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.

Due to COVID19, all classes, labs, and clinicals will be taught online until it is deemed safe to resume face-to-face classes. Although classes in the brochure may reflect face-to-face meetings, please note, until further notice from the Montgomery County Leaders, classes will be taught online via Zoom and/or Blackboard learning systems. Therefore, you will need a computer, laptop, tablet, or smartphone camera ready with speakers, internet access and a browser that is current.

Health Care Courses

Clinical Medical Aide

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.

Course: AHT145 9 Hours
$110 + $55 fee = $165; NMR add $120

Germantown Campus
CRN#: 24550 1 Session S
9/12 8 a.m.-5:30 p.m.
CRN#: 24551 1 Session S
10/10 8 a.m.-5:30 p.m.
CRN#: 24552 1 Session S
11/7 8 a.m.-5:30 p.m.

Clinical Medical Assistant

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#: 25272 24 Sessions T R
9/8-12/3 9 a.m.-1 p.m.
No class 11/24, 11/26

Takoma Park/Silver Spring Campus
CRN#: 25271 24 Sessions M W
9/2-12/2 5-9 p.m.
No class 9/7, 11/23, 11/25

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 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 + $350 fee = $1,180; NMR add $650

Rockville Campus
CRN#: 25277  10 Sessions  M
9/14-11/16  9 a.m.-1 p.m.

CRN#: 25278  10 Sessions  W
9/16-11/18  9 a.m.-1 p.m.

Takoma Park/Silver Spring Campus
CRN#: 25275  10 Sessions  T
9/15-11/17  5-9 p.m.

CRN#: 25276  10 Sessions  R
9/17-11/19  5-9 p.m.

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

Takoma Park/Silver Spring Campus
CRN#: 25266  20 Sessions  T R
9/15-11/19  6-8:30 p.m.

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 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#: 25270  20 Sessions  T R
9/15-11/19  5-9:30 p.m.

Special Fall Note
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Pharmacy Technician Certification **TIP**
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 + $650 fee = $2,030; NMR add $1,050

**Germantown Campus**
CRN#: 25269  24 Sessions  M W  
9/2-12/2  6-9 p.m.  
No class 9/7, 11/23, 11/25, 11/26

**Takoma Park/Silver Spring Campus**
CRN#: 25267  12 Sessions  S  
9/12-12/5  8:30 a.m.-2:30 p.m.  
No class 11/28

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 + $600 fee = $2,180; NMR add $1,050

**Rockville Campus**
CRN#: 25263  20 Sessions  M W  
9/21-12/2  5-9:30 p.m.  
No class 11/23, 11/25

**Takoma Park/Silver Spring Campus**
CRN#: 25262  20 Sessions  M W  
9/14-11/18  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 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 IgG Ab; 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#: 25273  9/27-11/22  
CRN#: 25274  9/27-11/15

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**  
$1,350 + $650 fee = $2,000; NMR add $1,050

**Takoma Park/Silver Spring Campus**
CRN#: 25264  10 Sessions  S  
9/12-11/14  8:30 a.m.-1:30 p.m.

**Special Fall Note**
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Certified Nursing Assistant/Geriatric Asst

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 Immunizations, physical exam, TB test, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

Mandatory Nursing Assistant and Geriatric Nursing Assistant Online Orientation:

Questions? AFTER viewing the online orientation, contact healthsciencesnoncredit@montgomerycollege.edu

Certified Nursing Assistant Classroom (CNA) TIP
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 a certificate of completion 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 is required; obtain a CPR Health Provider certification before the midterm; a negative TB skin test (PPD) or chest x-ray may be required before class starts. TWA

Course: AHT028  88 Hours  $840 + $275 fee = $1,115; NMR add $650

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

Course: AHT223  60 Hours  $770 + $155 fee = $925; NMR add $400

The corresponding classroom and clinical MUST be taken together, no substitutions. You must wear uniforms on first day

CNA Classroom at Germantown Campus
CRN#: 24547  22 Sessions  T W R  9/8-10/27  5-9:15 p.m.

CNA Clinical at Asbury Methodist Village
CRN#: 24553  11 Sessions  T R S  10/29-11/21  5-9:15 p.m. (T R)
7 a.m.-4 p.m. (S)

CNA Classroom at Takoma Park/ Silver Spring Campus
CRN#: 24549  22 Sessions  M W F  9/21-11/9  5-9:15 p.m.

CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 24555  12 Sessions  M W F  11/11-12/9  5-9:15 p.m. (M W)
No class 11/27
7 a.m.-4 p.m. (F)

CNA Classroom at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 24548  13 Sessions  M W R  9/14-10/12  8 a.m.-3:30 p.m.
8 a.m.-12 p.m. (10/12 only)

CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility
CRN#: 24554  9 Sessions  M W R  10/14-11/2  8 a.m.-3:30 p.m.
8 a.m.-12 p.m. (11/2 only)

The Maryland Board of Nursing requires that all classroom and clinical hours are completed.
Advanced Skills for Certified Nursing Assistants (CNAs)

This course is an 80 hour hospital-based program designed for certified nursing assistants (CNAs) to develop advanced skills seeking employment as a Patient Care Technician in a hospital/acute care setting. Students will learn to perform advanced skills such as intravenous therapy site care, electrocardiograms (EKG), bladder scans, wound care, urinary catheterization care, blood glucose monitoring, preoperative/post operative care, tracheostomy care, phlebotomy and more. Participants of this program MUST HAVE AN ACTIVE CNA CERTIFICATION IN GOOD STANDING with the Maryland Board of Nursing and an active BLS/CPR certification. After successful completion of this course students will receive a certificate of completion from Montgomery college and will be eligible to take the PCT/A certification examination.

Course: AHT242     80 Hours
$694 + $200 fee = $894; NMR add $400
Takoma Park/Silver Spring Campus
CRN#: 24557     10 Sessions     M W U
9/20-10/26     5:30-9:30 p.m. (M W)
9 a.m.-5 p.m. (U)

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 thorough Pearson Vue. Two pieces of ID such as drivers 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 awaiting 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. Upon completion of this review course, students will: 1. Demonstrate competency in performing 22 basic nursing skills required by the Maryland Board of Nursing. 2. Demonstrate competency in infection control and prevention practices. 3. Demonstrate competency in patient safety practices. 4. Apply principles of body mechanics. 5. Demonstrate appropriate communication techniques TWA

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 applying vital signs, assessing 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

Course: NUR070     88 Hours
$840 + $275 fee = $1,115; NMR add $650
Takoma Park/Silver Spring Campus
CRN#: 24989     21 Sessions     T R U
9/13-11/1     5:30-9:45 p.m. (T R)  
12:30-5:45 p.m. (U)

Shady Grove Hospital

CRN#: 24991     12 Sessions     T R U
11/3-12/3     5:30-9:45 p.m. (T R)  
7:30 a.m.-4:30 p.m. (U)
No class 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 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

Gaithersburg Business Training Center
CRN#: 24567  1 Session  9/19  8:30 a.m.-3 p.m.
CRN#: 24568  1 Session  10/10  8:30 a.m.-3 p.m.
CRN#: 24569  1 Session  11/6  9 a.m.-3:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 24566  1 Session  9/12  9 a.m.-3 p.m.
CRN#: 24570  1 Session  12/5  9 a.m.-3:30 p.m.

BLS (Healthcare Provider) CPR Renewal
This course is a training update for BLS Providers who are in possession of an unexpired BLS Provider certification. You must present your unexpired American Health Association BLS certification card for admission to the class. This course reviews all of the skills learned in the BLS CPR course. You will receive an email link to access the American Heart Association BLS (Healthcare Provider) to print your CPR 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. 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.

Course: CPR093 3 Hours
$35 + $35 fee = $70; NMR add $50

Gaithersburg Business Training Center
CRN#: 24576  1 Session  R  11/19  1-4 p.m.

Takoma Park/Silver Spring Campus
CRN#: 24574  1 Session  R  9/10  10 a.m.-1 p.m.
CRN#: 24575  1 Session  R  10/22  1-4 p.m.
CRN#: 24577  1 Session  F  12/18  1-4 p.m.

CPR and AED
CPR and AED (Basic) This course teaches members of the general public CPR for adults, children and infants. The course also covers use of an AED (automated external defibrillator). Students learn how to relieve choking and how to use a barrier device. This course satisfies the CPR requirement for child care providers in the State of Maryland. Students will receive a course completion card from the American Safety and Health Institute (ASHI) that is valid for two years after successfully completing the written exam and skills tests. 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 instructors control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice.

Course: CPR084 4 Hours
$45 + $43 fee = $88; NMR add $50

Takoma Park/Silver Spring Campus
CRN#: 25260  1 Session  M  10/19  5-9 p.m.
CRN#: 24571  1 Session  S  10/24  9 a.m.-1 p.m.

Resilient MC
Throughout the ongoing pandemic, Montgomery College has prioritized the health and safety of its students and employees above all else. As we move into the next phase of teaching, learning, and working, this will continue to guide all of our decisions about the structure of our education programs and delivery of key services.

Watch and listen to our Conversation with Leadership: Resilient MC, where MC President DeRionne Pollard and senior vice presidents shared how the college is planning for the next phase of its resilient response to COVID-19.
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 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 + $43 fee = $105; NMR add $120

Gaithersburg Business Training Center
CRN#: 24572 1 Session S
10/17 8:30 a.m.-3 p.m.

Takoma Park/Silver Spring Campus
CRN#: 24573 1 Session S
11/14 8:30 a.m.-3 p.m.

Nursing Refresher


Questions? AFTER viewing the online orientation, contact healthsciencesnoncredit@montgomerycollege.edu.

You must enroll in all 3 courses: Classroom, Lab, and Clinical.
The Maryland Board of Nursing requires that all 100 hours of classroom, all 8 hours of labs, and all 60 hours of clinicals must be completed.
If inclement weather occurs, make-up hours will be added.

Nurse Refresher Classroom (Face-to Face) TIP
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 Nursing Lab (NUR023) and Nursing Clinical (NUR007).

Course: NUR057 100 Hours
$1,235 + $240 fee = $1,475; NMR add $650

Takoma Park/Silver Spring Campus
CRN#: 24981 19 Sessions M W S
9/14-10/26 5-9:15 p.m. (M W)
8 a.m.-5 p.m. (S)

Nurse Refresher Course—Online TIP
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.

Course: NUR069 100 Hours
$1,235 + $240 fee = $1,475; NMR add $650

Takoma Park/Silver Spring Campus
CRN#: 24988 4 Sessions W
9/21-11/6 5:30-9:45 p.m.

Nursing Lab
This lab is for registered or licensed practical nurses returning to the workforce 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.

Course: NUR023 8 Hours
$215 + $60 fee = $275; NMR add $140

Takoma Park/Silver Spring Campus
CRN#: 24978 1 Session S
10/31 8 a.m.-5 p.m.

Online
CRN#: 24979 2 Sessions T R
11/10-11/12 5:30-9:45 p.m.

Thank you Health Care Heros
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. TWA

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 (Rubella) 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, Diphtheria, 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 Diphtheria 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.)

   **Course**: NUR007  
   **60 Hours**  
   $1,110 + $215 fee = $1,325; NMR add $650

   **Holy Cross Hospital Germantown**  
   CRN#: 25422  
   10 Sessions  
   T R  
   11/3-12/8  
   5-11:15 p.m.  
   No class 11/26

   **Holy Cross Hospital Silver Spring**  
   CRN#: 24932  
   10 Sessions  
   M W  
   11/2-12/2  
   5-11:15 p.m.

   **Online**  
   CRN#: 24933  
   10 Sessions  
   W R  
   11/18-12/23  
   5-11 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.

   **Course**: NUR014  
   **16 Hours**  
   $290 + $90 fee = $380; NMR add $160

   **Takoma Park/Silver Spring Campus**  
   CRN#: 24977  
   2 Sessions  
   S  
   10/3-10/10  
   7:30 a.m.-4 p.m.

   **Special Fall Note**  
   Due to COVID19, all classes, labs, and clinicals will be taught online until it is deemed safe to resume face-to-face classes. Although classes in the brochure may reflect face-to-face meetings, please note, until further notice from the Montgomery County Leaders, classes will be taught online via Zoom and/or Blackboard learning systems. Therefore, you will need a computer, laptop, tablet, or smartphone camera ready with speakers, internet access and a browser that is current.
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/registrations.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)

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

Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (M–R)
8 a.m.–5 p.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–F)

Westfield South, Room 306 ***
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)

RegISTRATIONS are also accepted at all three Campus Admissions Offices.

***Cash payments can only be made at the Cashier’s Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses and will be accepted between 8:30 a.m.–1 p.m. and 2–4:30 p.m., M–F.

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 240-567-1877.

Due to COVID-19, APPE students CANNOT register in person until restrictions are lifted. Please visit montgomerycollege.edu/wdce/ refused for more information or see page 5 of this schedule.

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 HB939.

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 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.

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/registrations.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.

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

Questions?

Call 240-567-5188.
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.

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.

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.

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 

Please indicate payment by: □ Check (payable to Montgomery College) 

Credit Card Information: Expiration date on card □ MasterCard □ VISA □ Discover

Credit Card Number

Name on Card

Card holder signature required

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.
Resilient MC

Throughout the ongoing pandemic, Montgomery College has prioritized the health and safety of its students and employees above all else. As we move into the next phase of teaching, learning, and working, this will continue to guide all of our decisions about the structure of our education programs and delivery of key services.

Watch and listen to our Conversation with Leadership: Resilient MC, where MC President DeRionne Pollard and senior vice presidents shared how the college is planning for the next phase of its resilient response to COVID-19.

Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland  20910

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