



SCHOOL OF

Health Sciences &  
Behavioral Health

**GREAT BASIN COLLEGE**

**NURSING ASSISTANT PROGRAM**

**STUDENT HANDBOOK**

**2026-2027**

Great Basin College's Nursing Assistant Training Program  
is approved by the Nevada State Board of Nursing

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## **Purpose of the Student Handbook**

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Certified Nursing Assistant (CNA) Program of Great Basin College. This handbook serves as **the source** of information about the policies and procedures in the nursing program. You are required to sign an attestation statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the nursing program. Because policies and procedures are continuously subject to change by external and internal sources, the CNA Program Coordinator reviews and modifies these policies and practices as necessary. Students will be notified in writing of any changes made during the tenure of their course.

This handbook is not all-inclusive, nor does it replace the Great Basin College General Catalog 2026-2027 or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6 which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC CNA Program.

### **NURS 130 - NURSING ASSISTANT** **COURSE DESCRIPTION**

The CNA Course is an introductory health care provider course that provides classroom, practical (laboratory), and clinical experience to develop the basic competencies required for certification as a nursing assistant. Students are provided with knowledge and skills that are prerequisites for job entry and comply with the Nevada Nurse Practice Act. Upon successful completion of the course, students are eligible to apply for the Nevada certification exam that is required for employment as a nursing assistant.

### **COURSE GOALS and Teaching Methods**

Nursing assistant education is designed to prepare individuals with skills necessary for safe and competent practice and the preparation necessary for certification as specified by the Nevada Nurse Practice Act and required for employment as a nursing assistant. Teaching methods include; Classroom instruction, skills laboratory with hands on experiences, and individual tutoring.

## **COURSE OBJECTIVES**

Upon completion of the course, the student will be able to:

1. Define the role of a nursing assistant.
2. Describe the responsibilities of a nursing assistant.
3. Perform specified skills required to function as a member of the health care team as a nursing assistant.
4. Demonstrate safe, competent care within the practice guidelines of a nursing assistant.
5. Provide care in accordance with the rights of every patient.

## **Approximated CNA Cost Breakdown 2026-2027**

| Item                                                                                                     | Estimated Cost                   | Payable To/How:L                                                                | Payable When                              |
|----------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------|-------------------------------------------|
| Tuition: Registration and Technology Fee (6 credits) - based on NV residency and Semester                | \$877.50                         | Cash/Check/Money Order/ Credit card: Make Checks/MO payable to Board of Regents | Before the start of the CNA class         |
| Laboratory Fee                                                                                           | \$135.00                         | Cash/Check/Money Order/ Credit card: Make Checks/MO payable to Board of Regents | Before the start of the CNA class         |
| Textbook and Workbook ( Approximated Cost)                                                               | \$60.75                          | Cash/Check/ Credit Card: GBC Bookstore                                          | Before the start of the CNA class         |
| DSA Complio: Background Check, Immunization Tracker, Drug screen, CNA Package                            | \$175.00                         | Credit Card: gbc/Complio.com                                                    | Before the start of the CNA Class.        |
| American Heart Association Basic Life Support for Healthcare Providers Certification (BLS) Certification | \$90.00                          | Cash/Check/Money Order/ Credit card: Make Checks/MO payable to Board of Regents | Before the start of the CNA Class         |
| FBI Fingerprinting Charge                                                                                | \$40.00 processing fee for paper | Check/Money Order/Credit Card:                                                  | You should start this on the first day of |

|                                                                               |                                                             |                                                              |                                                                     |
|-------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------|
|                                                                               | fingerprint cards. No charge for electronic fingerprinting. | Nevada State Board of Nursing                                | class- after orientation.                                           |
| Fingerprinting charges                                                        | Varies by collection site. \$65.00                          | Cash/ Money Order                                            | You should start this on the first day of class- after orientation. |
| Scrubs ( solid colors only- Individual Amount varies)                         | \$100.00                                                    | Student may purchase whatever they want.                     | Before the start of the CNA Class                                   |
| Solid White Shoes with closed toe and closed heel ( Individual Amount Varies) | \$60.00                                                     | Student may purchase whatever they want.                     | Before the start of the CNA Class                                   |
| Watch with a second hand ( individual amount varies.                          | \$15.00-\$50.00                                             | Student may purchase whatever they want.                     | Before the start of the CNA Class                                   |
| Nevada Headmaster Certification Exam                                          | \$165                                                       | Credit/debit Card: Headmaster.com                            | Payable when scheduling your CNA Certification exam                 |
| Application to the Nevada State Board of Nursing                              | \$50                                                        | Check/Money Order/Credit Card: Nevada State Board of Nursing | Payable anytime during the class.                                   |
| <b>Total Estimated Costs</b><br>*Fees imposed by Board of Regents             | <b>\$ 1,868.25</b>                                          |                                                              |                                                                     |

## **STUDENT RESPONSIBILITIES**

It is the responsibility of each student to:

1. Attend a health care provider basic life support class BLS and show proof of current certification From American Heart Association before being allowed in the clinical areas.
2. Purchase Complio Subscription and complete requirements.

3. Show proof of negative two-step TB test or negative QuantiFERON, if positive then negative chest X-ray and clearance letter when appropriate.
4. Attend classes and clinicals as scheduled. **There are no excused absences.**
5. Arrive for class and clinical on time.
6. Prepare for class by having assignments and reading completed.
7. Keep your Skills Performance Log up to date each class, lab and clinical.
8. Pass all skills on the checklist before attending clinical.
9. Adhere to the required dress code/appearance policy in the clinical areas.
10. Know and follow the policies and procedures of the College and clinical facilities.
11. Monitor their progress.
12. Provide safe nursing assistant care, demonstrating respect for human dignity, privacy, and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problems.

## **GRADING**

The following grading scale is used on all graded work or assignments:

|                |                |
|----------------|----------------|
| 100 - 94% = A  | <b>76% = C</b> |
| 93 - 90 % = A- | 75 - 70 % = C- |
| 89 - 87 % = B+ | 69 - 67 % = D+ |
| 86 - 84 % = B  | 66 - 64 % = D  |
| 83 -80 % = B-  | 63 - 60 % = D- |
| 79 - 77 % = C+ | Below 59 = F   |

A minimum grade of 80% is required on all written and oral quizzes and tests. Retakes are permitted, up to two (2) times, on all written and oral quizzes.. The nursing assistant curriculum is a competency-based curriculum which allows for variation in completion time because of the differences in individual learners. However, all requirements must be completed by the end of the scheduled date of the course.

## **COURSE WITHDRAWAL INFORMATION**

If you do not complete the course and do not formally withdraw by the drop deadline, your instructor will automatically assign you a grade of "F." The drop deadline for each course is before 60% of the course has elapsed. Specific dates for each course are listed on your syllabus.

## **EVALUATION CRITERIA**

During the program students are evaluated with exams, quizzes, return demonstration, and observation. Upon completion of the program, a nursing assistant trainee must 1) Pass theory with an overall score of 76 percent. 2) Pass a final written test in theory with an overall score of 80 percent and 3) Pass a skills test on a pass or fail basis. The test of skills must be given by a registered nurse. If the nursing assistant trainee fails either of the tests, the nursing assistant trainee must remediate the training in the areas in which he or she was deficient before retaking a second version of the final exam.

### **A. MANUAL SKILLS DEMONSTRATION EXAMINATION**

1. The student will achieve 100% in demonstrating the skills listed on the Performance Log and following the specified steps in the procedure before patient care at the clinical site.
2. The student will demonstrate skills in a professional manner, using appropriate communication and respect for the patient's rights.
3. A manual skills exam will be given. Basic skills must be demonstrated. The student will not be told which skills he/she will perform before the time of the exam. There will be a total of 5 skills selected to perform in 30 minutes.

### **B. WRITTEN EXAMINATION**

1. The student will achieve a minimum of 80% on the written final examination. **A score of 80% or higher is required in order to receive a certificate of completion for the course. Should the student not pass the final exam on the first attempt they must complete the remediation templates in order to be granted permission to take the retake final examination.**
  - a. **Students will not be issued a certificate of completion if they have an outstanding balance for the Nursing 130 course. Once the balance is paid and the student has successfully completed the course a certificate of completion will be issued.**
2. If the student has demonstrated great difficulty with written examinations, arrangements can be made to take the exam orally. It is the student's responsibility to request the oral rather written exam before the time of testing.
3. Ninety (90) minutes is allowed for the final examination. The exam is composed of multiple-choice questions.

## **ATTENDANCE AND ABSENTEEISM**

1. Because of the critical relationship between program hours and approval of the CNA program by the Nevada State Board of Nursing, the students must make full use of clinical and classroom experience by being in attendance for scheduled skills lab and clinical hours. **Students are expected to attend all class and clinical days.** Assignments not completed will result in not receiving a course completion certificate. Student progress is monitored throughout the program. **Time cannot be made up; therefore, missing classes and clinical days will result in being dropped from the class or a grade equal to or less than an F.**
2. Students are expected to report **on time** for scheduled clinical experiences and be willing and capable of participating in assignments. Tardiness and reporting to clinical in an ill state are not acceptable. **Tardiness is defined as one minute or more past the designated start time. Arriving late for a clinical will result in student being sent home at the discretion of the instructor. Being sent home will result in a grade of zero (0) for that clinical assignment.**
3. Students are expected to be dressed and ready to receive report at the start time of clinical. In case of absence, the instructor should be notified BEFORE report time at the start of the clinical experience. Please telephone the instructor at least one hour before your clinical begins. Do not telephone instructors after 9:00 p.m. It is the student's responsibility to notify the instructor.
4. The clinical instructor has the authority to send home a student who is ill or unprepared for the clinical rotation.
5. **Students must complete at least 16 hours of communication, infection control, safety, emergency procedures, Heimlich and CPR, promotion of independence and residents' rights. Students will have 100% competency with skills before going to the first clinical rotation.**



## CLINICAL EXPECTATIONS

### **DRESS CODE POLICY/APPEARANCE**

1. Students are expected to maintain a professional appearance in the representation of the Great Basin College Certified Nursing Assistant Program. Students shall dress in a manner that will not jeopardize the safety of the patient or their professional relationship with the patient.
2. Students **must** wear a scrub uniform in the clinical areas. No cartoon prints are allowed. Dress uniforms must be mid-knee or longer. White or flesh colored nylons or socks are worn with dress or pant uniforms. Pant cuffs must not touch the floor and the waistband must cover the waist. Shoes must be clean, soft sole, anti-slip with heel and toes covered.
3. Students' undergarments are not allowed to be visible while in uniform. Take care to ensure that patterns of undergarments cannot be seen through scrubs.
4. The name tag is a required part of the uniform. It is to be worn on the right side of the uniform. GBC provides a name tag and the cost is included in the course lab fee.
5. Uniforms are to be worn each day to the clinical area unless otherwise specified by the faculty. Uniforms may be required for the classroom or lab.
6. Equipment for clinical includes a wristwatch with a second hand. Nothing is to dangle off of the watch. No sharp or abrasive surfaces on the watch.
7. Hair should be clean and secured so that it does not fall in the student's face; if hair is longer than shoulder length, it should be contained by a ponytail, braid, or clip. Only conventional hairstyles are permitted. Facial hair must be neatly trimmed and kept short (3/4 inch long or less).
8. Earrings - One small stud-like earring per ear may be worn. To ensure safety, no dangly or loop earrings may be worn.
9. No tongue, nose, eyebrow rings or other visible body piercings are allowed to be worn in any clinical setting or the Nursing Practice Lab.
10. Tattoos that may be deemed offensive or inappropriate must be covered with appropriate clothing.
11. Nails should be short and free of any polish. Due to the risk of harboring pathogens, **artificial nails cannot be worn in the clinical areas.**
12. Perfumes and body fragrances are not permitted. Appropriate personal hygiene is required.
13. Gum chewing or tobacco chewing/dipping is prohibited.
14. The judgment of appropriateness of the above is at the discretion of the nursing faculty and/or the CNA Program Coordinator. Students whose appearance does not meet the above parameters will be excluded from participation in clinical rotation and will receive an F for that clinical day.

## **REQUIREMENTS FOR PARTICIPATION IN CLINICAL**

**A 100% competency is required on all skills listed on the Performance Log before going to the clinical site.** Students are permitted to practice skills on the Performance Log until 100% accuracy is achieved. A Registered Nurse CNA Instructor must give skills tests on the Performance Log.

Students must obtain a background check and drug screening through Complio within 2 weeks of starting the course. The clinical facility will make the decision to allow a student to participate in clinical based on information obtained from the background check and drug screening, as well as their immunization status, obtaining a physical, or any other requirements that the facility deems necessary.

Students must complete the immunization tracking package, background check, drug screening, and clinical rotation package. It is the student's responsibility to ensure that all Complio requirements are uploaded to support the documentation required by their clinical facility. Failure to be compliant in Complio will result in not being able to attend clinical. The student would have to withdraw from the course at this point for not meeting the clinical requirement.

It is expected that students will come to class, practice lab, clinical assignment and/or testing sessions in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time.

**Students will not be allowed to participate in a clinical shift if they have worked a graveyard shift the evening before.**

Nursing faculty is held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functional abilities required for satisfactory completion of all aspects of the nursing program.

Examples of physical, cognitive, and behavioral problems and incompetencies which may be questioned include, but are not limited, to:

- a. Absenteeism and/or tardiness (no documented medical reason for absence).
- b. Drowsiness or sleepiness.
- c. The smell of alcohol on the breath/body.
- d. Increased inability to meet schedules and deadlines.
- e. Slurred/incoherent speech or speech pattern different from normal speech.
- f. Unusually aggressive behavior.
- g. Unexplained change in mood.
- h. Change in appearance.
- i. Lack of manual dexterity.
- j. Lack of or decreased coordination in body movement.
- k. Inappropriate responses to stimuli.
- l. Unexplained work-related accident or injury.

m. Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program-related activities can expect to:

- a. Have their work performance and behavior witnessed and documented.
- b. Be questioned in private with 2 faculty members as to the nature of their problem.
- c. Meet with the Coordinator of the CNA Program.
- d. Be referred to the appropriate GBC administrative staff member.
- e. Possibly be assigned a grade of F and/or be dismissed from the program.
- f. Possibly be ineligible for readmission.

## **PROCEDURE**

If a student's observed behavior or performance raises any questions on the part of nursing faculty about the student's physical, emotional, cognitive, and/or emotional status and/or fitness to perform safely and/or appropriately, the faculty and the Certified Nursing Assistant Program Coordinator will meet immediately with the student and document their observations and conversation.

If the student is deemed unfit for duty, the student's emergency contact will be notified. The student's emergency contact is responsible for taking the student home.

## **Classroom Rules**

Successful learning experiences require mutual respect. Instructors should not be subject to behavior that is rude, disruptive, intimidating, or demeaning while in the classroom, clinical, or any location on the GBC campus. The instructor has primary responsibility for and control over classroom/clinical behavior and maintenance of academic integrity.

Student expectations include:

1. Arriving for class/clinical early and/or on time
2. Treating everyone in class or clinical with courtesy and respect
3. Refraining from packing up belongings before class/clinical ends
4. Turning off all electric devices that could disrupt the class or clinical area
5. Being quiet and giving full, respectful attention while the instructor or another student is speaking
6. When speaking, using courteous, respectful language and keeping comments and questions relevant to the topic.
7. Follow any additional classroom rules established by individual faculty.
8. **No cell phones or texting allowed during class or clinical time.**

Sleeping in class/clinical, reading in class/clinical, or doing other work in class/clinical will not be tolerated. Students are expected to be open to constructive criticism. They are also expected to be aware of their surroundings in public and to not speak negatively about any patient, clinical or classroom experience, or instructor.

**ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR ON THE GBC CAMPUS WILL BE HELD TO A 3 STRIKES AND YOU ARE OUT RULE.**

Strike 1: Verbal warning

Strike 2: Removal from classroom for the day

Strike 3: Removal from the course with Dean consultation

**Please refer to the student conduct policy in the GBC GENERAL CATALOG.**

**DISMISSAL FROM THE PROGRAM**

Collusion (intentionally aiding or attempting to aid another student in the act of incivility) will be grounds for disciplinary action and/or dismissal from the course.

**ARGUMENTATIVE, UNRULY, OR THREATENING BEHAVIOR WILL NOT BE TOLERATED IN THE CLASSROOM/CLINIC/ CAMPUS. ANY STUDENT ENGAGING IN SUCH BEHAVIOR WILL BE REMOVED FROM THE CLASSROOM, REFERRED TO THE VICE PRESIDENT FOR STUDENT SERVICES FOR DISCIPLINARY ACTION, AND MAY BE DISMISSED FROM THE NURSING ASSISTANT PROGRAM.**

A student can also be dismissed from the program for the following reasons:

1. If he/she is not able to meet the grading requirements.
2. If he/she does not pass the final exams (written or skills).
3. Does not complete all class assignments
4. Has missed required skills and practice in the classroom or clinical areas due to tardiness or absence.
5. Dishonesty, cheating, or plagiarism or other disciplinary action as outlined in the Great Basin College's Student Conduct Policy.
6. Inappropriate verbal, nonverbal and/or written comments directed at fellow students or faculty.
7. Perform acts beyond the nursing assistant scope of practice.
8. Anyone of the following abuses to a patient:
  - a. Physical abuse
  - b. Verbal abuse
  - c. Neglect
  - d. Misappropriation of the patient's property
  - e. Breach of confidentiality

9. Attending class or participating in clinical in an impaired condition or under the influence of alcohol or other drugs.
10. Does not meet clinical compliance through Complio to attend their clinical rotation.

## **Student Grievance Procedure**

1. Any student who believes they have suffered a non-grade related injustice may implement the following grievance procedure:
  - Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution. A grievance must be filed in writing to the appropriate vice president within 30 calendar days of the alleged infraction.
  - Members of a grievance committee will be selected by the appropriate vice president. This committee will consist of the appropriate vice president,
2. Two faculty members, one student, and one representative from the GBC Student Government Association.
  - The student and involved parties will be given the opportunity to present their case in a formal hearing to the selected grievance committee.
  - The committee will then recommend a course of action to the college president.
  - The student will receive written notification of the final decision from the college president

## **PERFORMANCE LOG**

1. A 100% is required on all skills listed on the Performance Log. Students are permitted to practice skills on the Performance Log until 100% accuracy is achieved. A Registered Nurse CNA Instructor must give skills tests on the Performance Log.
2. Students are responsible for keeping an up-to-date Performance Log. At the end of each class and/or clinical session the student is advised to record the dates/signature in the appropriate column.
3. The Performance Log is considered a part of the student's permanent record and is retained with other permanent records of the student at GBC. Keep the Performance Log clean and neat.
4. The Performance Log must be signed and dated by a Registered Nurse CNA Instructor at the completion of the course.
5. Students must not have any physical limitations that will preclude them from completing the procedures in the Performance Log.

## **INSURANCE**

1. GBC nursing assistant students are covered by the Nevada System of Higher Education liability insurance.
2. Students are not covered by the SIIS (Workman's Compensation) in any of the clinical facilities.
3. Students must have health insurance to participate in clinical rotations.

## **IMMUNIZATION REQUIREMENTS**

Students will be required to subscribe to a vendor called Complio by American DataBank. The subscription will assist students, GBC, and clinical sites to track, access, maintain and share their required records for clinical rotations throughout their academic program. Students will provide documentation regarding the completion of their immunizations, annual background check, annual drug screen, required training and related compliance records as requested by the clinical facility. GBC Students are required to maintain compliance with current policy provided to you prior to the start of class.

## **CARDIOPULMONARY RESUSCITATION CERTIFICATION**

It is the responsibility of the student to attend a health care provider basic life support certification class and be certified before being allowed into the clinical areas. Proof of current Professional CPR certification (BLS) is needed for the class. The American Heart Association is the only certification accepted. No student will be allowed in the clinical area without current Professional BLS certification.

## **RETENTION OF RECORDS**

Student records are retained in the nursing department for a period of four years. At the end of four years, the files are destroyed.

## **BLOOD-BORNE PATHOGEN EXPOSURE AND PREVENTION POLICY**

Students and faculty must use standard Precautions in all clinical facilities and the Practice Lab at all times. Current CDC *Recommendations for Application of Standard Precautions for the Care of All Patients in All Healthcare Setting* is available at:

[http://www.cdc.gov/hicpac/2007IP/2007ip\\_table4.html](http://www.cdc.gov/hicpac/2007IP/2007ip_table4.html)

The nursing program has developed a Blood-borne Pathogen Exposure and Prevention Policy to comply with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to

blood-borne pathogens and guidance should such exposure occur. (See Instructor for policy and form)

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Director of Services for Students with Disabilities (Arysta Brick) will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. All of the rules, expectations, and procedures stated herein may be subject to reasonable accommodation upon the submission of an appropriate request based on a recognized disability. However, because of the critical health and safety concerns in the CNA program, GBC cannot guarantee any specific accommodation will be granted. For more information or further assistance, please call 775.327.2336.

## **ENGLISH AS A SECOND LANGUAGE ACCOMMODATION**

When completing the required testing for licensure, the Nevada Nursing Assistant Competency Exam is administered in English only. To keep in line with this, all exams administered during the completion of this course will be administered in English only. Translators are not permitted, and translation dictionaries may not be used during an exam. ELS candidates may be eligible to take exams orally; this decision will be made at the discretion of the instructor and/or program coordinator.

## **RESIDENT'S BILL OF RIGHTS**

Resident's rights specify how residents must be treated while living in a facility. They provide an ethical code of conduct for healthcare workers. Facilities give residents a list of these rights and review each right with them. Be familiar with these legal rights. Resident's rights are detailed, and they include the following:

1. To receive considerate and respectful care.
2. Be enabled to make personal choices to accommodate his or her needs.
3. Receive assistance in resolving grievances.
4. Have an environment that is maintained and have care provided to minimize the need for physical and chemical restraints.
5. To receive from his/her physician a complete and current description of his or her diagnosis, a plan of treatment, and prognosis in terms he/she will understand.
6. To receive from his/her physician the information necessary for him/her to give his/her informed consent for treatments and/or procedures.

7. To refuse treatment to the extent permitted by law and to be informed of the consequences of that refusal.
8. To retain his/her privacy and confidentiality concerning his/her program of medical care.
9. To be provided the services necessary to be treated properly or the transfer to another facility which can provide the care necessary and explanation of reasons for the transfer and alternatives available.
10. To receive information concerning any other health care or educational facility associated with the facility at which he/she is receiving care.
11. To receive the name of the person responsible for coordinating his/her care in the facility.
12. To be advised if this facility proposes performing experiments which affect his/her care or treatment. The patient may refuse to participate in such research projects or experiments.
13. To receive continuous care from the facility.
14. To have any reasonable request for services reasonably satisfied by the facility, within its ability to do so.
15. To know the facility's regulations concerning his/her conduct at the facility.
16. To examine the bill for his/her care and receive an explanation of the bill regardless of his/her responsibility for payment of the said bill.

### **Nurse Assistant Trainee EMPLOYMENT**

1. Nevada Nurse Practice Act states a student in a nursing assistant training program must complete the first 16 hours of the course before he/she is eligible to work as a nursing assistant trainee NAT in a care facility.
2. Students are not allowed to leave a clinical experience early to go to work.
3. Students who are employed by any of the local health facilities while attending school must be aware of the changing student/employee roles. You must be careful not to exceed the responsibilities of the position of an employee.
4. If you are employed as a nursing assistant trainee, the employer will be kept informed of the skills you can perform. You cannot legally perform any skill in the care facility that you have not completed successfully in the classroom and lab. Employer must have a signed copy of signed off competencies from the program instructor. Employer facility must have their own separate competency checklist for NAT.

### **PROCESS FOR CERTIFICATION**

1. Nursing assistants cannot work in Nevada unless they are "certified." The abbreviation CNA stands for Certified Nursing Assistant.
2. Nursing assistant courses are offered through partnerships between community colleges and/or hospitals and nursing homes.
3. The Nevada State Board of Nursing "certifies" students who: (1) complete the course and (2) complete the certification examination.
4. The process to become "certified" requires you to do the following:



- a. Apply to the Nevada State Board of Nursing by completing the required application online. To access the online application, the applicant must create an account in the Nevada State Board of Nursing Nurse Portal. Answer each question carefully and accurately. Missing information or incomplete answers may result in a delay of eligibility to take the certification examination. ALWAYS USE THE SAME NAME ON THE APPLICATION AND IN CORRESPONDENCE WITH THE BOARD OF NURSING. You must use a computer or laptop to access the nurse portal application process.
- b. Fingerprinting is a state requirement. The process takes from 2-4 months to process. Results are good for 6 months or the life of your application. Apply for your CNA license through the Nurse Portal before submitting fingerprints. Forms may be taken to the Police Department or Sheriff's Office. A fee may or may not be required. Complete the fingerprinting process early to avoid a delay in the certification process.
- c. Upon completion of NSBN CNA license online application, submit payment online and attach all required documents within the Nurse Portal.
- d. The test vendor for the NSBN state exam is D&S Diversified Technologies Headmaster LLP (TMU)
- e. Complete your TMU Account.
  - i. *Your Instructor will enter your initial registration information in Headmaster/TMU.*
  - ii. **IMPORTANT:** Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password at [nv.tmutest.com](http://nv.tmutest.com) and complete the missing demographic information prior to testing. Failure to do so may result in your being turned away from testing. You will be marked as a no-show for your event and forfeit your testing fees.
  - iii. Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event**
- f. Once you have completed your program, your instructor has entered your training record in the Headmaster/TMU database, and your testing fee has been paid you may schedule your exam date online at the Nevada TMU© webpage at [nv.tmutest.com](http://nv.tmutest.com) using your email and password.
  - i. Testing fees must be paid **before** you can schedule a test date.
- g. You will be able to schedule an Onsite or Remotely Proctored Knowledge Exam (Written Exam) and an Onsite Skills Exam.
- h. You must schedule a test **within 1 year** of your training program completion date. After one year, you must complete another NSBN-approved training program in order to be eligible to schedule testing again.
- i. **Test Results:** After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test

results will be available after 5:00PM (PT) on the business day following your test event when you sign in to your TMU© account.

- j. Candidate handbook is available at [hdmaster.com](http://hdmaster.com) and on WebCampus
  - i. <https://www.hdmaster.com/testing/cnatesting/nevada/forms/NV%20Candidate%20Handbook%207.2026.pdf>
- k. The Nevada State Board of Nursing will send you notification that advises you of the requirements for certification.
- l. Students are advised to keep all original receipts for costs incurred for their nursing assistant education and certification.

## **STATE CERTIFICATION EXAMINATION**

This test is in addition to the final examination given in the NURS 130 - Nursing Assistant course.

1. Upon completion of the program, a nursing assistant trainee must pass a test in theory with an overall score of 80 percent and a test of skills on a pass or fail basis. The test of skills must be given by a registered nurse. If the nursing assistant trainee fails either of the tests, the nursing assistant trainee must repeat the training in the areas in which he or she was deficient before taking the certification examination. Student will receive a completion certificate from GBC after successful completion of the CNA class.
2. The candidate will have one year from the date of program completion to test.
3. Candidates can test up to 3 times.
4. An individual must have passed the CNA course, apply for licensure through NSBN and updated their account with Headmaster/TMU to be eligible to take the certification exam.
5. Once you have completed your program, your instructor has entered your training record in the Headmaster/TMU database, and your testing fee has been paid you may schedule your exam date online at the Nevada TMU© webpage at [nv.tmutest.com](http://nv.tmutest.com) using your email and password.
  - a. Testing fees must be paid **before** you can schedule a test date.
6. You will be able to schedule an Onsite or Remotely Proctored Knowledge Exam (Written Exam) and an Onsite Skills Exam.
7. Once you have scheduled your test you will receive a test confirmation letter that will provide important information regarding where you are scheduled to test (date, time, and address). It can be accessed at any time. The body of the test confirmation letter will refer you to read the **Nevada candidate handbook**, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.
8. The certification examination consists of two parts:
  - a. Written (Knowledge) Exam:
    - i. You will have a maximum of **60 minutes** to complete the **75-question** knowledge exam. The multiple-choice questions will be presented to you, one at a time, on the computer screen to select answers A, B, C, or D. You can navigate through the exam questions with the previous and next

buttons. You will be able to see your time at the top of your screen when you are logged in to the exam.

**You must have a score of 80% or better to pass the knowledge portion of the Exam**

b. Manual Demonstration Skills Exam:

- i. You will be allowed 30 minutes to complete your three or four tasks. After fifteen (15) minutes have elapsed, you will be alerted when 15 minutes remain. ▪ If you have started your last task and you are alerted that your 30 minutes have elapsed, you will be informed that you have 5 more minutes to complete the task. If you have not started your last task, you will not be allowed the extra 5 minutes.
  1. You will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as your first task:
    - a. Assist Resident with the use of a Bedpan with Hand Washing
    - b. Catheter Care with Hand Washing [DEMONSTRATED ON A MANIKIN]
    - c. Don an Isolation Gown and Gloves, Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Remove the Gown and Gloves with Hand Washing
    - d. Perineal Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]
  2. You will also receive an additional two (2) or three (3) randomly selected tasks from the Skill Task listing below. One of the randomly selected tasks on your test will be a 'recording/measurement' task, with the exception of if you receive the Don an Isolation Gown and Gloves, Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Remove the Gown and Gloves with Hand Washing as a mandatory first task, as this is a recording/measurement task.

**You must score 80% on each task without missing any critical steps (the bolded steps) to pass the skill component of your competency evaluation.**

9. At the time of taking the examination, you must:
  - i. Arrive at least **20 min before** your scheduled start time for your test.
  - ii. You must bring: United States (US) Government-Issued, \*Signed, Unexpired, Photo-bearing form of identification.
    1. Ex: State Issued Driver's License, State Issued Identification Card, Signed US Passport, Permanent Resident Card (Green Card or Alien Registration Card)/Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS), Tribal Identification Card, US Military Identification Card.
  - iii. The following testing attire requirements will be followed at testing sites:
    1. You must be in full clinical attire (scrubs).
    2. Scrubs and shoes can be any color/design.
    3. No open-toed shoes are allowed.

4. Long hair must be pulled back.
  - iv. The manual skills portion of the examination is done on an individual basis.
10. You are allowed three attempts to pass both portions of the exam. Once you pass a portion, you will not need to repeat the testing for that portion.
11. Nevada law states that a nursing assistant trainee may work no more than four months following the date of hire. After that period, the individual must be a certified nursing assistant to continue working. There are no exceptions to this law, so if you begin employment as a student, you must be certain you can finish the course, take the certification examination, wait for the results, and receive notification by mail from the Nevada State Board of Nursing - all within those four months.

## **Certified Nursing Assistant by Exam Certification Requirements**

Website: [www.nevadanursingboard.org](http://www.nevadanursingboard.org); Toll Free Phone Number: (888) 590-6726; Email: [nursingboard@nsbn.state.nv.us](mailto:nursingboard@nsbn.state.nv.us)

To practice as a nurse/CNA in Nevada, you must hold an active Nevada license/certificate.

1. A completed application submitted via the [Nevada Nurse Portal](#), including a fee of \$50 (MasterCard™, Visa™, Discover™, or American Express™ debit or credit card). **Fees are not refundable.**
2. A copy of your certificate of successful completion of a state-approved training program that meets current OBRA requirements, or a transcript showing the completion of “nursing fundamentals.” You must submit an application to Board for certification within one year from the date of completing an approved training program or you will be required to retrain
3. You must successfully pass the Clinical and Knowledge examinations.
4. You must read and understand the following PRIOR to submitting your application (These documents are available on our website under the “practice decision” tab):
  - a. CNA Skills Guidelines
  - b. CNA Hours of Employment for Renewal Advisory Opinion
5. Completed fingerprint card OR electronic fingerprint submission. Electronic fingerprint submission is only available if you are in Nevada - see separate instructions and submission form online. If you have completed fingerprints for the Nevada State Board of Nursing within the previous six months you are not required to submit fingerprints again. **Note:** *A permanent certificate will not be issued until the Board receives fingerprint reports from the Nevada Department of Public Safety and the Federal Bureau of Investigation, and any issues have been resolved. Due to various factors, it may take up to four (4) months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI.*

### GENERAL INFORMATION

- You may not send any documents to the Board before you have created your Nevada Nurse Portal account.
- You must have a valid US social security number or individual taxpayer ID number to qualify for certification or licensure in Nevada.
- Your application for licensure is valid for one year from the date received by the Board. It is your responsibility to follow up with the Board to determine the ongoing status of your application.
- If you wish to have a third-party act upon your behalf for licensure purposes, you must submit a signed and notarized Third Party Authorization form which can be found on our website under the “forms” tab.
- Applications and documents are processed in approximately one week. You can review the status of your application by logging into your nurse portal account and clicking on “view status.” You must allow at least one week before contacting the board regarding the status of your application or any document submission.
- The address furnished on this application will become your address of record.
- You must notify the Board within 30 days of any change in your address of record. Address changes are completed in your Nevada Nurse Portal account under “manage profile.”
- Nevada does not issue hard card licenses. No license card will be mailed to you. You may print out a paper copy of your Nevada nursing license from the Board's website [www.nevadanursingboard.org](http://www.nevadanursingboard.org).
- You will not receive notice of licensure expiration dates or certification renewal dates from the Board. You are responsible for knowing and tracking your certification expiration date.

### CNA RENEWAL/REINSTATEMENT

1. Certification as a nursing assistant must be renewed every two years by the Nevada State Board of Nursing. Renewal dates are individualized to each person's birthday every other year. The renewal date will be shown on the certificate received from the Nevada State Board of Nursing.
2. A completed renewal application **MUST** be received by the Nevada State Board of Nursing office two weeks before your BIRTHDAY. If not, your certification in the State of Nevada will automatically and immediately be forfeited, and you may not work until you have a current Nevada Certificate. **We encourage you to start this process early!** (Quote from the CNA Renewal Application.)
3. To renew certification, you must have proof of:
  - a. 24 hours of continuing training or in-service related to Nursing Assistant Skills.
  - b. 40 hours of employment as a CNA **under the direction of a licensed nurse (LPN or RN)**.
  - c. (Both a & b must be within the past 24 months)

4. Documentation of the in-service classes or courses completed must be sent with the renewal application. The applicant may be audited for employment or education hours.
5. Most employers provide monthly continuing education programs.
6. The renewal fee is \$50.00.

### **NEVADA STATE BOARD OF NURSING ADDRESS**

It is important that you notify the Nevada State Board of Nursing of any change in your mailing address.

**Nevada State Board of Nursing**

5820 S. Eastern Ave Ste 200

Las Vegas NV 89119

**Telephone:** (702) 486-5800 or 1-888-590-6726

**Fax:** (702) 486-5803

**Email:** nursingboard@nsbn.state.nv.us

**Headmaster Website:**

[https://www.hdmaster.com/testing/cnatesting/nevada/NV\\_CNA\\_Home.htm](https://www.hdmaster.com/testing/cnatesting/nevada/NV_CNA_Home.htm)

**GREAT BASIN COLLEGE  
CERTIFIED NURSING ASSISTANT COURSE**

**STUDENT AGREEMENT FOR THE 2026-2027 ACADEMIC YEAR  
(Original will be kept for student records, a copy will be given back to student)**

\_\_\_\_\_I have read, understand and agree to abide by the policies and guidelines stated  
(*initial*) in the Great Basin College Nursing Assistant Program 2026-2027 Student  
Handbook.

Print Name\_\_\_\_\_

Address\_\_\_\_\_

Phone \_\_\_\_\_  
Home/Cell Work

This agreement was signed and returned to the Great Basin College Nursing Assistant  
instructor for your file.

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

My emergency contact person (s) are as follows: I understand that this individual or individuals  
are responsible for ensuring that I am transported home in the event one of my faculty or the  
Nursing Assistant Program Coordinator determines that I am not able to continue being present  
in the classroom, practice lab or clinical setting.

\_\_\_\_\_  
Name Phone # Relationship

\_\_\_\_\_  
Name Phone # Relationship

**GREAT BASIN COLLEGE  
CERTIFIED NURSING ASSISTANT PROGRAM  
INJURY REPORT**

**Name of Person(s) Injured:** \_\_\_\_\_

**Person Completing this Form (if different from above):** \_\_\_\_\_

**Date of Incident/Accident:** \_\_\_\_\_

**Exact location of the Incident/Accident:** \_\_\_\_\_

**Description of the injury:** \_\_\_\_\_

**Were there witnesses to this accident? If yes, list below:** \_\_\_\_\_

**Describe the circumstances in which the incident/accident occurred:** \_\_\_\_\_

**Describe follow-up care:** \_\_\_\_\_

**Was person injured referred for follow-up care? If yes, which facility?** \_\_\_\_\_

**Any further comments:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Injured/Person Completing Form**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Dean**

\_\_\_\_\_  
**Date**