



Nursing Assistant Registration Steps Youth Options Students

1. **Fill out and submit to your high school the DPI 8700A form.**
2. **Create/Activate your Madison College Student Account and Email Address**
Go to <https://madisoncollege.edu/student-account> and follow the steps to create and/or activate your student account and email address. This will also give you access to your Student Center and Blackboard.
3. **Complete Reading Comprehension Requirement by completing *one* of the following:**
 - Assessment Testing (One of the following within the last two years)
 - COMPASS – Reading 60
 - ACCUPLACER – Reading 60
 - ASSET – Reading 35
 - ACT – Reading 13
 - College-level English course with a grade of C or better
 - Final grade of C or better in Academic Reading 5/6 or College Reading Strategies
4. **Complete Background Check and Health Screening**
 - Please note: the health screening process may take three weeks or more to complete, depending on status of immunizations. Please allow ample time for completion.
 - Go to castlebranch.com and place order for package code MJ17 (upper-right corner).
 - Agree to terms and conditions and continue order; the cost is \$68. You do not need to purchase the \$12 ID card that is offered.
 - Print and complete Background Information Disclosure (BID) form
 - Print the [Nursing Assistant Program Health Requirements](#). Use this checklist to complete the mandatory health requirements.
Note: depending on your vaccination history, you may need updated immunizations or titers (blood draws) to demonstrate your immunity. Tuberculosis (TB) testing may take up to four clinic visits.
 - Scan and upload completed Background Information Disclosure form (BID) and Health Screening forms to your Castlebranch account; be sure to include any supporting lab reports or immunization documentation.
 - Check your Castlebranch.com account for “to do” messages and to see if your documents have been approved.
Questions on the status of your documents? Please contact CastleBranch at 1-(888)-723-4263.
 - Health/accident insurance is required; if you do not have health insurance, you may purchase accident insurance through <https://madisoncollege.edu/health-education-student-insurance>. Insurance costs \$13 for the semester and will be added to the student’s tuition and fees.
 - When all requirements in your CastleBranch account are marked complete, you will receive a message in your Madison College account notifying you that you are approved to register. If you receive a rejection on your Influenza immunization, please contact the School of Health Education (608) 246-6065.
5. **Register online for a Nursing Assistant class**
After completing the above steps, you will receive a message in your student email account that you’re approved to register. To register for classes in your Student Center account, please see the <https://madisoncollege.edu/register> page.

Additional Important Information

- **You are *not allowed to miss any class, lab or clinical time*.** Do not register for a course if you expect any absences.
- Purchase textbook and supply kit from the bookstore or regional campus front office one week before and up until the first day of class.
- Log into the Blackboard course site about three days before the first class to get familiar with the site.
- If you decide to drop a class, you must drop at least the DAY BEFORE class begins to receive a full refund.
- Solid-color scrubs and clean impermeable shoes are required for lab and clinical.
- Fees paid for the COMPASS and the background check/health screening are non-refundable. Fees paid to Certified Background/Certified Profile are good for one year.
- Students must be 16 years of age, prior to the first day of class.