



Thank you for asking about the **BOCES Nurse Aide training program! These instructions will help you through the registration process and answer frequently asked questions other applicants have had. Please read and follow them carefully. Your career may depend on it! Best of luck.**

STEP 1: Schedule and take the FREE TABE exam at one of the BOCES ACCESS Sites in Rome, Utica, or Oneida. The addresses and phone numbers of the sites are:

Rome ACCESS Site -1101 Floyd Ave (MVCC Campus). Phone: 334-8000

Utica ACCESS Site - 508 Second Street. Phone: 738-7300

You will need to **bring your High School Equivalency or High School Diploma to BOCES, and a photo I.D. on or before test day** to continue the admissions process. If you pass the reading test, then proceed to step 2. If you do not pass, you may re-take the test after 30 days.

- You will only need to take the reading portion of the **TABE** exam. If your reading test score meets the score requirements, you may continue in the Nurse Aide program admission process.

STEP 2: At the ACCESS Site, you will be given an **Admission Application Packet** which contains three **forms to fill out:**

1. The "Nursing Aide Intake Assessment Form" - leave the "Test Results" section blank.
2. The "Admissions Application" (blue). Complete all sections and return your Admission Application Packet with the completed forms to staff at the front desk
3. The "**Health Form**" packet – **take to your healthcare provider**

STEP 3: Schedule an appointment for a physical exam with your healthcare provider. **Bring the Health Form packet with you to your appointment.** Obtain your immunization records which must include an Influenza and the COVID vaccines. (See Health Form Packet for requirements) **On the first day of class, give your instructor a copy of the completed Health Form packet, your immunization record, and the TB skin test result. Please DO NOT SEND US YOUR HEALTH DOCUMENTS. YOU WILL BE REQUIRED TO PASS A DRUG TEST THE FIRST WEEK OF CLASS.**

STEP 4: **Once you have returned your Admissions Application to BOCES, you may be eligible for a job training scholarship** through the Oneida, Madison, or Herkimer County Working Solutions office, depending upon the county where you reside. The application process could take several weeks, so don't delay...**call Debra Firley at 315-361-5806 for information about how to apply for a Working Solutions training scholarship, a process you can start as soon as you submit your application packet to BOCES.**

Oneida County Working Solutions Offices

- 300 W Dominick St., Rome. Phone: (315) 356-0662
- 207 Genesee St #201, Utica. Phone: (315) 793-2229

If you are a Madison County resident, then call the Madison County Career Center at (315) 363-2400 to ask if training funds are available.

If you live in Herkimer County please contact Working Solutions at Phone: (315) 867-1400.

Other scholarship and grant opportunities may be available to you. Please ask about them when you fill out the program application.

The cost of the NA program is \$1550 which covers tuition, books, uniform, name badge, watch, shoes, and the certification test fee. You may pay this in a lump sum with cash, check, money order, or credit or debit card in person or by calling the ACCESS Site or the Verona office at 361-5800. If you prefer, we will set up a payment schedule with you as follows:

If you do not qualify for tuition assistance, you must stop in at an ACCESS Site to make a **down payment, sign a payment agreement and pay weekly payments.**

NOTE: Any missed payments will jeopardize your continuation in and/or completion of the training program.

For questions contact:

**Lorreen Lisacki
Health Occupations Program Developer
315-738-7322**