Students must understand and meet all requirements and/or standards imposed by recognized professional societies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. For details, visit www.montgomerycollege.edu/wdce/healthsciencesinstitute.html
All Health Sciences Students:
Students must understand and meet all requirements and/or standards imposed by recognized professional societies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. Please see our website for details.

▲ Tuition Installment Plan: Courses with a ▲ have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a non-refundable fee to participate in the payment plan. Students desiring to use the payment plan must register in person.

For more information, please call 240-567-5507.

Health Care Courses

Certified Medicine Aide (CMA)

Medicine Aide Update
Find out about new medications, procedures, and protocols, and get the training needed to satisfy recertification requirements for medicine aides. Prerequisite: Applicants must present a current Medicine Aide certificate and Geriatric Nursing Assistant license upon arrival on the first day of class. Students may only register 90 days before their certification expires or within 30 days after expiration of their certificate. Please check your expiration date before registering for this course. TWA

Course: AHT145  9 Hours
$110 + $50 fee = $160; NMR add $120

Asbury Methodist Village
CRN#: 14772  1 Session  S
8/3  8 a.m.-5:30 p.m.

Germantown Campus
CRN#: 45076  1 Session  S
5/11  8 a.m.-5:30 p.m.
CRN#: 45077  1 Session  S
6/1  8 a.m.-5:30 p.m.

Clinical Medical Assistant Program ▲▼
This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. You will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 96 hours of classroom lecture and hands-on labs and a clinical externship opportunity (course # HHS126) at a local healthcare provider. To be eligible for the clinical rotation, you must successfully complete the 96-hour course, submit to a thorough background check and drug screening, and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This course is VA-approved for GI Bill benefits. TWA

Course: HHS112  96 Hours
$1,680 + $600 fee = $2,280; NMR add $1,050

Rockville Campus
CRN#: 14900  24 Sessions  T,R
6/4-8/29  9 a.m.-1 p.m.  No class 7/2, 7/4
Must be taken with Rockville section of HHS126

Takoma Park/Silver Spring Campus
CRN#: 14901  24 Sessions  M,W
6/3-8/28  5-9 p.m.  No class 7/1, 7/3
Must be taken with a Takoma Park section of HHS126

Clinical Medical Assistant—Labs and Clinical Externship ▲
This 90-hour course serves as the required lab (40 hours) and clinical externship (50 hours) part of the Clinical Medical Assistant Program. Focus will be on the clinical responsibilities of the medical office; assisting the physician with patient contact and related care; preparing patients for examination and treatment; routine laboratory procedures and diagnostic testing; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the physician’s office visit; review and administration of medications, allergies, and other pharmacology related items; laboratory procedures; phlebotomy and the proper techniques to collect specimens for laboratory analysis; and cardiology and the proper placement of leads when taking a 12 lead EKG. To be eligible for this course, you must be

If any class is cancelled due to inclement weather, there will be a make up session added.
enrolled in and/or have successfully completed the 96-hour classroom course, submit to a thorough background check and drug screening, and meet other requirements. Upon successful completion of both courses, you would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

**TWA Course: HHS126  90 Hours**  
$830 + $350 fee = $1,180; NMR add $650

**Rockville Campus**
- CRN#: 14904  10 Sessions  M  
  6/10-8/19  9 a.m.-1 p.m.  No class 7/1
- Must be taken with Rockville section of HHS112
- CRN#: 14905  10 Sessions  W  
  6/12-8/21  9 a.m.-1 p.m.  No class 7/3
- Must be taken with Rockville section of HHS112

**Takoma Park/Silver Spring Campus**
- CRN#: 14906  10 Sessions  T  
  6/4-8/13  5-9 p.m.  No class 7/2
- Must be taken with Takoma Park section of HHS112
- CRN#: 14907  10 Sessions  R  
  6/6-8/15  5-9 p.m.  No class 7/4
- Must be taken with a Takoma Park section of HHS112

### Health Career Training

#### Dialysis Technician Program ▲
Gain the knowledge and skills needed to work as a dialysis technician. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, and maintain and repair equipment. Technicians work with patients during dialysis procedures, monitor and record vital signs, and administer local anesthetics and drugs as needed. They also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures like administering oxygen or performing basic CPR. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program. TWA

**Course: HHS064  50 Hours**
$1,230 + $800 fee = $2,030; NMR add $1,050

**Takoma Park/Silver Spring Campus**
- CRN#: 14895  20 Sessions  T,R  
  6/4-8/15  6-8:30 p.m.  No class 7/2, 7/4

### EKG Technician ▲
Prepare to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT). EKG technicians work in physician offices, hospitals, clinics, and other health care facilities, and are responsible for performing electrocardiogram tests to monitor and record electrical impulses transmitted by the heart. This course includes background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. Compare normal and abnormal EKG printed readings and measure various “peaks and troughs.” TWA

**Course: HHS051  50 Hours**
$1,330 + $650 fee = $1,980; NMR add $800

**Takoma Park/Silver Spring Campus**
- CRN#: 14894  20 Sessions  T,R  
  6/4-8/15  6-8:30 p.m.  No class 7/2, 7/4

### Healthcare Access and Registration Professional Program ▲♥
This comprehensive program will prepare students to handle patient encounters, patient customer service, and other areas related to intake and the coordination of a patient’s healthcare experience. This program covers important background information on the healthcare profession including interpersonal skills, patient confidentiality, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management. Additional key program topics include customer service, referral/transfer services, resource scheduling, patient check-in, admission, registration, revenue cycle and information systems, statistical reporting, customer satisfaction and retention, leadership and management, and other relevant topics. Students who complete this program will be eligible to sit for the National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Manager (CHAM), or the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors. TWA

**Course: HHS108  90 Hours**
$1,580 + $675 fee = $2,255; NMR add $1,050

**Rockville Campus**
- CRN#: 14899  20 Sessions  T,R  
  6/11-8/22  5-9:30 p.m.  No class 7/2, 7/4
Pharmacy Technician Certification
This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. A GED or High School diploma is required to sit for the PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings—working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. Students successfully completing this course will receive pre-paid vouchers to take the PTCB exams. These vouchers are valid for 90 days past the date of the last class. Exams must be taken during that time. TWA

**Course: HHS105** 72 Hours
$1,380 + $650 fee = $2,030; NMR add $1,050

**Gaithersburg Business Training Center**
CRN#: 14898 24 Sessions T,R 6/4-8/29 6-9 p.m.
No class 7/2, 7/4

**Germantown Campus**
CRN#: 14897 24 Sessions M,W 6/3-8/28 6-9 p.m.
No class 7/1, 7/3

**Takoma Park/Silver Spring Campus**
CRN#: 14896 12 Sessions S 6/8-8/31 8:30 a.m.-2:30 p.m.
No class 7/6

Phlebotomy Technician
Classroom work includes medical terminology, anatomy and physiology review, blood collection procedures, specimen collection practice, and specimen processing and handling. Laboratory operations are reviewed including safety, quality control, universal precautions, routine laboratory tests, confidentiality, and ethics. This class must be taken with Phlebotomy Technician Clinical (HHS115). TWA

**Course: HHS034** 90 Hours
$1,580 + $600 fee = $2,180; NMR add $1,050

**Rockville Campus**
CRN#: 14893 20 Sessions M,W 6/10-8/21 5-9:30 p.m.
Must be taken with Rockville section of HHS115
No class 7/1, 7/3

**Takoma Park/Silver Spring Campus**
CRN#: 14892 20 Sessions M,W 6/3-8/14 5-9:30 p.m.
Must be taken with Takoma Park section of HHS115
No class 7/1, 7/3

If any class is cancelled due to inclement weather, there will be a make up session added.

**Phlebotomy Technician—Clinical Internship**
This class includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this Phlebotomy Technician Clinical Internship class, you must have completed or currently be enrolled in Montgomery College’s 90-hour Phlebotomy Technician Program. Additionally, you must submit to a thorough background check and meet other requirements. These costs are not included in the tuition and fees for this class. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity statutes: Varicella Zoster IgG Ab; Rubella IgG; Rubeola IgGAb; and Mumps IgG Ab. Information concerning these requirements will be provided the first night of class. This class must be taken with Phlebotomy Technician (HHS034). TWA

**Course: HHS115** 40 Hours
$210 + $125 fee = $335; NMR add $160
CRN#: 14902 1 Session 6/3-8/14
Must be taken with Takoma Park section of HHS034
CRN#: 14903 1 Session 6/10-8/21
Must be taken with Rockville section of HHS034

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.
Nursing Related Courses

Certified Nursing Assistant/Geriatric Assistant Program

To register for CNA courses you MUST ATTEND the FREE orientation session which includes the FREE mandatory reading and math test that you must pass to register. All payments for CNA Classroom and CNA Clinical and additional fees are due at time of registration. Seats for the Classroom and Clinical are limited. You must be at least 18 years old and have a Social Security Number or Tax Identification Number for the Maryland Board of Nursing licensing process upon successful completion, as well as a Social Security Number for nursing homes that require criminal background checks prior to being on their premises for educational purposes. Additional Fees: There will be additional fees for TB test, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation. Below are the schedules for the classroom portion and the clinical portion of the CNA.

Choose one mandatory orientation session. All sessions are at the Takoma Park/Silver Spring Campus in the Health Sciences Center, Room 126
4/9 from 5:15-8:15 p.m. • 4/12 from 10 a.m.-1 p.m. • 5/1 from 3-6 p.m.
Students must show identification.

Certified Nursing Assistant Classroom (CNA) ▲
Through lecture, discussion, and hands-on practice you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with Alzheimer’s disease and related disorders. After successful completion of the classroom and clinical portions, you will receive an achievement award from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination. Prerequisites: Attending the CNA Orientation Session and scoring at least 80% on both the mandatory reading and math tests. A criminal background check may be required; obtain a CPR Health Provider certification before the start of clinical or midterm; a negative TB skin test (PPD) or chest x-ray may be required before class starts. TWA

Course: AHT028  88 Hours $840 + $270 fee = $1,110; NMR add $650

Certified Nursing Assistant Clinical (CNA)▲
This course is only for students who have successfully completed Certified Nursing Assistant—Classroom (AHT028). TWA

Course: AHT223  60 Hours $770 + $150 fee = $920; NMR add $400
The corresponding classroom and clinical MUST be taken together, no substitutions.

CNA Classroom at Takoma Park/Silver Spring Campus
CRN#: 45073 22 Sessions M,W,F 5/13-7/3 5-9:15 p.m.  No class 5/27

CNA Clinical at Arcola Health and Rehabilitation Center
CRN#: 14773 12 Sessions M,W,F 7/8-8/2 5-9:15 p.m.(M,W - 7/8-7/31)
7 a.m.-4 p.m. (F-7/12-7/29) & 7-11:15 a.m. (F-8/2)

CNA Classroom at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 45074 13 Sessions M,W,R 5/29-6/26 8 a.m.-3:30 p.m. (5/29-6/24); 8 a.m.-12:15 p.m.(W-6/26)

CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 14774 9 Sessions M,W,R 6/27-7/18 8 a.m.-3:30 p.m. (6/27-7/17); 8 a.m.-12 p.m.(R-7/18)
No class 7/4

CNA Classroom at Germantown Campus
CRN#: 45075 19 Sessions M,T,W,R,S 6/3-6/27 5-9:15 p.m.(M,T,W,R); 7 a.m.-4 p.m.(S)

CNA Clinical at Asbury Methodist Village
CRN#: 14776 12 Sessions M,T,W,S 6/29-7/20 5-9:15 p.m.(M,T,W); 7 a.m.-4 p.m.(S )  No class 7/6

CNA Classroom at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 14771 13 Sessions M,W,R 7/8-8/5 8 a.m.-3:30 p.m. (7/8-8/1); 8 a.m.-12 p.m.(M -8/5)

CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 14775 9 Sessions M,W,R 8/7-8/26 8 a.m.-3:30 p.m. (8/7-8/22); 8 a.m.-12 p.m.(M-8/26)

This CNA clinical is for those that took the classroom CRN# 34164 in the Spring 2019 term.

CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 45078 9 Sessions M,W,R 5/1-5/20 8 a.m.-3:30 p.m. (5/1-5/16); 8 a.m.-12:15 p.m.(M-5/20)
### CPR and First Aid

**Basic Cardiac Life Support for Healthcare Providers**
This course teaches basic life support (BLS) to healthcare professionals and rescue personnel. You will learn adult, infant, and child cardiopulmonary resuscitation (CPR) with the use of the automated external defibrillator (AED), training in rescue breathing with barrier devices and the use of bag-masks, as well as foreign-body airway management. You will receive a American Heart Association BLS Healthcare Provider Card that is valid for two years after successfully completing the written exam and skills tests. You must attend the entire session to receive a card. This course is primarily for those working in the health-care field (nurses, EMTs, respiratory, physical & occupational therapists, medical/nursing students, and other allied health personnel). The course cost includes textbook, BLS for Healthcare Providers Student Manual. Note: Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructor’s control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice. TWA

**Course:** CPR007 6 Hours

$62 + $40 fee = $102; NMR add $120

**Gaithersburg Business Training Center**

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<td>14829</td>
<td>7/12 9 a.m.-3:30 p.m.</td>
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**Rockville Campus**

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<th>CRN#</th>
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<td>45134</td>
<td>5/11 9 a.m.-3:30 p.m.</td>
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<td>45135</td>
<td>6/29 9 a.m.-3:30 p.m.</td>
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**Takoma Park/Silver Spring Campus**

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<td>45130</td>
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<td>45131</td>
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<td>6/8 9 a.m.-3:30 p.m.</td>
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<td>45133</td>
<td>6/26 9 a.m.-3:30 p.m.</td>
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<td>14825</td>
<td>7/6 9 a.m.-3:30 p.m.</td>
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<td>14826</td>
<td>8/3 9 a.m.-3:30 p.m.</td>
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<td>14827</td>
<td>8/9 9 a.m.-3:30 p.m.</td>
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**CPR, AED & Basic First Aid Course**
This class is designed for individuals who do not work in healthcare but who desire, or are required, to have CPR, AED, and first aid knowledge and skills in order to respond to medical emergencies (e.g., camp directors and counselors, emergency response teams in business and industry, school bus drivers, adult residential personnel, child care workers, teachers, parents, and babysitters). Students will receive an American Safety and Health Institute (ASHI) course completion card that is valid for two years after successfully completing the written exam and skills test. Students must attend the entire session to receive a card. NOTE: Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructor’s control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice. TWA

**Course:** CPR090 6 Hours

$62 + $40 fee = $102; NMR add $120

**Gaithersburg Business Training Center**

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<td>45137</td>
<td>6/15 9 a.m.-3:30 p.m.</td>
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**SAVE A LIFE**
Learn basic cardiac life support, AED, and first aid training. Certification training classes are offered on all campuses for everyone.
Geriatric Nursing Assistant (GNA) Exam/Skills Preparation

This course is designed for CNAs or student nurses who want to prepare to successfully pass the Geriatric Nurse Assistant (GNA) skills and written examination. Topics will include review of the 22 required basic nursing skills with hands-on practice such as hand hygiene, ambulating using transfer belts, vital signs, and test taking strategies to assist in successfully passing the GNA written examination. After successful completion of this course, students will receive an achievement award from Montgomery College and will be eligible to qualify to take the National Nurse Aide Assessment Program (NNAAP) skills and written examinations through Pearson Vue. Two pieces of ID such as driver’s license, passport, social security card (one must be a photo ID) must be presented on the first day of class. This is also a requirement to take the GNA examination. Course Entry Requirements: Must have proof of any of the following: CNA/GNA training certificate, transcripts for student nurses

1. CNAs who have successfully completed a Board or Nursing-approved 100-hr nursing assistant program that includes clinical experience within the last 12 months.
2. Student nurses currently enrolled in a nursing education program who successfully completed Board of Nursing requirements within the last 12 months.
3. Foreign graduate nurses who have graduated from a nursing program who are waiting to take the NCLEX examination.
4. Graduate nurses who have graduated from an accredited nursing education program in the United States.
5. Expired GNA Certification: Persons with expired GNA license who have worked 8 hours in a nursing home within the last 2 years. TWA

Course: AHT240 10 Hours
$115 + $50 fee = $165; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 45079 2 Sessions T,R
6/11-6/13 8:30 a.m.-1:45 p.m.
CRN#: 14778 2 Sessions T,R
7/9-7/11 10 a.m.-3:15 p.m.
CRN#: 14777 2 Sessions T,R
8/13-8/15 8:30 a.m.-1:45 p.m.

Nursing Health Career Training Advancement

Transition to Acute Care Training for Professional Healthcare Workers ▲

This course is designed for RNs, Pharmacology Techs, Radiology Techs, Surgical Techs, and Ultrasound Techs to ease into the transition roles of working in sub-acute and long-term facilities, acute care hospitals, urgent care and surgical centers. Professional topics will include scope of practice, professional practice, organization and prioritization, delegation, risk management, and inter-professional collaboration. Transition topics will include shift assessment and ISBAR reporting, IPASS, and TEAMSTEPPS Communication process to improve practice. Simulation and Task Training will include medication safety, IV insertion/use of intravenous infusion pump, central venous catheter blood draws/flushes/dressing changes and patient assessment. After successful completion of this course, you will receive an achievement award from Montgomery College and be eligible to apply for the Transition to Professional Acute Healthcare Practice certification through the American Nurses Association. TWA

Course: NUR075 100 Hours
$1,060 + $420 fee = $1,480; NMR add $650

Takoma Park/Silver Spring Campus
CRN#: 45018 10 Sessions S
5/11-7/20 8 a.m.-6:30 p.m.
No class 7/6

CPR and First Aid Courses

Please note, classes may run longer than the posted times due to class size and/or other factors outside of the instructor’s control. Courses may be cancelled due to insufficient enrollment.
Nursing Refresher Course—Online ▲

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. The program includes both online and hands-on experience. Theory will be delivered totally online and will include: online lectures to include topics such as reviewing anatomy and physiology, major disease pathology, current treatment strategies, legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, evidence-based practice, end-of-life issues, videos, discussion groups, and other learning activities. You must register for Nursing Lab (NUR023) and Nursing Clinical (NUR007) Attendance is required for the on-Campus lab which will be taught at Montgomery College and clinical will be taught off-Campus. TWA

Course: NUR069 100 Hours
$1,235 + $235 fee = $1,470; NMR add $650

Takoma Park/Silver Spring Campus
CRN#: 45331 4 Sessions W
6/5-7/19 5:15-9:30 p.m.
Mandatory on-campus labs 6/5, 6/12, 6/19 at the Takoma Park/Silver Spring Campus Health Science Bldg.

Nursing Lab

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills. Topics include nursing process, communication, nursing care and procedures, current trends in documentation, and pharmacology. There is no payment plan for this lab. Prerequisite: completion of the nurse refresher classroom from Montgomery College or permission from the director. TWA

Course: NUR023 8 Hours
$215 + $55 fee = $270; NMR add $140

Takoma Park/Silver Spring Campus
CRN#: 14969 2 Sessions T,R
7/23-7/25 5:30-9:45 p.m.

Nursing Refresher: Clinical ▲

Practicing nurse experts supervise your 60 hours of clinical experience in medical-surgical nursing, which includes patient assignments, team work, completing documentation and care plans, and giving medication. Basic skills lab practice and emergency medicine review will be provided. You must register for the classroom, clinical, and lab in order to use the payment plan. There is a nonrefundable fee to participate in the payment plan. Prerequisite: Concurrent enrollment in NUR057 and NUR023.

A. Nursing License: If your Maryland license has lapsed, you must apply for, pay for, and receive an inactive license. If you have an active license from any state other than Maryland, you must apply for and receive a Maryland license before starting your clinical.

B. CPR Certification: This must be a healthcare provider-level course from American Heart Association.

C. 1. A complete physical exam, signed by your health provider, within 9 months of the start date for clinical. (You must use the Montgomery College Nurse Refresher Health form).

2. Proof of immunity to the following diseases:
   *Mumps, Measles (Rubeola) and Rubella: Must provide serologic evidence that you are immune to Mumps, Measles and Rubella (positive titers). If blood titers are negative for any of these 3 diseases, you must receive two (2) doses of Mumps, Measles and Rubella vaccine (MMR) given 4 weeks apart. (Information documenting past MMR vaccinations is appreciated but cannot take the place of the titer test results.)

   *Varicella: Must provide serologic evidence that you are immune to Varicella (positive titers). If titers are negative, you are required to receive two (2) doses of Varicella vaccine given 4 weeks apart. (Documentation of childhood disease will not be accepted).

   *Hepatitis B: Three (3) doses of Hepatitis B vaccine given 0,1, and 6 months apart, followed by Hepatitis B surface antibody testing 1-2 months after dose #3 is required. If you cannot provide documentation of the 4-step vaccination process described above, you must
obtain serologic evidence of immunity (positive Hep B Antibody titer). If this titer is negative for immunity, the vaccination series must be repeated.

*Tetanus, Diptheria, and Pertussis: Documentation of one (1) dose of Tdap vaccine (not to be confused with Dtap) in the past two (2) years, regardless of when the last Tetanus and Diptheria vaccine was given.

*Influenza: Vaccine is to be given at least 1 month prior to the start date for clinical.

Please note: Vaccine series must be completed by the second week of class. All laboratory titers must have date blood was drawn as well as test results.

3. Tuberculin Skin Test: (Mantoux Tuberculin test) within 9 months of the start date for clinical is required. If test results show TB exposure in the past or present, you must obtain clearance from your health provider that you are able to attend clinical. A chest x-ray may be needed. (Use the Montgomery College TB clearance form which will be provided with the Health Inventory Form when getting evaluated.) Must concurrently enroll in NUR057, NUR069, and NUR023. TWA

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**Hospital-Based Certified Nursing Assistant Classroom and Laboratory ▲**

This course is designed for students who are interested in becoming a certified nursing assistant in the acute hospital setting. Through lecture, discussion, and hands-on practice, you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with a variety of diseases. You must pass this class with an average of 80% in order to advance to the hospital-based clinical class. Pre-requisites: Attending the CNA Orientation session; scoring at least 80% on both the mandatory reading and math tests; and passing a basic computer competency skill. You will be required to have a criminal background check, obtain a CPR Health Provider certification and up to date immunizations (MMR, Varicella, Hep B, Tdap, Influenza) and TB skin test or chest x-ray before the midterm exam. TWA

Course: NUR007 60 Hours

$1,110 + $210 fee = $1,320; NMR add $650

**Holy Cross Hospital—Germantown**

CRN#: 14967 5 Sessions S
7/27-8/24 6-6:30 p.m.

**Holy Cross Hospital—Silver Spring**

CRN#: 14968 10 Sessions M,W
7/29-8/28 5-11:15 p.m.

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**Hospital-Based Certified Nursing Assistant (CNA) Clinical ▲**

This course is designed for students who have successfully completed the Hospital-Based Certified Nursing Assistant Classroom. You will apply basic nursing skills learning in the classroom and laboratory practice on patients in the acute hospital setting. Basic computer skills are necessary in this environment along with teamwork and communication skills with team members. After successful completion of the classroom and clinical sections, you will receive a certificate of completion from Montgomery College and be eligible to apply for Certified Nursing Assistant certification through the Maryland Board of Nursing. TWA

Course: NUR071 60 Hours

$770 + $150 fee = $920; NMR add $400

**Shady Grove Hospital**

CRN#: 14970 11 Sessions T,R,U
8/4-8/27 5:30-9:45 p.m.(T,R)
7:30 a.m.-4 p.m.(U)
Payments
Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.
Further instructions for WEB, FAX or MAIL-IN payments can be found at: cms.montgomerycollege.edu/wdce/registerops.html
Registration will not be processed without appropriate payment.

Tuition Installment Plan
Courses with a ▲ have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a nonrefundable fee to participate in the payment plan. Students desiring to use the payment plan must register online.

Tuition Waiver
Only noncredit courses designated “TWA” tuition waiver applies in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.
Senior Tuition Waiver: Maryland residents 60 years or older by the start date of the class may have tuition waived.
Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.
National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.

VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit http://cms.montgomerycollege.edu/wdce/register/vabenefits.html.

Residency Policy
The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.
A. Students attending Montgomery College will pay tuition according to their residency.
B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.
C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Transfer Policy
To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

Refund Policy
Refunds are paid at 100% for classes cancelled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. DO NOT drop classes online or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

4 EASY WAYS TO REGISTER

On the Web
If you have enrolled in a Montgomery College class, and are paying by credit card or checking account, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

By Mail
Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, Rockville Campus
Campus Center, Room 220
51 Mannakee Street
Rockville, MD 20850

By Fax
Fax completed registration form indicating credit card payment to Montgomery College at 240–567–1877.

Walk–In
A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center, Room 400
8:30 a.m.–9 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri);
8:30 a.m.–4 p.m. (Sat)
Germantown Campus
Humanities and Social Sciences Building, Room 241 and/or 243
8:30 a.m.–4 p.m. (Mon–Fri)
Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri);
8:30 a.m.–12 p.m. (Sat)
Takoma Park/Silver Spring Campus
CF 230, Customer Service
8:30 a.m.–5 p.m. (Mon–Fri)
Westfield South, Suite 306 **
8:30 a.m.–9 p.m. (Mon–Thur);
8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)

NOTE: Cash payments must be paid in the Cashiers’ Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.

Payments due at time of registration.

** Disability access for this leased site is on the same side as the movie theatre entrance. For more information regarding disability access at this site, or if any individuals are facing accessibility issues anywhere in the Westfield South Center, please call 240-567-8841.

If you are registering for a class on campus but do not have a parking permit, please be sure to park in the visitors parking or go to the security office or to customer service to obtain a pass.
REGISTRATION FORM
Workforce Development & Continuing Education

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188. Fax completed registration form with credit card information to 240-567-1877 or 240-567-5615 or 240-567-7937. Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

College ID Number: M 2

Birthdate - - - Sex □Female □Male

Middle Initial

Last Name
First Name

Address

House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)

City

State Zip

Home Phone

Work Phone

E-Mail

Have you attended MC before? □Yes □No

If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.

How did you hear about us? □Received brochure in mail □Website □Social media □Advertisement □On campus □Other

Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN.

STUDENTS WITH DISABILITIES
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

ETHNICITY: Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)

– Not Hispanic or Latino □Hispanic or Latino

– American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian and other Pacific Islander □White

– U.S. Citizen □Permanent Resident (Circle one: Green Card / Working Card) □Other Immigration Status (Used for tuition-setting purposes only.)

CHECK ALL THAT APPLY:

□I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.

□I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)

□I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office.

CRN # Course # Course Title Start Date Tuition Course Fee Non-Md. Fee Course Total

Code: HC

Refunds will go to the registered student of record.

Total Due

$ I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.

I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

Student Signature Required Date

Please indicate payment by: □Check (payable to Montgomery College) Credit card: □MasterCard □VISA □Discover

Credit Card Information: Expiration date on card

Card holder signature required Date

NOTE: Credit card information will be detached and disposed of promptly and properly after payment is approved.
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All Health Sciences Students:
Students must understand and meet all requirements and/or standards imposed by recognized professional societies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. For details, visit www.montgomerycollege.edu/wdce/healthsciencesinstitute.html

Montgomery College
Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland 20910

240-567-5188

www.montgomerycollege.edu/wdce