

# Nurse Aide Training Course Student Packet



**GLEN OAKS COMMUNITY COLLEGE**  
**62249 SHIMMEL ROAD**  
**CENTREVILLE MI 49032**  
**PHONE: 269-467-9945**  
[glenoaks.edu](http://glenoaks.edu)

## **NONDISCRIMINATION STATEMENT**

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Civil Rights Coordinator at 62249 Shimmel Rd., Centreville MI 49032 Phone: (269) 467-9945 or (888) 994-7818

## Important Information Regarding Enrollment

### Required Steps to Apply to Glen Oaks and Register for the ALH 104 Nurse Aide course:

1. Review Nurse Aide Packet entirely for eligibility requirements. Additional copies are available at <https://www.glenoaks.edu/programs-of-study/health-human-services/allied-health/nurse-aide-certification/> or from the Health Sciences Office (D255)
2. All students will need to **FIRST** complete a Glen Oaks Admissions Application. You can do this online at [www.glenoaks.edu](http://www.glenoaks.edu) or at <https://etcentral.glenoaks.edu/?isAnonymous=true#form/3281>. After completing your application, you will receive a couple of emails, one of which has directions for the **REQUIRED** online orientation and questionnaire at the end. This step **MUST** be completed in order for you to be eligible for registration.
3. Complete the ICHAT Background Check. Instructions can be found in this Nurse Aide course packet.
4. Ensure that you have a copy of a driver's license, passport, or state issued ID card. This identification must be current (non-expired) and must have both a photograph and a signature.
5. Bring ICHAT report and copy of your identification to the Health Sciences Department where you will fill out/sign the course registration form. Payment is due to the Glen Oaks Cashier within 48 hours of registration, or the same day if registering 2 days or less before class start
6. Complete a TB Skin Test. Check at IMED in Three Rivers or another walk in clinic (this takes at least 3 days to complete since the test has to be administered and then read after 48 hours).
7. Bring TB test results to the Health Sciences office no later than 1 week prior to the start of class.
8. Proof of COVID vaccination or exemption form recommended, not required.
9. Purchase necessary uniform, name badge, and other required items.

**\*NOTE: Copies of ICHAT Background check report, Driver's license/state photo ID, and TB test results MUST be on file with the Health Sciences Department by start of first class or student will be dropped from class\***

**Estimated Costs for ALH 104 – Nurse Aide (NA) Course (Updated 4/2025)**

Tuition per contact hour	In district	Service Area	State of MI	Out of State
	<b>\$135</b>	<b>\$166</b>	<b>\$201</b>	<b>\$237</b>
<b>Total tuition for ALH 104 per 5 contact hours</b>	\$675.00	\$830.00	\$1,005.00	\$1,185.00
<b>Course Fees</b>	\$255.00			
<b>SUBTOTAL</b>	<b>\$930.00</b>	<b>\$1,085.00</b>	<b>\$1,260.00</b>	<b>\$1,440.00</b>
<b>Required Text: Hartman's Nursing Assistant Care 6e 9781604251418</b> <b>AND</b> <b>Workbook to Hartman's Nursing Assistant Care 6e 9781604251425</b>	\$38.50 New textbook \$17.25 New workbook			
<b>ICHAT Background Check</b>	\$10.00			
<b>TB test</b>	\$			
<b>Scrub top and bottoms (must be dark green) may be purchased at GOCC bookstore</b>	\$17 to \$21 Top at GOCC Bookstore \$19 to \$21 Pants at GOCC Bookstore			
<b>Professional, OSHA compliant shoes</b>	\$			
<b>Watch with second hand</b>	\$			
<b>Certified Nurse Aide Exam: Fee is not collected by GOCC. It is paid directly to D &amp; S Diversified Technologies LLP/Headmaster LLP, contracted with the State of Michigan to administer exam.</b>	Not part of course fees. Students responsible for payment.  \$125.00			

**COURSE MAY BE ELIGIBLE FOR FINANCIAL AID, CHECK WITH FA STAFF. "Financial assistance may be available through Michigan Works! Southwest for students not qualifying for FAFSA. Please call 269-488-7617 for more information."**

## **CRIMINAL BACKGROUND CHECKS: IMPORTANT NOTICE!**

### **STUDENTS WITH CRIMINAL CONVICTIONS SHOULD CONSIDER ANOTHER PROFESSION**

Criminal background checks are mandatory for all nursing, nurse aide and allied health students at the student's own expense.

**All information gained will be held in strictest confidence.**

Students with felonies or certain misdemeanor convictions will **NOT** be admitted as outlined below.

Students entering a nursing, nurse aide or allied health program must complete a criminal activity check to comply with Michigan Compiled Laws, Section 333.20173. No student will be admitted to the program if convicted of a felony, or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, criminal sexual conduct, fraud, theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of conviction.

Additionally, ANY criminal convictions may prevent admission to nursing/allied health or nurse aide program/course. Applicants should know that criminal activity of any sort may prevent:

1. Clinical placements in the program (making success in the program impossible).
2. The ability to be licensed as a nurse, nurse aide, or other healthcare worker.
3. Employment in the field of nursing, nurse aide care or allied health professions. Employers do not have to hire anyone with a criminal background and some employers refuse to hire those who have past criminal activity.

Criminal activity associated with substance abuse is particularly damaging to the candidacy of an applicant.

Currently the Michigan State Board of Nursing investigates candidates eligible to sit for nursing/allied health or nurse aide licensure for the following issues:

1. Felony conviction.
2. Misdemeanor conviction punishable by imprisonment for a maximum of 2 years.
3. Treatment for substance abuse in the past 2 years.
4. Malpractice settlements. Awards or judgments in the past 5 years.
5. Having federal or state health professional license or registration revoked, suspended, or otherwise disciplined; been denied a license; or currently with disciplinary action pending against the applicant.
6. Having been fired, censured, or requested to withdraw from a health care agency staff or have your staff privileges involuntarily modified.
7. Filed or written a licensing application in another US jurisdiction.
8. Filed a license application in Michigan.
9. Hold another license in another state.

A determination is made by the state at that point whether or not the candidate may be licensed. No one at GOCC can make the decision about eligibility for licensing. We can only confer a certificate or degree, not a state license to practice nursing or any other healthcare occupation. Questions or concerns about licensing should be directed to <https://www.michigan.gov/en/lara/bureau-list/bchs/nurse-aide-registry> or to the state agency regulating other healthcare occupations.

Many health care employers will not hire anyone with criminal backgrounds, regardless of licensure status. Also, many health care agencies routinely screen job applicants and employees to maintain patient safety and to limit the employer's liability.

### **ALH 104 Nurse Aide Name Badge Requirement**

In order to perform clinicals at the assigned facility, you must obtain a name badge. Please make sure you have registered for the class before obtaining this badge.

You must go to Student Services with your schedule to have your picture taken and you must wear your nurse aide green scrub top for your name badge picture

## Nursing & Allied Health Policy Criminal Background Check Policies

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of patients/clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173, students in nursing and allied health programs, must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation. The nursing and allied health department contracts with an outside agency to conduct these services.

Admission or readmission to any healthcare program will be denied for the following:

Any felony conviction or attempt/conspiracy to commit a felony within 15 years preceding the date of admission or any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
5. Any alcohol related misdemeanor.

Once admitted to an allied health/nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Nursing.

Adopted 4/12/06, modified 7/12/17

# How to Complete the ICHAT Michigan Criminal Background Check

## What is ICHAT?

The Internet Criminal History Access Tool (ICHAT) is a public, self-serve website managed by the Michigan State Police. Record searches will only display criminal records occurring in Michigan up to the date the report is requested.

## How to Complete the ICHAT

1. The ICHAT is done online. There is a **\$10.00 fee** paid online with a credit or debit card
2. Complete the registration to create an account
3. Login to enter ICHAT
4. Enter your information for the Background Search
5. Checkout to submit payment
6. View Responses
7. Print your Michigan criminal history report
8. Submit a copy of your ICHAT as noted above on page 2

## Detailed Directions

1. Go to <https://apps.michigan.gov/> to access the ICHAT website.



## How to Register as a User in the new ICHAT system

- All users who want to be part of an agency or company account and/or all users who want their search and payment history stored will need to register in the new ICHAT system, regardless of registration in a previous version of the ICHAT system.
- Go to the website and click “Get Started” from the top menu.

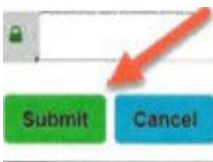


- On the Log In page, click “User Registration” from the top menu.



- On the “User Registration” page provide the requested information. The following fields are required:
  - First and Last Name
  - Email and Confirm Email
  - Phone Number
  - User ID, Password, and Confirm Password
  - Answers to Security Questions
- Click “Submit”

What is the name of your Favorite football team?



- **An email will be sent with a link to activate the account. Click on the link to be returned to the ICHAT system.**

From: MSP-CIID-ICHATHelp@mlchigan.gov [mailto:MSP-CRD-ICHATHelp@mlchlgan.gov]  
sent: Wednesday, November 01, 2017 3:34 PM  
To: Frieda-Friendly@email.com  
Subject: Email Verification  
Hi Frieda Friendly, You successfully registered into ICHAT system. Please activate your account by clicking on the link below:  
[https://ichat.state.mi.us/HomeNalidateEmail?  
AuthenticationVerification""llGFfc.l/r168bhFloGflp,RbeAIEX3zsXwbm0a4/RINGWttAL5XBCc179  
YNmg2NYcYOSfh05ELIH6GEvOrlDyX'WA=&Person ID""263](https://ichat.state.mi.us/HomeNalidateEmail?AuthenticationVerification)  
  
ICHAT Team  
Michigan State Police

- **Once the user account is activated, click “home” from the top menu, and click “Log In.”**
- **On the Login Page, enter the chosen Username/Email and correlating password.**
- **Read the “terms and Conditions” before clicking “I accept the Terms and Conditions of using ICHAT as a Registered User”, then click “Log In.”**

**If you have questions or need additional assistance:**

ICHAT Coordinator 517-241-0713

Help Desk 517-241-0606

[MSP-CRD-ICHATHELP@michigan.gov](mailto:MSP-CRD-ICHATHELP@michigan.gov)



## How to Run a background search in the new ICHAT system

- To begin, select the reason for a search from the drop-down list. Your search reasons and fee will vary depending on your type of user and agency account.

I - Select Search Reason --

Employment

Housing

Licensing

Other

Student

Volunteer

Would Prefer Not to Answer

- Next, enter the required fields: First Name, Last Name, Date of Birth, Race, and Gender.
- If you click “Additional Names”, you can enter maiden or alias names.
- If you know a person’s State Identification (SID) criminal record number, you can enter that instead of the other fields.
- In the Miscellaneous Number field, you may also make a comment on the search that will carry through to the search results.

Reason for Search\*

First Name

Middle Name

Last Name\*

Suffix





Birth\*

Race\*

Gender

SID





Additional Names>>>

Miscellaneous Number (Maximum number of characters left. 13)

Information populated in the Miscellaneous Field will be printed on the individual record response, and may be used as an identifier specific to an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A Social security number should not be used in this field.



- Make sure the information you enter is valid and accurate. If you complete a search with invalid information, you will not get the correct search results.
- When you have finished entering your search data, click "Submit".
- The completed search will appear in your Order Review cart. You can either run another search or Check Out.
- The shopping cart can be viewed by clicking on the cart icon either next to the submit button or on the right side of the screen.
- The number listed on the cart indicates the number of searches in the cart, not the "hits" on the name provided.
- To remove or delete a search from the shopping cart, click the red "X" on the right.
- The cart will display the detail information on each search, the amount for individual searches, as well as the total amount due for all searches in the cart.
- Government agencies and non-profit charitable organizations may waive fees for employees and volunteers, but must pay for other searches.
- The user can "Select All" to check out all the searches. The user can also check out searches individually. The shopping cart will retain the search criteria for three days before deleting the searches, so it is important to check out within three days of running the searches.
- If all of the searches are fee-waived or invoiced, the user will be able to see the results on the check out.
- If any of the searches are being paid with a debit/credit card at the time of search, the user will be directed to the third-party vendor to make the payment before viewing the search results. Once the full payment for the amount due is received, the user will be able to view the search results.

**Order Review Subtotal:**

**\$10.00**

There are pending searches waiting to be processed in your Shopping Cart. Click the box to the right of each record for all searches you would like to process, or Select All at the bottom. To remove an individual record from the Shopping Cart, click the red "X" to the right of each record, or Click on Remove All Items at the bottom to clear your Shopping Cart.

JOHN DOE

\$10.00

DOB: 11115/1993

Race: W

Gender: M

Created Date: 1/5/2018 2:52:50 PM

Reason: Employment

Search type: Free

JANE DOE

\$10.00

DOB: 8i2/1987

Race: U

Gender: F

Created Date: 1/5/2018 2:46:56 PM

Reason: Freedom of Information Search

type: Paid

Michigan State Police ICHAT Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module for the Michigan State Police ICHAT. This process is being used as a secure means of processing credit card authorizations. Payment may be made with a valid Discover, MasterCard, or Visa.

To begin the payment process, click on "NEXT" in the box

Glen Oaks Community College cannot guarantee that the State of Michigan will issue you a certification for nurse aide or that an employer will hire you if you have felonies or misdemeanors on your record that fall under the category which exempts an individual from working in the health care field, even if they are several years in the past.

Full disclosure of any convictions is **REQUIRED**, and your completion and submission of the ICHAT report implies your complete understanding of this issue.

Further questions on ICHAT can be directed to:

Phone (517) 241-0606

FAX (517) 241-0866

Email: [msp-crd-ichathelp@michigan.gov](mailto:msp-crd-ichathelp@michigan.gov)