Health Sciences

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
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.

TWA Course: HHS126
90 Hours
$750 + $350 fee = $1,100; NMR add $650

Takoma Park/Silver Spring Campus
CRN#: 25488 10 Session T
9/19-11/21 5-9 p.m.
CRN#: 25489 10 Session R
9/21-11/30 5-9 p.m.  No class 11/23

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 at the 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
$100 + $46 fee = $146; NMR add $120

Asbury Methodist Village
CRN#: 25171 1 Session S
9/9 8 a.m.-5:45 p.m.
CRN#: 25170 1 Session S
10/7 8 a.m.-5:45 p.m.
CRN#: 25169 1 Session S
11/4 8 a.m.-5:45 p.m.

Takoma Park/Silver Spring Campus
CRN#: 25172 1 Session S
12/2 8 a.m.-5:45 p.m.
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
$1,050 + $800 fee = $1,850; NMR add $800
Takoma Park/Silver Spring Campus
CRN#: 25481  20 Sessions  T,R
9/19-11/28  6-8:30 p.m.  No class 11/23

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
$1,250 + $650 fee = $1,900; NMR add $800
Takoma Park/Silver Spring Campus
CRN#: 25480  20 Sessions  T,R
9/19-11/28  6-8:30 p.m.  No class 11/23

NMR Non-Md. resident  TWA Tuition Waiver Applies  ▲ Tuition Installment Plan  ♥ VA Approved Class

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
$1,500 + $675 fee = $2175; NMR add $1,050
Rockville Campus
CRN#: 25485  20 Sessions  T,R
9/19-11/28  5-9:30 p.m.  No class 11/23

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
$1,300 + $650 fee = $1,950; NMR add $800
Gaithersburg Business Training Center
CRN#: 25483  24 Sessions  T,R
9/19-12/12  6-9 p.m.  No class 11/23

Germantown Campus
CRN#: 25482  24 Sessions  M,W
9/18-12/6  6-9 p.m.

Takoma Park/Silver Spring Campus
CRN#: 25484  12 Sessions  S
9/16-12/9  8:30 a.m.-3:30 p.m.  No class 11/25

Takoma Park/Silver Spring Campus
CRN#: 25484  12 Sessions  S
9/16-12/9  8:30 a.m.-3:30 p.m.  No class 11/25
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
$1,500 + $600 fee = $2,100; NMR add $1,050
Takoma Park/Silver Spring Campus
CRN#: 25478 20 Sessions M,W 9/18-11/22 5-9:30 p.m.

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
$200 + $125 fee = $325; NMR add $160
Holy Cross Hospital Silver Spring
CRN#: 25487 1 Session M,T,W,R,F 9/18-11/22

Physical Therapy and Occupational Therapy Aide Training▲
This course prepares you to work under the direction of a registered physical therapist in a physical therapy setting performing supportive activities, such as routine therapeutic treatments by physical or mechanical methods. The course includes medical terminology, legal, and ethical aspects of physical therapy including OSHA and HIPAA, oral and written communication in a healthcare setting, customer service, anatomy and physiology focusing on the musculoskeletal system, assisting with treatment procedures, and review of common medical conditions particular to physical therapy. TWA

Course: HHS041 50 Hours
$1,250 + $650 fee = $1,900; NMR add $800
Takoma Park/Silver Spring Campus
CRN#: 25479 10 Sessions S 9/16-11/18 8:30 a.m.-2:30 p.m.

Wellness

Massage Therapy: Basic Fundamentals
Learn the fundamentals of Swedish massage, including at least five hands-on techniques. Explore credentialing and licensing requirements for massage therapy careers in the state of Maryland. Wear comfortable clothing; bring a pair of shorts, a short-sleeved shirt, and your favorite oils and lotions to each class. (You will remain fully clothed during massage practice sessions.) Mats will be provided. TWA

Course: WEL021 16 Hours
$150 + $60 fee = $210; NMR add $140
Gaithersburg Business Training Center
CRN#: 25936 4 Sessions S 9/16-10/7 9 a.m.-1 p.m.

Massage Therapy: Basic Fundamentals Part II
This course is designed to increase your knowledge of the basic therapeutic massage techniques acquired in the Basic Fundamentals of Therapeutic Massage Part I. More emphasis is spent on the areas of the human body that generally require more therapeutic massage work, i.e. hands, feet, shoulders and back. Learn some basic reflexology. Learn the anatomy of the human body in more detail. Receive a one-hour massage session in each class. What a wonderful way to end a busy work week! This noncredit course does not meet the licensing requirements of the State of Maryland, Commonwealth of Virginia, or District of Columbia, and completion of this course does not allow the student to sit for the national massage therapy exams; nor does this course permit students to practice therapeutic massage for compensation in any of those three states. The course is designed to teach how to safely and effectively create a basic therapeutic massage session for friends and family members. Further assistance is offered for those who wish to learn more about becoming licensed in the State of Maryland, Commonwealth of Virginia and District of Columbia. Students remain fully clothed; shorts and t-shirts are permitted but not required. TWA

Course: WEL066 16 Hours
$150 + $60 fee = $210; NMR add $140
Gaithersburg Business Training Center
CRN#: 25937 4 Sessions S 10/21-11/11 9 a.m.-1 p.m.
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. You must show identification to take the math and reading test.

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, immunizations, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

**Mandatory orientation session is August 15, 2017, 5:30-8:30 p.m. at the Takoma Park/Silver Spring Campus 122 Health Sciences Bldg.**

The corresponding classroom and clinical MUST be taken together, no substitutions. Students must show identification.

**Certified Nursing Assistant Classroom (CNA) ▲**
**Course:** AHT028 88 Hours

Through lecture, discussion, and hands-on practice you will learn basic nursing skills such as taking vital signs, assureding patient safety, and caring for patients with a variety of diseases and related disorders. After successful completion of the classroom and clinical portions, you will receive an attendance 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. Tuition waiver applies; seniors pay fee only.

$820 + $265 fee = $1,085; NMR add $650

**Certified Nursing Assistant Clinical (CNA) ▲**
**Course:** AHT223 60 Hours

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

$760 + $150 fee = $910; NMR add $400

**CNA Classroom at Gaithersburg**
CRN#: 25167 17 Sessions M,W,S 9/11-10/18 5-9:15 p.m. (M,W)

Saturday classroom held at Asbury Methodist Village

7 a.m.-4 p.m. (S-9/16-10/14)

**CNA Clinical at Asbury Methodist Village**
CRN#: 25174 11 Session M,W,S 10/21-11/13 7 a.m.-4 p.m. (S)

5-9:15 p.m. (M,W-10/23-11/13)

**CNA Classroom at Germantown Campus**
CRN#: 25168 17 Sessions T,R,U 9/21-10/29 5-9:15 p.m. (T,R-9/21-10/26)

Sunday classroom held at Asbury Methodist Village

7 a.m.-4:40 p.m. (U-9/24-10/22)

8 a.m.-12:15 p.m. (U-10/29 only)

**CNA Clinical at Asbury Methodist Village**
CRN#: 25175 12 Sessions T,R,U 10/31-11/30 5-9:15 p.m. (T,R)

No class 11/26, 11/23

7 a.m.-4 p.m. (U-11/5-11/19)

**CNA Classroom at Takoma Park/Silver Spring Campus**
CRN#: 26175 22 Sessions M,W,F 9/18-11/6 5-9:15 p.m.

**CNA Clinical at Arcola Health and Rehabilitation Center**
CRN#: 25173 12 Sessions M,W,F 11/8-12/6 5-9:15 p.m. (M,W)

No class 11/24

7 a.m.-4 p.m. (F-11/10-12/1)
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.

Prerequisites: 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. Note: Sunday labs will be held in the Health Sciences Bldg. on the Takoma Park/Silver Spring Campus. TWA

Course: NUR070 88 Hours
$820 + $265 fee = $1,085; NMR add $650

Shady Grove Hospital
CRN#: 25686 22 Sessions T,R,U
9/17-11/5 5:30-9:45 p.m.(T,R)
12:30-4:45 p.m.(U)

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
$760 + $150 fee = $910; NMR add $400

Shady Grove Hospital
CRN#: 25687 12 Sessions T,R,U
11/7-12/7 5:30-9:45 p.m.(T,R)
7:30 a.m.-4:30 p.m.(U)

No class 11/23, 11/26

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. TWA

Course: CPR007 6 Hours
$62 + $40 fee = $102; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 25431 1 Session S
9/23 9 a.m.-3:30 p.m.

CRN#: 25430 1 Session S
10/21 9 a.m.-3:30 p.m.

CRN#: 25429 1 Session S
11/18 9 a.m.-3:30 p.m.

CRN#: 25428 1 Session S
12/9 9 a.m.-3:30 p.m.

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. TWA

Course: CPR090 6 Hours
$62 + $40 fee = $102; NMR add $120

Gaithersburg Business Training Center
CRN#: 25434 1 Session S
10/7 9 a.m.-3:30 p.m.

Rockville Campus
CRN#: 25435 1 Session S
11/4 9 a.m.-3:30 p.m.

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.
Health Career Training Advancement

NCLEX RN Review▲
This course is designed for students who have completed an RN program of study and who require preparation in order to sit for the NCLEX RN licensure examination. Topics will include an overview of anatomy and physiology, test taking strategies, and critical thinking. NCLEX questions will be practiced with rationales and explanations. Upon completion of this course you will be able to:
1. Apply the nursing process to clients with selected medical, surgical, pediatric, female reproductive and psychiatric conditions.
2. Describe pathophysiology related to selected conditions likely to be on the NCLEX RN examination.
3. Practice answering multiple choice questions similar to those on the NCLEX RN examination.
**Course: NUR072** 100 Hours
$880 + $312 fee = $1,192; NMR add $650
**Takoma Park/Silver Spring Campus**
CRN#: 25688 6 Sessions M,R 9/11-11/16 4-9:15 p.m.

Train the Trainer: Preparing CNAs for Success
This course is designed to meet the Maryland Board of Nursing faculty requirements for teaching in CNA programs. This program for RNs combines classroom learning, instructional technology, and a learning lab where you will demonstrate competency in applying knowledge of the principles of adult learning and methods of instruction. This class is for students who have at least two years’ experience (one in long-term care) and a desire to instruct in an approved CNA program.
**Course: NUR065** 24 Hours
$278 + $72 fee = $350; NMR add $160
**Takoma Park/Silver Spring Campus**
CRN#: 25684 6 Sessions M,W,S 11/27-12/9 5-9:15 p.m.(M,W - 11/27-12/6) 9 a.m.-1:15 p.m.(S - 12/2-12/9)

SAVE A LIFE
Learn basic cardiac life support, AED, and first aid training through Montgomery College, Workforce Development and Continuing Education, certification training classes are offered on all campuses for everyone.

Nursing Refresher

Nurse Refresher Classroom▲
This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. Nursing experts will present topics to review systems anatomy and physiology, major disease pathology, current treatment strategies and legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, and end-of-life issues. You must register for the classroom and clinical in order to use the payment plan. There is a non-refundable fee to participate in the payment plan. TWA
**Course: NUR057** 100 Hours
$1225 + $235 fee = $1460; NMR add $650
**Takoma Park/Silver Spring Campus**
CRN#: 25683 19 Sessions M,W,S 9/11-10/23 5-9:15 p.m.(M,W) 8 a.m.-5 p.m.(S - 9/16-10/21)

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. TWA
**Course: NUR023** 8 Hours
$210 + $55 fee = $265; NMR add $140
**Takoma Park/Silver Spring Campus**
CRN#: 25682 1 Session S 10/28 8 a.m.-5 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 and clinical in order to use the payment plan. There is a nonrefundable fee to participate in the payment plan.

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. Please email Wendy Wells, the program director, for information at wendy.wells@montgomerycollege.edu.

B. CPR Certification: This must be a healthcare provider-level course from American Heart Association or equivalent. Montgomery College provides this course at a special price for students. Please wait for information in the letter that will be sent once you register.

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 Inventory 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 Bs 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 1 month prior to the start date for clinical.*

**Please note:** Vaccine series must be completed prior to clinical start date. All laboratory titers must have date blood was drawn as well as test results.

3. Tuberculin Skin Test: (Mantoux Tuberculine 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.) TWA

**Course: NUR007 60 Hours**

$1,100 + $210 fee = $1,310; NMR add $650

**Holy Cross Hospital Silver Spring**

**CRN#: 25678**

12 Sessions  M,W 10/30-12/11 6-11:15 p.m.  No class 11/22

**CRN#: 25679**

12 Sessions  W,R 11/1-12/13 6-11:15 p.m.  No class 11/23

**CRN#: 25680**

6 Sessions  S 11/4-12/16 6 a.m.-4:30 p.m.  No class 11/25
Online Nurse Refresher Classroom
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. Attendance is required for the on-Campus labs which will be taught at Montgomery College and clinical will be taught off-Campus. This course must be taken with Nursing Lab (NUR023) and Nursing Clinical (NUR007). TWA
Course: NUR069 100 Hours
$1,225 + $235 fee = $1,460; NMR add $650
Takoma Park/Silver Spring Campus
CRN#: 25685 4 Sessions S
9/11-10/23 8 a.m.-5 p.m.

RN Case Manager/Delegating Nurse Training for Assisted Living
This 16-hour course, approved by the Maryland Board of Nursing, provides a basic foundation for nursing practice of the registered nurse who delegates nursing functions in the assisted living setting, including medication administration, and who teaches medication administration to the medication technician in assisted living. Topics to be covered include history of assisted living programs; regulations governing CM/DN practice; overview of CM/DN role and responsibilities; teaching medication administration to the medication technician; case management principles; delegation of nursing practice; communication; adult learning principles; and legal, ethical, and business issues. TWA
Course: NUR014 16 Hours
$285 + $75 fee = $360; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 25681 2 Sessions S
10/7-10/14 7:30 a.m.-4 p.m.
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 on 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–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.–4:30 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 need support services due to a disability, please contact Ms. Natalie Martinez at least six weeks prior to the start of class to arrange for accommodations and/or assistive technology.

Natalie Martinez: 240-567-4118
E-mail: natalie.martinez@montgomerycollege.edu
REGISTRATION FORM
Workforce Development & Continuing Education

Please Print Clearly

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 204-567-7937.

Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

College ID Number:  M 2

Birthdate:  
Month  -  Day  -  Year

Sex  ○Female  □Male

Last Name

First Name

Middle Initial

Address

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

City

State

Zip

Apt. #

Home Phone

Work Phone

Cell

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

RACE: Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)

□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

Month / Year

3 or 4 digit Security code on your card

Card holder signature required ____________________________  ____________________________

Date

NOTE: Credit card information will be detached and disposed of promptly and properly after payment is approved.

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.

4/28/16
Health Sciences

FALL 2017

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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/healthsciencesinstitute.html