CMT Registration Process

Class begins April 6, 2015

Student registers on-line at www.Jeffco.edu (select Community Outreach, select Continuing Education, select Health Care, select CMT) or completes paper registration form at Continuing Education Office, 1000 Viking Drive, Hillsboro MO.

Employer submits letter of intent to pay to Jefferson College via fax (636.789.4012) Attention Vicky Sebold, Continuing Education. Letter must be on agency letterhead and state the agency intends to pay for Name of Employee to take Name of Course (CMT) at a cost of $939.00 (or $840.00 and student pays $99.00 application fee). Letter must be received by 3/20/15.

$99.00 fee is to cover cost of required TABE test administration and scoring, additional background check, etc.

If employer is not paying for course, student must pay all fees at time of registration. Candidates must register for class and pay fees or have a letter of intent to pay submitted from employer no later than 3/20/15.

Student schedules TABE testing on 3/9/15 for either 9:00 a.m. or 1:00 p.m. Testing will be at Missouri Career Center, 3675 West Outer Road, Suite 102, Arnold MO 63010, and takes approximately 3.5 hours to complete. Sample questions may be found at http://www.testprepreview.com/tabe_practice.htm. An evening TABE testing session is scheduled for 3/11/15 at 5:00 p.m. at the Missouri Career Center, 3675 West Outer Road, Suite 102, Arnold, MO 63010. You must call Sandy Nappier at 314.808.6829 to schedule testing appointment for either 3/9/15 or 3/11/15. Study materials are available.

Student needs to bring the following to the TABE testing:

1) Letter of recommendation from the administrator or director of nursing of the skilled nursing or intermediate care facility where the individual is currently employed permitting student to take CMT course. Letter should also verify the following background checks were completed when hired at the current agency of employment:

- Criminal background check
- Drug Screening
- Employee disqualification list
- Federal marker
- CNA register
- Family Care Safety Registry

See Sample Letter of Recommendation on website.
2) Copy of Certified Nurse Assistant Certification. Any name change requires a copy of the document showing the name change, i.e. copy of marriage license, divorce decree, etc.

3) Copy of Social Security card

Additional release forms will be completed at the TABE testing session for required background checks.

**Class Details**: Class meets on Mondays and Wednesdays from 5:30 p.m. to 9:30 p.m. for 8 weeks beginning **4/6/15** at Jefferson College **HILLSBORO, Career Technical Education Building, Room 102**. Park in the **GREEN** parking lot. Individual eight hour practicum will be arranged with instructor. Textbooks will be distributed on the first night of class. Projected ending date for classroom instruction is 6/1/15. Eight hour mandatory practicum will be arranged individually with the instructor.