

# Nurse Aide (CTE) Pathway Steps

## CCP Steps

### STEP 1: Submit CCP Enrollment Packet:

- CCP Application Form
- Eligibility Verification (EV) Form
- High School Transcripts (unofficial)

## Nurse Aide Steps

### STEP 2: Complete Nurse Aide Steps    **ATTENTION: This pathway is offered during Spring and Fall ONLY**

1. **ONCE ACCEPTED IN CCP PROGRAM, CONTACT:** Lucy Weathersbee, Office Assistant for the Nurse Aide Department, at [leweathersbee@waketech.edu](mailto:leweathersbee@waketech.edu). **Please identify yourself as a CCP student and include your WTCC Student ID number when requesting a copy of the CCP NA Syllabus.** She will respond with a copy of the CCP Hybrid Nurse Aide I Syllabus that students must read.
2. **EMAIL:** Students must email [leweathersbee@waketech.edu](mailto:leweathersbee@waketech.edu) to acknowledge that they have read and understand the syllabus and to confirm their intention to attend the CCP Nurse Aide I class.
3. **GO TO:** <https://portal.castlebranch.com/WL15> and follow instructions to pay for the Criminal Background Check (CBC), Urine Drug Screen (UDS) and Medical Document Manager (\$116.00). This fee must be paid online using a credit, debit or pre-paid card. Please note that the CBC and UDS are valid for one year from date of payment. **THIS FEE IS NON-REFUNDABLE.** Students should not pay CastleBranch for the CBC and UDS until they have confirmation of class/campus placement in the CCP Nurse Aide Program from Lucy Weathersbee.
  - a. **Criminal Background Check**
    - i. The Criminal Background Check will automatically start to process when the fee is paid.
  - b. **Urine Drug Screen**
    - i. The Urine Drug Screen will not be complete until the urine sample has been submitted at a collection facility. The nearest facility will be provided in CastleBranch by zip code.
  - c. **Clinical Paperwork for NA1 Class (Deadline: February for Spring term – October for Fall)**

Students will be responsible for submitting their Clinical Paperwork (listed in NA Syllabus) to CastleBranch by scanning and uploading or faxing to the company. Instructions to upload or fax are located on the CastleBranch website. **Students must complete the CBC Consent Form and, if under the age of 18, the Underage Student Consent & Disclosure Form (requires parent/guardian signature) in CastleBranch before they can be registered for the NAS class.**

## Step 3. Registration

Once the CCP student completes Step 1 (CCP steps) and Step 2 (Nurse Aide steps), the CCP Office is notified to register the student for the approved NAS course that is part of the CCP Nurse Aide pathway. Other courses in the Nurse Aide pathway must be registered for by course selection form submission.

**Please note: CCP NAS 101 classes are hybrid classes. This means that the lecture portion is online. Attendance will still be necessary for lab and clinical.**

### Location of Nurse Aide Clinical Labs:

- Scott Northern Campus, 6600 Louisburg Road, Raleigh, NC 27616
- Public Safety Education Campus located at 321 Chapanoke Road, Raleigh, NC 27603.

**Please note: Days and times of courses are to be determined.**

**Due to limited seating, a timely submission of program requirements is recommended.**

**Seating is on a first come, first serve basis.**