MONTGOMERY COLLEGE

HEALTH SCIENCES INSTITUTE

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

Workforce Development and Continuing Education

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MC

Clinical Medical Assistant

Clinical Medical Assistant Program (TIP) (VAA)

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 + $675 fee = $2,355; NMR add $1,050

Clinical Medical Assistant—Labs and Clinical Externship (TIP)

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 physicians 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 enrolled in and/or have successfully completed the 96-hour classroom program, 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 + $425 fee = $1,255; NMR add $650

The corresponding classroom and lab/clinical MUST be taken together, no substitutions.

CMA Classroom—Rockville Campus Mannakee Building (HHS112)
CRN#: 33331	24 Sessions	M W	2/5-5/1	9 a.m.-1 p.m.	No class 3/11, 3/13

CMA Labs—in Person on the Rockville Campus Mannakee Building (HHS126)
CRN#: 33963	10 Sessions	2/6-4/16	No class 3/12
OR			
CRN#: 33964	10 Sessions	2/8-4/18	No class 3/14

CMA Classroom—Rockville Campus Mannakee Building (HHS112)
CRN#: 33332	24 Sessions	T R	2/6-5/2	9 a.m.-1 p.m.	No class 3/12, 3/14

CMA Labs—on the Rockville Campus Mannakee Building (HHS126)
CRN#: 33965	10 Sessions	2/12-4/22	No class 3/11
OR			
CRN#: 33966	10 Sessions	2/14-4/24	No class 3/13

CMA Classroom—Takoma Park/Silver Spring Campus (HHS112)
CRN#: 33333	24 Sessions	M W	2/12-5/8	5-9 p.m.	No class 3/11, 3/13

CMA Labs—on the Takoma Park/Silver Spring Campus
CRN#: 33967	10 Sessions	2/20-4/30	No class 3/12
OR			
CRN#: 33968	10 Sessions	2/22-5/2	No class 3/14

Health Career Training

Dialysis Technician Program (TIP)

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

Rockville Campus

CRN#: 33339	20 Sessions	T R
2/13-4/25	6-8:30 p.m.	
No class 3/12, 3/14		

EKG Technician (TIP)

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 + $700 fee = $2,030; NMR add $1,050

Takoma Park/Silver Spring Campus

CRN#: 33340	20 Sessions	T R
2/13-4/25	6-8:30 p.m.	
No class 3/12, 3/14		

Room Numbers

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. Room numbers can also be found online.

Healthcare Access and Registration Professional Program (TIP)

This comprehensive program will prepare students to handle patient encounters, patient customer service, and other areas related to intake and the coordination of a patients 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
$1,550 + $675 fee = $2,225; NMR add $1,050

Rockville Campus

CRN#: 33338	20 Sessions	T R
2/13-4/25	5-9:30 p.m.	
No class 3/12, 3/14		

Pharmacy Technician Certification (TIP) (VAA)

This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Boards 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 + $750 fee = $2,130; NMR add $1,050

Gaithersburg Business Training Center

CRN#: 33839	24 Sessions	T R
2/13-5/9	6-9 p.m.	
No class 3/12, 3/16		

Rockville Campus

CRN#: 33334	24 Sessions	M W
2/5-5/1	6-9 p.m.	
No class 3/11, 3/13		

Takoma Park/Silver Spring Campus

CRN#: 33335	12 Sessions	S
2/10-5/4	8:30 a.m.-2:30 p.m.	
No class 3/16		

Phlebotomy Technician (TIP)

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 + $700 fee = $2,280; NMR add $1,050

Rockville Campus
CRN#: 33336	20 Sessions	M W
2/5-4/17	5-9:30 p.m.	

No class 3/11, 3/13

Must be taken with Rockville section of HHS115 CRN# 33841

Takoma Park/Silver Spring Campus
CRN#: 33337	20 Sessions	M W
2/12-4/24	5-9:30 p.m.	

No class 3/11, 3/13

Must be taken with Takoma Park section of HHS115 CRN# 33962

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 Colleges 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 + $160 fee = $370; NMR add $160

Off Campus Location
CRN#: 33841	2/5-4/17

Must be taken with Rockville section of HHS034 CRN# 33336

CRN#: 33962	2/12-4/24

Must be taken with Takoma Park campus section of HHS034 CRN# 33337

Physical Therapy and Occupational Therapy Aide Training (TIP)

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
$1350 + $650 fee = $2,000; NMR add $1050

Takoma Park/Silver Spring Campus
CRN#: 33341	10 Sessions	S
2/17-4/27	8:30 a.m.-1:30 p.m.	

No class 3/16

Health Sciences

Medicine Aide Update

The Medicine Aide Update course is designed for students who are currently certified Medicine Aides and are required by the Maryland Board of Nursing to satisfy recertification requirements. The course will provide information on new medications, medication administration procedures/protocols, and chart specific medications to residents in MD long-term care facilities. Prerequisites: Applicants must present a current Medicine Aide certificate and Geriatric Nursing Assistant license upon arrival in class. May only register 90 days before certification expires or within 30 days after expiration of license. Check your expiration date before registering for this course. COVID19 vaccine is required to take this course. TWA

Course: AHT248   9 Hours
$110 + $55 fee = $165; NMR add $120

Rockville Campus
CRN#: 33772	1 Session	S
1/20	8 a.m.-5:30 p.m.	
CRN#: 33771	1 Session	S
2/10	8 a.m.-5:30 p.m.	
CRN#: 33773	1 Session	S
3/9	8 a.m.-5:30 p.m.	
CRN#: 33774	1 Session	S
4/13	8 a.m.-5:30 p.m.	

Room Numbers

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. Room numbers can also be found online.

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 link to print your CPR card which 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 instructors control. Courses may be cancelled due to insufficient enrollment. Half hour lunch break included in class time. Wear comfortable clothes and bring a towel or blanket for CPR practice. TWA

Course: CPR007   6 Hours
$62 + $43 fee = $105; NMR add $120

Rockville Campus

CRN#: 33777	1 Session	S
1/6	9 a.m.-3 p.m.	
CRN#: 33779	1 Session	S
4/6	9 a.m.-3 p.m.	

Takoma Park/Silver Spring Campus

CRN#: 33778	1 Session	S
3/23	9 a.m.-3 p.m.	
CRN#: 33780	1 Session	S
4/27	9 a.m.-3 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 Heart Association 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 the link to print the American Heart Association 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 instructors 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
$60 + $40 fee = $100; NMR add $120

Rockville Campus

CRN#: 33782	2 Sessions	S
3/9-3/9	9 a.m.-3:30 p.m.	

Heartcode BLS Skills Check Off

This course is designed for the healthcare worker who has completed the Online American Heart Association, Heartcode BLS session. Students must demonstrate the hands-on skills session through Montgomery College WDCE to obtain a course completion card. TWA

Course: CPR098   6 Hours
$55 + $15 fee = $70; NMR add $50

Rockville Campus

CRN#: 33784	1 Session	S
1/20	9 a.m.-3 p.m.	
CRN#: 33787	1 Session	S
4/13	9 a.m.-3:30 p.m.	

Takoma Park/Silver Spring Campus

CRN#: 33785	1 Session	S
2/24	9 a.m.-3:30 p.m.	
CRN#: 33786	1 Session	S
3/2	9 a.m.-3:30 p.m.	

Heartsaver CPR, AED & First Aid Skills Check-off

This course is designed for the general public who have completed the Heartsaver First Aid CPR AED Online eLearning portion of the Heartsaver First Aid CPR AED blended learning course. 1. Students will be able to demonstrate the cognitive information needed to perform First Aide, CPR and AED training. Upon completion of the online portion. 2. Students will be able to complete hands-on skills session with an AHA BLS or Heartsaver Instructor. Students are required to print-out "certificate of completion" and bring document to testing site. Students may also show proof of completion via cell phone to the Montgomery College Instructor. Students will not be allowed to demonstrate hands-on competency without the "certificate of completion". TWA

Course: CPR094   4 Hours
$55 + $15 fee = $70; NMR add $50

Gaithersburg Business Training Center

CRN#: 33781	1 Session	S
2/3	9 a.m.-1 p.m.	

Nursing

Nurse Refresher Classroom-Hybrid Live (TIP)

This classroom is designed for RNs and LPNs who desire to maintain or re-establish their active license to re-enter the nursing field. This classroom section includes both LIVE Zoom lectures and in-person nursing skills lab practice. Live Zoom lectures will 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 co-register with corresponding NUR023-Nursing Lab and NUR007. Prerequisites: Laptop, desk top computer with camera and microphone capabilities and internet browser; View Mandatory Online Nurse Refresher Orientation; must have an active or inactive RN or LPN license; must have graduated from an accredited nursing program. Health records due in preparation for clinical-physical form, COVID19 and other vaccines, TB, criminal background check, CPR/BLS, and drug test-not included in tuition. You will be sent an email with further instructions prior to the start of class. After completion of this program, you will receive a certificate of completion from Maryland Board of Nursing and be eligible to reactivate your RN or LPN license through the Maryland Board of Nursing. TWA

Course: NUR077   100 Hours
$1,235 + $240 fee = $1,475; NMR add $650

Distance Learning
CRN#:	19 Sessions	M W
1/22-3/4	5:30-9:30 p.m.	

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
$225 + $55 fee = $280; NMR add $140

Takoma Park/Silver Spring Campus
CRN#: 34025	1 Session	S
3/9	8 a.m.-5 p.m.	

Nursing Refresher: Clinical (TIP)

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 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 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 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.) Must concurrently enroll in NUR077, NUR023, and NUR007. TWA

Course: NUR007   60 Hours
$1120 + $210 fee = $1,330; NMR add $650

Holy Cross Hospital Germantown
CRN#: 34024	12 Sessions	T R
3/12-4/18	6-11 p.m.	

Holy Cross Hospital Silver Spring
CRN#: 34023	12 Sessions	M W
3/11-4/17	6-11 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: NUR080   16 Hours
$310 + $90 fee = $400; NMR add $225
Distance Learning

CRN#: 34028	2 Sessions	S
2/10-2/17	7:30 a.m.-4 p.m.	
CRN#: 34030	2 Sessions	S
3/23-3/30	7:30 a.m.-4 p.m.	

Certified Nursing Assistant/Geriatric Asst

Certified Nursing Assistant / Geriatric Nursing Assistant (CNA/GNA) Program (TIP)

This program is designed for someone interested in working in physician's offices, assisted living or long-term care facilities, adult daycare centers, home care agencies and in the school system. 88 hours of classroom and 60 hours of clinical in a long-term care facility / nursing home are required. After successful completion of classroom and clinical, you will receive a certificate of completion from MC, be eligible to apply for certification as a CNA and to take the Geriatric Nursing Assistant Licensing examination through the Maryland Board of Nursing. Students learn basic nursing skills, how to take vital signs, assure patient safety, and caring for patients with a variety of illnesses. Special focus on the older adult. Effective communication and basic computer skills are necessary in this environment.

Hospital-Based Certified Nursing Assistant (CNA) Program (TIP)

This program is designed for someone interested in working in the acute care or hospital setting, physician's offices, and ambulatory care facilities. 88 hours of classroom and 60 hours of clinical in a hospital are required. After successful completion of classroom and clinical, you will receive a certificate of completion from MC and be eligible to apply for certification as a CNA through the Maryland Board of Nursing. Students learn basic nursing skills, how to take vital signs, assure patient safety, and caring for patients with a variety of illnesses. Special focus on the hospitalized patient. Effective communication and basic computer skills are necessary in this environment.

Step 1: Prior to registering for one of these programs, you MUST complete a FREE, on-line orientation session. To receive a link to the on-line orientation, complete the CNA/GNA Interest Indicator Form or go to https://www.montgomerycollege.edu/workforce-development-continuing-education/health-sciences/cna-gna/cna-gna-interest-indicator.html During the orientation, you will take a basic math and reading test on-line. You must pass exam with 80% or better. Those who do not pass will have an opportunity to take the exam two more times. After passing both exams, you will be issued a signed registration form. The registration form must be taken in person to Customer Service to register for the program.

Step 2: Decide which program you want to pursue, CNA/GNA or Hospital-based CNA.

Step 3: Select how you want to take the classroom portion of the program. We offer in-person classes and hybrid classes which include on-line structured remote lectures scheduled on specific days and times. All skills labs are in person. After successful completion of the classroom portion, you will complete a clinical component.

Step 4: Choose a classroom and clinical option below. Each option includes a classroom and a clinical pair that must be taken together. You will register for two CRNs, one for classroom and one for clinical.

Step 5: All payments and additional fees are due at time of registration. Scholarships are available. You are encouraged to set up a Tuition Installment Plan (TIP) and email HealthCareers@montgomerycollege.edu to request a scholarship application.

Step 6: Register for your classes by taking your signed registration form in person to Customer Service. If you need assistance, go to the WDCE Customer Service office, email wdce@montgomerycollege.edu or call 240-567-5188.

Prospective students must be at least 18 years old and have a Social Security Number or Tax Identification Number to complete the Maryland Board of Nursing licensing process. All clinical facilities require a criminal background check, proof of immunity through

immunizations and blood work, and current American Heart Association Basic Life Support CPR certification.

PROOF OF COVID VACCINE IS MANDATORY FOR ALL NURSING AND HEALTH SCIENCES STUDENTS THREE WEEKS PRIOR TO THE FIRST DAY OF CLINICAL!

Certified Nursing Assistant / Geriatric Nursing Assistant (CNA/GNA) Program

88 hours of classroom and 60 hours of clinical in a long-term care facility / nursing home are required. Classroom options include in-person classes and hybrid classes which are on-line structured remote lectures scheduled on specific days and times. All skills labs are in person. After successful completion of the classroom portion, you will complete a clinical component. TWA

CNA/GNA Classroom—(in-person classes and skills labs)

Course: AHT244	88 hours	$850 + $275 fee = $1,125; NMR add $650

CNA/GNA Classroom—Hybrid (on-line structured remote; scheduled on specific days and times with in-person skills labs)

Course: AHT243	88 hours	$850 + $275 fee = $1,125; NMR add $650

CNA/GNA Clinical—(in-person at a nursing home/long-term care facility)

Course: AHT223	60 hours	$850 + $155 fee = $1,005; NMR add $650

Option 1: AHT244 CRN 33959 must be taken with AHT223 CRN 33769
AHT 244—CNA/GNA Classroom—(in-person classes and skills labs) at Rockville campus

CRN 33959	14 sessions	T W	1/23-3/6	5:30-9:30 p.m.
Lab	7 Sessions	R	1/25-3/7	5:30-9:30 p.m.

AHT223—CNA/GNA Clinical—at Asbury Methodist Village, Gaithersburg

CRN 33769	15 Sessions	T R U	3/19-4/14	5:30-9:15 p.m. on T & R and 7 a.m.-4 p.m. on U

Option 2: AHT243 CRN 33960 must be taken with AHT223 CRN 33770
AHT 243—CNA/GNA Classroom—(in-person classes and skills labs) at Rockville campus

CRN 33960	14 sessions	T W	1/23-3/6	5:30-9:30 p.m.
Lab	7 Sessions	M	1/29-3/11	5:30-9:30 p.m.

AHT223—CNA/GNA Clinical—at Asbury Methodist Village, Gaithersburg

CRN 33770	15 Sessions	M W S	3/18-4/13	5:30-9:15 p.m. on M & W and 7 a.m.-4 p.m. on S

Hospital-Based Certified Nursing Assistant (CNA) Program (TIP)

88 hours of classroom and 60 hours of clinical in a hospital are required. The classroom is hybrid only. Classes are on-line structured remote with lectures scheduled on specific days and times. All skills labs are in person. After successful completion of the classroom portion, you will complete a clinical component. TWA

Hospital-based CNA Classroom—Hybrid (on-line structured remote and in-person skills labs) (TIP)

Course: NUR076	88 hours	$850 + $275 fee = $1,125; NMR add $650

Hospital-based CNA Clinical—(in-person at acute care hospitals)

Course: NUR071	60 hours	$850 + $155 fee = $1,005; NMR add $650

Lecture schedule: (all CRNs) 14 sessions T R 1/23-3/7 5:30-9:30 p.m. DL Structured Remote / First class on the Takoma Park/Silver Spring Campus

Students must register for both a classroom/lab and clinical section

Classroom/Lab:

NUR076—Hospital-based CNA Classroom—Hybrid (on-line Tue & Thurs and skills labs on Sun) at TP/SS campus

CRN 34026	14 Sessions	T R	1/23-3/7	5:30-9:30 p.m.
Lab	7 Sessions	U	1/28-3/10	11 a.m.-4 p.m.

NUR076—Hospital-based CNA Classroom—Hybrid (on-line Tue & Thurs and skills labs on Sat) at TP/SS campus

CRN 34206	14 Sessions	T R	1/23-3/7	5:30-9:30 p.m.
Lab	7 Sessions	S	1/27-3/9	11 a.m.-4 p.m.

Clinical:

NUR071—Hospital-based CNA Clinical—at Holy Cross Hospital, Silver Spring

CRN 34203	8 Sessions	F S	3/22-4/13	7 a.m-.3 p.m.

NUR071—Hospital-based CNA Clinical—at Holy Cross Hospital, Germantown

CRN 34204	8 Sessions	F S	3/22-4/13	7 a.m-.3 p.m.

NUR071—Hospital-based CNA Clinical—at Suburban Hospital, Bethesda

CRN 34205	8 Sessions	S U	3/22-4/13	7 a.m-.3 p.m

Services for Students with Disabilities

Montgomery College complies with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2009. The college provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Accommodations are determined on a case-by-case analysis based on information provided by a qualified professional.

If you need support services due to a disability, please visit us online at https://www.montgomerycollege.edu/wdce/registration-information/disability-support.html. To ensure timely services, arrangements must be made at least two weeks prior to the start of the classes. If necessary and appropriate, students may register for courses or activities prior to or while going through the support services process but are expected to comply with required deadlines to ensure that appropriate accommodations can be secured.

Any student who may need assistance in the event of an emergency evacuation must identify to Disability Support Services; guidelines for emergency evacuations are at: www.montgomerycollege.edu/dss/evacprocedures.htm.

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-4118.

A Sorenson Video Relay Service with a large Monitor is available in the Rockville, Takoma Park/Silver Spring and Germantown Campus libraries.

Students Under 16

Students must be 16 or older, or have permission of the program area by the start date of class, in order to participate. Call 240-567-5188 for more information.

Co-Listed Classes

Classes marked with this code **Col** are co-listed. They are offered so that students may register either for credit or continuing education (noncredit) status. Co-listing gives students an option to choose the best path for their educational needs. Each section includes both credit and noncredit students. For students seeking credit classes, please consult the credit course schedule. The expectations for attendance, participation, and effort are the same for all students. Instructors will announce policies concerning class activities.

If you have registered as a noncredit student in a co-listed course and you wish to change from noncredit to credit status, you will have one day after the class has begun to do so. After that, you are committed to your path as a noncredit student 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. Dates for co-listed classes may reflect the actual credit term dates. Please check the day on your calendar for the actual start date of your class.

Parking Regulations

Each person associated with the College who parks a vehicle on any Campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Students, faculty, staff and visitors must abide by college traffic regulations. The College reserves the right to issue a citation or tow, at the owner's risk and expense, any unregistered vehicle parked in violation.

Instructions for Parking Permits:
Students parking a vehicle on any Campus of the College (Rockville, Germantown and Takoma Park/Silver Spring) while attending a program will receive a temporary (15 day) parking permit with their class confirmation materials. If you register via the web, your printed confirmation or registration history will serve as a parking permit until you can print out the WDCE Student Temporary Parking Permit. The parking permit is free to students but you must register your vehicle.

All Students registered for WDCE classes spanning greater than 15 days from start to end date MUST obtain a parking permit following steps 1 to 4 below.

1. In order to obtain the permit, students need to log into MyMC the day after they register for the class.
2. Click on the "Order MY Parking Permit/Pay Parking fines" link on the "MyMC Quick Links" tab.
3. Put in the start date and the end date of your class(es).
4. Print the permit.

Be sure to click the print link on the confirmation page as the permit will not be mailed.

Information about vehicle registration and parking, and how to pay or appeal a citation is available at www.montgomerycollege.edu/parking. The Montgomery College Motor Vehicle Regulations are available at www.montgomerycollege.edu/verified.

Textbooks and Materials

Textbooks/course materials: Purchase textbooks and/or course materials at the Campus where your class will be held. For classes held at the Gaithersburg Business Training Center, Distance Education and Learning Technologies (DELT), and off-Campus MCPS locations, please use the Rockville Campus MC Books & More; for classes at Westfield South use the Takoma Park/Silver Spring Campus MC Books & More. You do not need to go to a Campus store to make your purchase. You may purchase your textbooks/course materials online to have your purchases mailed to you. To order online or to find out more details about purchases, buybacks, returns, contact information, ebooks, rentals, and more, visit the College's MC Books & More website at www.montgomerycollege.edu/bookstore or call the main number 240-567-5302. MC Books & More and the Cafritz Art Store & More are the Official Montgomery College Bookstores.

For information specific to WDCE, please visit our reference page at http://www.bkstr.com/montgomerycollegestore/home/

A USB flash drive/memory stick (at least 512 MB) is required for ITI classes unless otherwise specified. Please bring to first class.

Inclement Weather

Inclement weather conditions: go to www.montgomerycollege.edu or call 240-567-5000. If the College is closed, there are no classes. For classes meeting in a Montgomery County Public Schools facility, go to www.montgomeryschoolsmd.org. If MCPS is closed, or evening activities are cancelled, there are no classes. Students attending classes at local hospitals, will have class unless notified by their instructor.

Scholarship Opportunities

For detailed information regarding scholarship opportunities and how to apply, visit https://www.montgomerycollege.edu/ workforce-development-continuing-education/wdce-scholarships/index.html

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff. Inquiries regarding Montgomery College's nondiscrimination compliance policies and procedures may be directed to Dr. Brenda Williams, Director of Employee & Labor Relations, Workforce Diversity and Inclusion, 240-567-5367.

Registration Options

Regardless of which registration option you select, registrants will be enrolled in the order that registration and payments are received (to avoid disappointment, register early); payment is required at the time of registration. All students must register prior to attending the first class.

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: www.montgomerycollege.edu/wdce/registerops.html.

Registration will not be processed without appropriate payment.

Option 1: In-Person Registration
A completed form with payment may be submitted in person at any of these Montgomery College Campus registration areas:

Gaithersburg Business Training Center
Room 400
8:30 a.m.–9 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)
8:30 a.m.–4 p.m. (S) *Temporarily closed on Sat.*

Germantown Campus
Humanities and Social Sciences Building
Room 241 and/or 243
8:30 a.m.–5 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

Rockville Campus
220 Campus Center
8:30 a.m.–5 p.m. (M–F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus
230 CF, Customer Service
8:30 a.m.–5 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

***Cash payments can only be made at the Cashier's Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses.

Option 2: Online (Web) Registration
A. Go to montgomerycollege.edu/wdce
B. Click on "How to Register" in the left navigation bar.
C. Click on "Register by Web."
D. Follow the appropriate directions depending on if you are a new or returning student.

Option 3: Mail Registration
Send completed form with payment for total due to Montgomery College, WDCE, 51 Mannakee St., Rockville, MD 20850.

Option 4: Fax Registration
Fax completed form with payment information to WDCE at 240-683-6945.

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 classification.

   To qualify for in-state tuition, a student must be a U.S. Citizen, Permanent Resident or have a qualifying Visa status.
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; unless you are a member of the Military covered under HB935.
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.

Refund Policy

Refunds are paid at 100% for classes canceled, 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**. You will not receive a refund. ESL Noncredit 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.

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.

Tuition Installment Plan (TIP)

The Tuition Installment Plan **(TIP)** may allow students to pay registration charges in several payments; some restrictions apply. Each term is independent and must be enrolled in separately. A nonrefundable fee is required to participate in TIP. Students must register online during the TIP enrollment period prior to the close date indicated for each plan. Only courses with a TIP code have a tuition installment plan available. For more information go to www.montgomerycollege.edu/wdce/registerops.html

Tuition Waiver

Only noncredit courses designated "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 (TWA): Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: 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.

Room Numbers

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. Room numbers can also be found online.

Day Designation

M   Monday
T   Tuesday
W   Wednesday
R   Thursday
F   Friday
S   Saturday
U   Sunday

Key to Codes

TWA   Senior Tuition Waiver Applies
NMR   Non-Maryland Resident
(CoL)   Colisted
(TIP)   Tuition Installment Plan
(VAA)   VA Approved

Questions?
Call 240-567-5188.

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 240-683-6945.
Mail completed registration form with payment to WDCE 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.)   Apt. #

City   **State**   **Zip** ☐☐☐☐☐ - ☐☐☐☐

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: HS	*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 ☐☐ / ☐☐   3 or 4 digit Security code on your card ☐☐☐☐
Month   /   Year

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

Credit Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Name on Card

Card holder signature required _____ Date_____

MONTGOMERY COLLEGE

Workforce Development and Continuing Education
51 Mannakee Street
Rockville, MD 20850–1195

Health Sciences
Spring 2024 Course Schedule

Index

Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland 20910