

Welcome!



Steps to Enroll in the Triton Nursing Assistant (NA) Program. NAS-100

1. **The first step in the process is to register for a Mandatory Information (Info) Session** on the Triton Nursing Assistant (NA) website. You will **not** get a

confirmation e-mail. <https://www.triton.edu/about/dept/academic/school-of-health-careers-public-service-programs/nursing-assistant/>

At the Info Session you will learn all the compliance items needed for you to successfully enroll in the NAS program at Triton College. **Background Check**-at the Info Session you will fill out your background form and give it to Dr. Wojnicki.

If you decide that you do want to attend the NA program, you will then need to **come back to campus within 10 days** to pick up your **fingerprint authorization form** and take that to one of the fingerprinting facilities listed. The form is valid for 10 days only. After 10 days, it is voided—please plan accordingly.****At the Info Session, you will be given the room number and available times to pick up your fingerprint authorization form (also called Livescan form). It is important to come at one of these times because the forms have a 10-day expiration.

Class/Clinical Days and Times-a tentative schedule will be given at the Info session.

Please read the following instructions thoroughly and save this message for future reference. These steps are essential to ensure your eligibility for the NA program.

2. **Castle Branch Requirements:** All onboarding requirements can be found on the Triton College Nursing Assistant website (triton.edu), specifically under the Castle Branch section. (Castlebranch is owned by DISA healthcare so you may see the name DISA in places)

- Begin these requirements as soon as possible. Some immunizations are multi-dose series and titers may take several weeks/months to process. You will upload requirements into Castlebranch as you fulfill them. If an item you upload is rejected, it will give you a reason. Look for the reason. If you still have questions, call **Castlebranch Support at 888-723-4263.**
- You must also purchase the drug test through Castlebranch. (See Page 4 of this handout). This test must be completed at one of our designated lab locations. The lab will upload drug test results. You do **not** upload drug test results.
- Note that CPR must be completed at an American Heart Association (AHA) approved facility. Please look for basic life support (BLS) for healthcare providers (See Page 4).

For questions regarding Castlebranch, contact their support team directly at 888-723-4263.

Castle Branch Requirements- Illinois Healthcare Professional Vaccination & Compliance Checklist: (Also listed on the Triton Nursing Assistant website) **Castlebranch (CB) Support 888-723-4263.**

Influenza (Flu) REQUIRED. If contraindicated you must upload a note signed by your doctor/healthcare provider to CB which will be verified. Annual influenza vaccine

COVID-19 Vaccination-You can decline this vaccine. Write a note with your name, date of birth and reason and sign it and upload to CB

MMR (Measles, Mumps, Rubella) REQUIRED

Dose 1 completed Dose 2 completed

Serologic proof of immunity (titer- blood draw to determine immunity)

Varicella (Chickenpox) REQUIRED

Dose 1 completed Dose 2 completed

Serologic proof of immunity (titer- blood draw to determine immunity)

Hepatitis B—Recommended but you can decline this vaccine. Optional waiver on the Triton NA website needs to be uploaded to CB

Dose 1 completed Dose 2 completed Dose 3 completed (if required)

Post-series titer completed (titer- blood draw to determine immunity)

Booster or repeat series (if titer negative)

Tdap (Tetanus, Diphtheria, Pertussis)— Recommended but you can decline this vaccine. Optional waiver on the Triton NA website needs to be uploaded to CB

One lifetime Tdap completed Td/Tdap booster (every 10 years)

Tuberculosis (TB) Screening REQUIRED QuantiFERON Gold blood draw for TB

Other Required Documentation REQUIRED

Drug test (order through Castle Branch (CB) and done at a lab they give you on the CB website)

Copy of current CPR/BLS card. Note that CPR must be completed at an American Heart Association (AHA) approved facility.

Proof of active health insurance. Must be a “**comprehensive**” plan.

Physical examination form completed—**Have your healthcare provider fill out the form. Print out the Form on the Triton NA website or on Castlebranch**

Deadline for Completion: ALL Castle Branch items must be **100% completed and submitted by the deadline given to you** at the Info session. This includes immunizations, titers, drug test, CPR, health insurance card, and any other required

documentation. Students who do not meet this deadline will not be eligible to begin in the upcoming semester and will need to wait for the following semester.

3. **Triton College Application:** If you have not yet applied to Triton College, please do so immediately on the website. Once accepted, you will be issued a Triton email account. We ask that you use this email for all program-related communication moving forward. You are simply applying to the college in general, not the nursing assistant program. If you have any questions about this, contact Admissions, and they can guide you. 708-456-0300 x 3130
4. **College Placement Testing:** Students must complete the college placement test in Reading, Writing, and Math prior to NAS-100 course registration. A qualifying score of 440 or above is required to enroll in NAS-100.

Testing is available at the Triton College Placement Testing Center

Location: Room A-126

Phone: (708) 456-0300 ext. 3252

Testing Hours: Monday-Thursday: 8:00 AM - 8:00 PM, Friday: 8:00 AM - 4:00 PM, Saturday: 9:00 AM - 2:00 PM

Note: Contact the Placement Testing Center to confirm current hours of operation. No appointment is necessary. Testing begins at 8:30 AM (Monday—Friday) and 9:30 AM (Saturday). Please arrive at least two hours before closing to allow sufficient time to complete the assessment.

English Language Proficiency-Students must demonstrate the ability to speak, read, write, and understand English as assessed by designated program staff.

Valid U.S. Social Security Number. A valid Social Security Number (SSN) is required for enrollment. Important: An ITIN (Individual Taxpayer Identification Number), which begins with the number 9 and has 7 or 8 as the fourth digit, does not meet eligibility requirements as per the Illinois Department of Public Health (IDPH).

5. **Go to the Welcome Center in the B building and get your Triton ID.** Wear your ID at all times while on campus and in clinicals. The ID is free.
6. **Invitation to Enrollment-** Once you have fully completed all requirements, you will be e-mailed an Invitation at your Triton e-mail address to come to the Mandatory NAS-100 Enrollment and Orientation Session. **The invite will be sent after the deadline date.**

CastleBranch
 Triton College - Nursing Assistant
 Instructions for Order Placement

Welcome to myCB!

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- View your order results
- Manage requirements specific to your programs
- Complete tasks as directed to meet deadlines
- Upload and store important documents and records
- Place additional orders as needed.

To place an order, go to mycb.castlebranch.com

In the "Place Order" field, enter the following package code specific to your organization:

TX63dtim : Drug Test - Compliance Tracker = \$64.00

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts or To-Do List Items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email
 Monday-Thursday 8:00 am-8:00 pm & Friday 8:00 a.m. - 6:30 p.m. & Sunday 10am- 6:30pm EST
 888-723-4263 or servicedesk.cu@castlebranch.com

IMPORTANT: Purchase BOTH the package and drug test from Castlebranch. The Package code (all other requirements and drug test) is **TX63dtim**

If you have any questions, call Castlebranch Support at 888-723-4263. **(Castlebranch is owned by DISA healthcare so you may see the name**

DISA Healthcare Technology SOLUTIONS INDUSTRIES ABOUT **PLACE ORDER**

castlebranch.com

Request A Demo | New Student Support | Current Clients

DISA Healthcare Technology SOLUTIONS PARTNERSHIPS ABOUT SALES **PLACE ORDER** LOGIN SUPPORT

The Go-To Platform for Colleges, Universities, and Clinical Programs

Experience tailored compliance and screening solutions



If you are having trouble with order placement, please clear your cache and cookies or use an incognito browser. For instructions [click here](#)

Ordering your own background check?
 Please enter the organization's package code.
 Package Code:

School Administrators and Employers, log in to your Administrator Portal to view and manage your students and applicants and their orders.

Place Order
 First Step: Choose your platform

DISA CB
 GO >>
 CastleBranch

DISA in places).

Filter	Account Name	Name	Classification	Date of Order	Item	Status? Alerts
Incoming Watch Hide	Triton College Nursing Assistant	Jim Shoe SSN: *** - ** - 0000		11/04/2025	Drug Test Clinical Requirements TX63	✓ ✗ R



CPR/BLS-CPR may be taken at any location as long as the teaching facility is American Heart Association (AHA) approved. You can look for locations online. The class you will take is Basic Life Support (BLS). Triton offers a CPR class that fills up fast but there are plenty of other places such as Illinois Safety LLC (several locations) and CPR Associates Inc (2 locations). Look online.

Some Program Policies

Attendance Policy. Attendance is mandatory. Hours are mandated by the State of Illinois Department of Health (IDPH).

- **No absences are allowed** in this program.
- If you miss a class session, you are **required to complete a makeup assignment**. You must Email your instructor for instructions. Please bring a doctor's note to the next class.
- If you miss a lab, you must arrange a makeup date that is available. The lab coordinator will tell you what is available. You must Email your instructor for instructions. Please bring a doctor's note to the next lab.
- **Clinical absences are not permitted under any circumstances.**
 - The State of Illinois requires a minimum of 40 clinical hours; our program provides over that amount.
 - Clinical hours **cannot be made up** due to agency rules and regulations.
 - Missing **any** clinical day may prevent you from completing the course.

Clinical Agencies-Clinical training will take place at local nursing homes and hospitals.

Important Clinical details:

- Clinical days are arranged when the clinical sites have availability for us. The clinical day will be on Friday OR Saturday OR Sunday. You will be given your day at Orientation.
- Clinical sites are assigned by the program; **students cannot choose their site**.
- Sites are typically located within a **15–20-mile radius from Triton**.
- Students are responsible for their own transportation to and from clinical.

Grading Policy

- **Examinations** make up most of your grade.
- **Assigned homework** from the textbook is your **“ticket to class.”**
 - If homework is not completed, you will be sent home, and this will count as an **absence**.
- **Lab and clinical** components are graded **Pass/Fail**.
- A minimum overall grade of **80%** is required to pass NAS 100.

Program Completion & Certification

- Completing NAS 100 with an **80% or higher** means you have finished the **state-approved training program**.
- To become a **State-certified nursing assistant (CNA)**, you must pass the **Illinois Nurse Aide Competency Exam** within **one year** of completing the course.
 - The current exam fee is **\$85**. Once you pass the course at Triton you will receive an e-mail from the **Illinois Nurse Aide Competency Exam** testing center and you will choose where and when you will take the exam. They have several locations.

Textbook and Workbook

- **Textbook:** *Nursing Assisting: A Foundation in Caregiving*, 6th ed., Diana L. Dugan, Hartman. ISBN 978-1-60425-154-8. **Required first day of class.** Available at **Triton College Bookstore (B Building)**. Approx. \$67.
 - **Workbook:** *Nursing Assisting: A Foundation in Caregiving Workbook*, 6th ed., Hartman. ISBN 978-1-60425-155-5. **Required first day of class.** Available at **Triton College Bookstore (B Building)**. Approx. \$20.
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Required Uniform, Identification, Accessories for First Day of Class/Lab

- **Uniform color: Wine/raspberry/burgundy/maroon.** Wear to lab and clinical. Not required for lecture classes.
 - **Requirements:** No lettering or additional colors. Always keep uniforms clean and neat.
 - **Where to buy:** Triton College Bookstore (uniform tops with Triton patch optional and bottoms start at about \$40), Walmart, Amazon, or any Scrubs store.
 - **Quantity: Two complete uniforms recommended.** You will wear to all labs and clinicals.
 - **Shoes:** Gym shoes required for lab and clinical; no crocs or clogs.
 - **Triton College ID:** Required and must be worn when on campus and clinical
 - **Watch:** Analog or digital watch **with a second hand to practice taking pulses** — required for labs.
 - **Gait belt: Approx. \$10** (Amazon).
 - **Stethoscope and Blood pressure cuff to practice skills at home: Approx. \$40** (Amazon).
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Quick Action Checklist (in order). After the INFO SESSION you should:

- **Complete and submit Background Check form** to Dr. Wojnicki or H-202 immediately.
- **Schedule fingerprinting** after you receive the Live Scan form (pick-up in H-202 before the 10-day expiration). Triton does **NOT** need the fingerprinting receipt-keep for your records.
- **Create a CastleBranch account** and enter the program code; purchase the Nursing Assistant package with drug test. Package Code with drug test **TX63dtim**. **CB will give you a list of lab locations-pick one for the drug test. The lab will upload your drug test—you do not.**
- **Apply to Triton College** and complete admissions.
- **Schedule a physical, QuantiFERON Gold TB test, and required vaccinations and titers** with your PCP or clinic. Upload vaccines and titer proof into castlebranch. Upload the healthcare provider physical form into castlebranch.
- **Complete AHA BLS CPR** and upload certificate.
- **Confirm medical insurance** and upload proof of 'comprehensive' coverage into castlebranch.
- **Take the Triton College placement test** (can be done at any time after you apply to Triton college and are accepted). A score of 440 or above is required.

******Upload all documents to CastleBranch** before the deadline (needs 100% completion) to be invited to enroll in NAS-100. First come first served. So, getting all requirements in sooner assures you will get an invitation to Orientation to enroll.