conditional acceptance packet.
- \_\_\_\_\_ 2. **10-Panel Drug Screening – With Satisfactory Results.** Must be completed through GCSC provider. No other results will be accepted. Information will be provided in the conditional acceptance packet.
- \_\_\_\_\_ 3. **Medical Examination – With Satisfactory Results:**  
An applicant must submit a **complete** physical exam report signed by a Physician (MD), Physician Assistant (PA), or an Advanced Registered Nurse Practitioner (ARNP). A form will be provided and applicant will be given a deadline date for submission.
- \_\_\_\_\_ 4. **Current PPD or TB Test or Declination with X-Ray Results (within 1 year)**
- \_\_\_\_\_ 5. **Current Immunization Record:**  
An applicant **must** submit a complete and current immunization record **signed** by a primary care Physician or Health Department Staff. Immunizations include: **Polio** (3 doses), **Hepatitis B Series** (within 10 years), **Tetanus** (within 10 years), **Measles, Mumps, Rubella** (2 doses), **Chicken Pox Vaccination, COVID-19 Vaccine or Exemption**. A form will be provided in the conditional acceptance packet with a deadline date for submission.
- \_\_\_\_\_ 6. **CPR Requirement:**  
It is **mandatory** that each student be certified in adult, infant and child CPR to attend clinical rotations in the hospitals, nursing homes, etc. The requirement for our program is to be certified by the **American Heart Association (BCLS-C) for Healthcare Provider**. Students are expected to present a current CPR card on the FIRST DAY OF CLASS.

Upon completion of all admission requirements, and acceptance into the Certified Nursing Assistant Program, **the student must maintain a 2.0 GPA to continue in the program.**

**IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN COMMUNICATION WITH HIS/HER ADVISOR TO ENSURE THAT THE APPLICATION PACKET IS COMPLETE AND UP-TO-DATE WITH CURRENT ADMISSION REQUIREMENTS.**



**VOCATIONAL CERTIFICATE IN CERTIFIED NURSING ASSISTANT  
PROGRAM COURSE REQUIREMENTS & CURRICULUM PLAN**

**Recommended Supplemental Courses:** The Certified Nursing Assistant Program does NOT require any prerequisite courses for admission, however, applicants who have completed any of the following courses will be given additional admission points.

SSC 2085	Human Anatomy & Physiology	3 Credits	All of these courses are prerequisite courses for the LPN-AON Program.
SSC 2085L	Human Anatomy & Physiology I Lab	1 Credit	
SSC 2086	Human Anatomy & Physiology II	3 Credits	
SSC 2086L	Human Anatomy & Physiology II Lab	1 Credit	
DEP 2004	Developmental Psychology	3 Credits	
ENC 1101	English Composition I	3 Credits	
Prefix of: MAC, STA, or MGF	College level math course	3 Credits	

**CERTIFIED NURSING ASSISTANT COURSES**

**After acceptance into the CNA Program, the following required nursing courses are taken over 8 weeks.**

Course	Course Number	Course Name	Credits
	HSC 0003	Basic Healthcare Worker	3
	HSC 0725C	Nurse Aide & Orderly (Articulated)	2.5

# GULF COAST STATE COLLEGE - CERTIFIED NURSING ASSISTANT CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
<b>Critical Thinking</b>	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> <li>Identify cause-effect relationships in clinical situations</li> <li>Develop nursing care plans</li> <li>Make rapid decisions under pressure</li> <li>Handle multiple priorities in stressful situations</li> <li>Assist with problem solving</li> </ul>
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> <li>Establish rapport with patients/clients and colleagues</li> <li>Cope effectively with high levels of stress</li> <li>Cope with anger/fear/hostility of others in a calm manner</li> <li>Cope with confrontation</li> <li>Demonstrate high degree of patience</li> </ul>
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> <li>Explain treatment procedures</li> <li>Initiate client education</li> <li>Document and interpret nursing actions and patient/client responses</li> </ul>
<b>Mobility</b>	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> <li>Move around in patient's rooms, workspaces, and treatment areas</li> <li>Administer cardio-pulmonary resuscitation procedures</li> <li>Walk the equivalent of 5 miles per day</li> <li>Remain on one's feet in upright position at a workstation without moving about</li> <li>Climb stairs</li> <li>Remain in seated position</li> </ul>
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> <li>Calibrate and use equipment</li> <li>Position patients/clients</li> <li>Perform repetitive tasks</li> <li>Able to grip</li> <li>Bend at knee and squat.</li> <li>Reach above shoulder level</li> <li>Lift and carry 25 pounds</li> <li>Exert 20-50 pounds of force (pushing/pulling)</li> </ul>
<b>Hearing</b>	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> <li>Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help</li> <li>Hear tape recorded transcriptions</li> <li>Hear telephone interactions</li> </ul>
<b>Visual</b>	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> <li>Observe patient/client responses</li> <li>Identify and distinguish colors</li> </ul>
<b>Tactile</b>	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter</li> </ul>
<b>Environmental</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>Adapt to shift work</li> <li>Work with chemicals and detergents</li> <li>Tolerate exposure to fumes and odors</li> <li>Tolerate the use and wearing of personal protective equipment such as masks, face shields, gloves, and gowns as necessary for your shift (1-12 hours)</li> <li>Work in areas that are close and crowded</li> </ul>

## SOURCES:

1. Red Alert: The Americans With Disabilities Act Implications for Nursing Education Core Performance Standards for Admission and Progression Framework. Southern Regional Education Board, Southern Council on Collegiate Education for Nursing, March 1993.
2. Dictionary of Occupations and Professions, Vol. II, 4<sup>th</sup> ed. 1991, Nurse, General Duty.



GULF COAST STATE COLLEGE  
 CERTIFIED **NURSING ASSISTANT (CNA) PROGRAM**  
 COST SHEET

TUITION - \$87.87 per vocational hour (in-state rate); Tuition rates are subject to change.  
 Postsecondary Education Readiness Test (PERT) - \$9.00  
 LAB FEES **AND INSURANCE** approximately - \$29

COURSE TITLE	VOCATIONAL HRS	TUITION (IN-STATE)
HSC0003 Basic Healthcare Worker	3	\$263.61
HSC0725C Nurse Aid & Orderly (articulated)	2.5	\$219.68
Approximate Total for CNA Courses	<b>5.5</b>	<b>\$483.29</b>

<b><u>REQUIRED BOOKS/ RESOURCES:</u></b> <i>(Prices are approximate - subject to change - do not include tax)</i>		
TITLE	EDITION	COST
Mosby's Textbook for Nursing Assistants by Sorrentino	10th	\$66.39
Workbook and Competency Evaluation Review by Sorrentino	10th	\$32.79
<b>Approximate Total for Required Books/ Resources:</b>		<b>\$99.18</b>

GULF COAST STATE COLLEGE  
 CERTIFIED NURSING ASSISTANT (CNA) PROGRAM  
 COST SHEET (continued)

<b>UNIFORM</b>		
<b>Students are required to wear a standard ciel blue top and black bottom uniform.</b>		
<b>Clinical Uniforms</b>		<b>Approximate Cost of Two Uniforms</b>
<b>Male</b>	Two Uniforms ( <i>Ciel Blue Top and Black Pants and Black Lab Jacket</i> ) <i>Cherokee Uniforms Ciel Blue (CIEW)</i>	75.00
<b>Female</b>	Two Uniforms ( <i>Ciel Blue Top and Black Pants and Black Lab Jacket</i> ) <i>Cherokee Uniforms Ciel Blue (CIEW)</i>	70.00
<b>Classroom Uniforms</b>		<b>Approximate Cost of Two Uniforms</b>
<b>Male</b>	Two Uniforms ( <i>Solid Color Top and Black Pants</i> )	45.00
<b>Female</b>	Two Uniforms ( <i>Solid Color Top and Black Pants</i> )	40.00
<b>ACCESSORY ITEMS</b>		
<i>The following items may be purchased at a variety of vendors. All costs are approximate.</i>		
Black hose or socks, duty shoes		60.00
Student patch		6.25
Stethoscope ( <i>style must have bell &amp; diaphragm</i> )		25.00
Clipboard ( <i>optional</i> )		5.00
Black Ballpoint Pen		1.50
Watch with second hand		20.00
Protective Eye Goggles ( <i>optional</i> ) (OSHA approved)		6.00
<b>MISCELLANEOUS</b>		
GCSC Background Check/Fingerprinting		85.00
Drug Screen and Clinical Compliance Package		75.00
Hepatitis B Vaccination Series		170.80
Physical Exam required at beginning of nursing program		150.00
Certified Nursing Assistant Certification Exam		155.00

**NOTE: ALL fees / costs are approximate and subject to change.**

## IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Nursing at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access.

It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website ([www.doh.state.fl.us/](http://www.doh.state.fl.us/)) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

**Please read the following information carefully:** Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and/or clinical rotations. The statute listed below can also be found online:

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0400-0499/0456/Sections/0456.0635.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html)

### **456.0635 Health care fraud; disqualification for license, certificate, or registration. —**

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
  - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
    1. For felonies of the first or second degree, more than 15 years before the date of application.
    2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
    3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
  - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
  - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
  - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
  - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

July 1, 2012

Individuals who are considering entering the nursing profession and who have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current Florida law.

The Board of Nursing makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the board staff and possibly referred to the Board of Nursing for action.

Each application is reviewed on its own merit. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules change over time. Applications that involve violent crimes and repeat offenses are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

The Board may issue a license under conditions such as placing the license on probation with supervision, requiring additional education, or the Board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and possibly to sign a contract with the Intervention Project for Nurses (800-840-2720).

Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for students to complete the required clinical hours in order to obtain a nursing degree; therefore making such a student ineligible for licensure in Florida.

The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

#### **Important Notice for Initial Licensure Applicants and Renewals:**

Pursuant to [Section 456.0635](#), Florida Statutes, you are being notified that effective July 1, 2012, health care boards or the department shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:



1. Convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters [409](#), [817](#), or [893](#), Florida Statutes; or [21 U.S.C. ss. 801-970](#) or [42 U.S.C. ss 1395-1396](#), or similar offenses in other state. unless the sentence and any probation or pleas ended more than 15 years prior to the application for 1<sup>st</sup> and 2<sup>nd</sup> degree felony; 10 years prior to the application for 3<sup>rd</sup> degree felony; and 5 years prior to the application for 3<sup>rd</sup> degree felony under Section [893.13\(6\)\(a\)](#).
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years).

**The Florida Board of Nursing receives numerous questions from applicants regarding prior criminal offenses. The following are the most frequently asked questions:**

- Question:** What types of crimes must be reported on the application?  
**Answer:** All convictions, guilty pleas and nolo contendere pleas must be reported, except for minor traffic violations not related to the use of drugs or alcohol. This includes misdemeanors, felonies, "driving while intoxicated (DWI)" and "driving under the influence "(DUI)." Crimes must be reported even if they are a suspended sentence.
- Question:** Can a person obtain a license as a nurse if they have a misdemeanor or felony crime on their record?  
**Answer:** Each application is evaluated on a case-by-case basis. The Board of Nursing considers the nature, severity, and recency of offenses, rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.
- Question:** Do I have to report charges if I completed a period of probation and the charges were dismissed or closed?  
**Answer:** Yes. Offenses must be reported to the Board even if you received a suspended sentence and the record is now considered closed.
- Question:** What types of documentation do I need to submit in support of my application if I have a prior criminal record or license discipline?  
**Answer:**
- Official court document(s) regarding each of your criminal offenses, showing the date(s) and circumstance(s) surrounding your arrest(s), sections of the law violated, and disposition of the case. This includes the complaint or indictment, the judgment, order of probation, docket sheet or other documents showing the disposition of your case(s). You may obtain these documents at the clerk of court where the offense(s) occurred.
  - Copies of documents regarding disciplinary action taken against any healthcare license. The documents must come from the agency that took the disciplinary action.
  - A detailed description in your own words of the circumstances surrounding your criminal record or disciplinary action. Include a description of the changes in your lifestyle since the time of the offense(s) which would enable you to avoid future incidents. List factors in your life, which you feel, may have contributed to your crime or disciplinary action and what you have learned.

**Note:** The burden of proof lies with the applicant to demonstrate evidence of positive lifestyle changes. Examples include, but are not limited to:

- Documented evidence of professional treatment and counseling you have completed. Provide a discharge summary, if available.
- Letters of professional recommendation on official letterhead from employers, nursing program administrators, nursing instructors, health professionals, professional counselors, support group sponsors, parole or probation officers, or other individuals in positions of authority.
- Proof of community service, education and self-improvement.
- Court-issued certificate(s) of expungement, proof of compliance with criminal probation or parole.

**Applicants with previous arrest(s) or disciplinary action on a license will not be authorized to practice nursing until all documentation is cleared by staff or reviewed by the Board.**