



**WISSOTA HEALTH**  
AND REGIONAL VENT CENTER

**CNA TRAINING FACT SHEET**

- **All candidates must complete an application, questionnaire, and Background Disclosure to be considered for the class.** Contact Nancy Buchholz, Director of Human Resources, for an application, call (715) 723-9341.
- The class fee of **\$625.00** is required to be paid when submitting your application for the class. Tuition, books and other materials needed are covered by the class fee.
- You will receive a confirmation letter once your acceptance into the class has been approved.
- Class size is limited to 8 students.
- **Attendance is mandatory for all 120 hours of class.**
- Scrubs of any color, and white nursing uniform shoes or white tennis shoes are required by the 3<sup>rd</sup> day of class.
- If a student becomes a Wissota Health and Regional Vent Center employee, we will submit a request to the State of WI to receive reimbursement for the employee. The employee must pass the competency exam and be listed on the State of WI Nurse Aide Registry before the request for reimbursement can be submitted.
- **Upon receipt of the reimbursement from the State of WI, the employee will then be reimbursed the same amount by the facility. If the employee successfully completes one year of employment with Wissota Health and Regional Vent Center, the remaining cost of the class that has not been refunded, will be reimbursed up to the full cost of \$625.00.**
- If the student does not become an employee of Wissota Health and Regional Vent Center, the student may be able to seek reimbursement through another state approved facility. Reimbursement amounts will vary at other facilities.
- The class fee will be refunded if you are not accepted into the class or if a refund is requested in writing up to 10 days prior to class starting. **NO REFUNDS will be given after the class begins.**
- Administration reserves the right to remove any student due to misconduct of any kind.
- Contact Nancy Buchholz, Director of Human Resources, with any further questions. Call (715) 723-9341 or [nbuchholz@wissotahealth.com](mailto:nbuchholz@wissotahealth.com).