



Medication Aide Required Paperwork and Class Guidelines

- The following paperwork must be submitted to Nebraska Health Care Learning Center following the end of a medication aide class:
 - All quizzes for each student.
 - Final grades for each student, including Grade Report.
 - Skills checklist sheet with the dates skills were accomplished.
 - Identification of mandatory first eight (8) hours documented on attendance.
 - Attendance sheet.
- Upon course completion give student Department of Health and Human Services Application for Registration.
 - Form must be completed in its entirety and include the instructor's signature and license number.
 - Form must be sent to DHHS (not NHCA/NHCLC) by the STUDENT with \$18 registration fee.
- All students must attend the full course; 40 hours for Medication Aide. NO EXCEPTIONS.
- Students are not allowed to take a quiz on missed material until the lecture time has been made up.
- There is a \$45 make-up fee for each missed class.

Nursing Assistant Required Paperwork and Class Guidelines

- The following paperwork must be submitted to Nebraska Health Care Learning Center following the end of a basic nursing assistant class:
 - All quizzes/tests for each student.
 - Final grades for each student.
 - Skills checklist sheet with the dates skills were accomplished.
 - Identification of mandatory first 16 hours documented on attendance.
 - Attendance sheet.
- Upon course completion give student Certificate of Completion.
- All students must attend the full course; 76 hours for Basic Nursing Assistant. NO EXCEPTIONS.
- Students are not allowed to take a quiz on missed material until the lecture time has been made up.
- Students must make up any missed lab or clinical times.
- There is a \$45 make-up fee for each missed class/lab/clinical.