

Nursing Assistant – Application Process

STEP 1 – APPLY TO THE COLLEGE

Please go to <https://tinyurl.com/applybtc> and click on “Create an Account” to apply to the college.

STEP 2 – COMPLETE TESTING

Complete testing at one of the following locations:

- **Central Campus**, (608) 757-7666
6004 S County Road G, Janesville, WI
- **Monroe Campus**, (608) 329-8253
210 Fourth Avenue, Monroe, WI

Note: a valid Photo ID is required at the time of testing.
If you require testing accommodations, call (608) 757-7796.

Test	Minimum Score Required
NEXT-GENERATION	232 Math
ACCUPLACER	209 Reading/Comprehension
TABE 11 or 12 D	577 Math 563 Reading
ACT & PRE ACT MATH (PA02) / READING (PA03)	14 Math 13 Reading
SAT	300 Math 240 Reading
Other Testing Scores	Case by Case Consideration

Testing Alternatives: If you already have an Associate Degree or higher, the Nursing Assistant testing requirements are waived. Have your official college transcripts mailed to Admissions at: Blackhawk Technical College, Attn: Admissions Office, PO Box 5009, Janesville, WI 53547-5009.

STEP 3 – COMPLETE AN ONLINE BACKGROUND CHECK

After you have tested and achieved the minimum scores, you can complete your Background Check online through Viewpoint Screening at <https://www.viewpointscreening.com/blackhawk>. **Note: There is a fee for this.** For assistance with Viewpoint Screening, please view the [Order Instructions for Students at Blackhawk Technical College \(PDF\)](#).

Note: There is an additional fee associated with this portion of the process.

STEP 4 – COMPLETE THE HEALTH PORTAL IMMUNIZATION REQUIREMENTS PACKAGE

After completing an online background check, you will continue the process by completing the health portal immunization requirements package online through Viewpoint Screening at <https://www.viewpointscreening.com/blackhawk>. **Note: There is an additional fee associated with this portion of the process.** You will be notified via your BTC student email that your Health Portal Immunization documents have been approved and that you should the process and Step 5 – Register for Class.

STEP 5 – REGISTER FOR CLASS

To check course availability and registration dates, access the online class search at <https://www.blackhawk.edu/Programs-Classes/Take-a-Class/Class-Search/credit>. From the class search, select the semester you wish to register for.

Then, enter **543-200** in the search box (or “Nursing Assistant”) to find the Nursing Assistant course.

ATTENDANCE POLICY STATEMENT

The expectation for attendance is that every student will be fully present at every session. However, we understand that occasional emergencies arise such as serious illness, personal emergencies, and deaths. In case of emergency, a student may be allowed 6 hours of absence at the discretion of the primary instructor. All absent time continues to accumulate throughout the course, and if a student has more than the allowed hours of absence, that student will receive a grade of F (failure) for the course.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

If you have a documented disability and will need accommodations for class or testing, you must inform your class instructor prior to or on the first day of class. Your instructor will arrange the appropriate classroom or testing accommodations.

**Blackhawk Technical College • (608) 758-6900 • WI Relay: 711 • info@blackhawk.edu
blackhawk.edu • 6004 S County Road G, PO Box 5009, Janesville, WI 53547-5009**

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.