

### Instructions for CE Online Registration (wce.cccc.edu)

# Step 1: Find your class. Navigate to Find Classes and search by keyword or advanced criteria.

#### Enter keyword and search.

	<b>`</b>	Login +	
Search For Courses Home News	Find Classes Programs Request Informe	Q	Enter keyword, course number or class title here.
Find Classes Search for courses using any of the following criteria. Enter a course number, any part of the course title, or a keywo	rd:		
Advanced Search Options		+	
Reset		Search	

If you would like to perform an advanced search, select the plus sign to open the advanced search window.

Find Classes	Search Tip #1: Select the
Search for courses using any of the following criteria.	Cubicat Area an Drammar that
Enter a course number, any part of the course title, or a keyword:	Subject Area or Program that
	you are interested in to search
	, hy estagony
Advanced Search Options –	by category.
Course No.	
Course Category:	
Business	
Torm	
Subject Area or Program:	
<ul> <li>✓ Dusiness</li> </ul>	
College & Career Readiness     Customized Training Program	
- DEd2Go	
Instructor:	Search Tip #2: Select the Search
	scheduled courses option to
	filter regults to show only
Day of the week: Start Month:	niter results to show only
Any Day	courses that are available for
Location:	oprollment or opening seen
All  Chatham Adult Centers	enronment of opening soon.
Chatham Arts/Homes	
Chatnam business ▼	
Filter By Course Availability :	
Search scheduled courses	
Search all courses	
Reset	

## Step 2: Review course and section information and make your selection by clicking the Add to Cart button.

Course information appears to the left and section offerings appear to the right.

Review all course and section details. Note any special registration requirements or prerequisites before making your selection.

K Search Results   Search Again			View Section Details: Click the plus
NUR-3240N1 - Nurse Aide Level I Delivery Options: CLASS		≥ 0	sign to open the section details.
Course Description This course prepares the student to give personal care and perform basic nursing	Enroll Now -	Select a section to enro	ll in
care to adults. Emphasis is placed on activity of daily living skills, sign and symptoms of disease and patient rights, mental, social and physical wellbeing. The class includes theory, laboratory practice, clinical rotation and a skills competency examination. Upon successful completion graduates are eligible to take the	NUR-3240N1 - T006 Available	May 05, 2024 CLASS	- Add to Cart: Select Add to
National Nurse Aide Assessment Program (NNAAP) exam. Employers: Hospitals, Nursing Homes, Home Health Agencies, Physician Offices, Private Duty Agencies		Add to Cart	<b>Cart</b> to make selection.
Learner Outcomes	Section Title:	Nurse Aide I Test	
Upon successful completion of this course trainees will be knowledgeable of:	FIS ID:	82996	
<ul> <li>The skills needed to care for adult</li> <li>Safely in a in-facility setting</li> <li>Prepared to take the NNAAP</li> </ul>	Type: Davs:	Discussion	-
Notes	Time:	8:00AM to 6:00PM	
Course Requirements	Dates:	May 05, 2024 to Jun 02, 2024	
Interested students must download the Medical Programs Information Packet prior to registration. Download Packet	Location and Schedule:	View Details	
<ul> <li>A textbook, supplies, criminal background check, drug screening, and immunization records are required (see Medical Programs Information)</li> </ul>	Contact Hours:	50.0	
Packet for details)  Students must pass a criminal background check, drug testing, and have	Location:	Ctr for Workforce Innovation	
current immunizations before clinical rotation. These are required to be completed prior to the start of the course.	Delivery Options:	CLASS	
Medical Programs Eligibility Application	Course Fee(s):	Reg Fee 51+ Hours non- \$180.00 credit	

### Step 3: Review your cart and checkout.

Cart (1 ltem)				
Keep Shopping			A Checkout	
Item	Options	Quantity	Subtotal	
Corres Wurse Aide I Test NUR3240N1 - T006 Fee: S180.00 Remove	Fee: Reg Fee 51+ Hours \$180.00 Other Fees: Insurance Fee \$0.60	1	\$180.60	
		Subtotal	\$180.60	Checkout: Select Checkou
		Total	\$180.60	to proceed.
Keep Shopping			Checkout	
legistration Policies				

Step 4: Login using one of the two options provided at the login screen, or if you are new to CCCC, enter your email and select Create Account.

- 1) **Option 1** is for current staff or students who have an existing CCCC Username and password.
- Option 2 is for guest access. If you are a returning CCCC student or prior employee and given a guest username and password, you may log in using the guest method. To request guest access, call 919-718-7478 or email <u>cesupport@cccc.edu</u>.
- 3) **Option 3** is for brand new students who have never taken a class before at CCCC. Enter your email and select Create Account before completing your registration.

	My Profile / Pa	yment / Receipt		
	Log In	or Create an Ac	count	
	Please select one	of the following options		
	l have a	CCCC Portal ID	3	l am a new student
1	I have a C Current Student your current CCC Continue and en fl you do not rem password, click C request your logi password, click C mactive Student to setup a guest Email cesupported	CCCC Portal ID ts and/or Employees - To login with C username and password, select ter your credentials at the prompt. ember your username and ontinue and follow the link to n credentials and/or reset your gn-in method requires an active ougarmail.edu email address. ts and/or Employees - Contact us user account to log in as a guest. acccc.edu or calling 919-718-7500. Continue	Lam a guest user Login using your guest username and password. If you are a returning CCCC student or employee and given a guest username and password to access the system, you can login using this method. To request a guest username and password, email cesupport@cccc.edu or call 919-718-7500. Forgot User Name User Name (case sensitive) Forgot Password Password (case sensitive) Log In	Create an account if you are brand new to CCCC. A username and email will be sent to you upon completion of the required information. Please enter your primary email to continue. Duplicate match controls are in place to prevent you from duplicating yourself in our system. If you have ever taken a class or been employed at CCCC, you should not attempt to create a new account. Email Retype Email Address Delet one of the following options: Participant is over 18 years of age Participant is under 18 years of age
	Checkout			
	My Profile / Payment /	Receipt		
	My Profile			
Biographic Dat Address and Telephone	Biographic Data Address and Telephone	Complete the following information to proceed with your Biographic Data	request. For assistance, call 919-718-7500.	
	Contact Preferences Privacy	Salutation PresName* Manny Last Name*	✓ Midde Name	New Student Profile: If you are a new student, you must enter all
Step 5:		Email Address* noemail_mannystudent@cccc.edu Seve Email Gender:*	E	new student profile before completing your registration.
		O F M O NotSpecified		Check your email for an account confirmation and to set your

### answer questions and review policies.

Payment				
Confirmation	une will evnire in <b>29-25</b>			
Profile Summand				<b>Profile Summary:</b> If you require changes to your profile select
Profile Summary Name: Manny Student Preferred Address: Home: 1 Market Street , Sanford, I Preferred Phone Number: Home: 1 (919) 7188889 Preferred Email: noemail_mannystudent@cccc.edu Employer:	North Carolina , 27330, United States of America (the)	View My Profile c	or Make Changes	View My Profile or Make Changes. It is important to verify your
Cart				receipt and class
Item	Selected Options	Quantity	Subtotal	communication will be sent to
Corrent CARDUNA Nurse Aide I Test NUR-3240N1 - T006	Fee: Reg Fee 51+ Hours \$180.00 Other Fees: Insurance Fee \$0.60	1	\$180.60	it.
		Subtotal	\$180.60	
		Total	\$180.60	
Payment Method: Credit card				<b>Payment:</b> Enter your credit card payment information.
Credit Card Payment				Acceptable methods include
Provide payment information				Mastercard, Visa and Discover.
Name on Card*		4		
Credit Card No.*				
Date of Expiration*	Security Code*		0	
Credit Card Billing Address				
Confirm your credit card billing address				
Address 1 or Business Name* 1 Market Street	Address (line two)			
City* Sanford	State/Province North Carolina	♥ Other State		
Country* United States of America (the)	✓ Zip/Postal 27330		<i>i</i> ň	

Ouestionnaire			
Respond to the following questions			
The following questions are for your enrollment in course section NUR-3240N1 - T006 - Nurse Aide I Test	Questionnaire: Some classes		
Are you at least 18 years old?*	checkout questions or require		
You must be at least 18 years old to take this course.	review of eligibility		
De uni have a Mich Schen Dielema er envirelent (SED MISET)*	requirements Review and		
bo you nave a riigh school Dipioma or equivalent (GED, hisci):			
· · · · · · · · · · · · · · · · · · ·	answer any additional checkout		
rou must nave a nign school diploma or equivalent to take this course.	questions.		
Have you downloaded a copy of the Medical Programs packet?*			
The Medical Programs Packet explains all of the requirements and additional information needed for taking this course.			
Student Enrollment Requirements - Nurse Aide and Phlebotomy			
Enrollment Requirements			
<ul> <li>High School Diploma or High School Equivalency Diploma (GED or HISET)</li> <li>Criminal Background Check</li> <li>Drug Screening</li> <li>Verification of Immunizations <ul> <li>Hepatitis B</li> <li>Varcella</li> <li>Mumps, Measles and Rubella) MMR</li> <li>Two-step Tuberculosis (TB)</li> <li>Tdap</li> <li>Tetanus (within past 10 years)</li> <li>COVID-19</li> <li>Influenza (flu shot within past 1 year)</li> </ul> </li> </ul>			
High School Diploma or Equivalency Diploma     State ID or Driver's License     Social Security Card (not laminated)     Immunization Records  Resources			
Background Check View Point Screening			
and Drug Screen https://www.viewpointscreening.com			
https://www.cccc.edu/ecd/find- Medical Packet classes/system/files/CCCC-Medical-Programs- Enrollment-Packet.doc?w=3.1			
Immunizations - www.requestatest.com			
If you have any questions regarding medical program course requirements, email bbrock@cccc.edu.	Policy Confirmation: Review		
Medical Programs Enrollment Requirements Attestation - Please type your name here to verify that you are aware of the enrollment requirements for this course. Failure to meet the enrollment requirements and provide the required documentation may result in you being dropped from the class.*	the registration and refund policy and check the box to verify that you have read and understand the policies.		
Registration Policy Pre-registration is required for all Continuing Education classes. Register at least one week prior to the first class meeting for all Continuing Education courses. The			
I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment     method 4	Select the <b>Continue Checkout</b>		
Print Registration Policies	button to proceed with your		
Keep Shopping Continue Checkout			
Required fields are indicated by *.			

If you are a current or returning CCCC student, do not create a new account. You must register using your CCCC Portal ID or a Guest Login and Password.

Call 919-718-7500 for assistance.

#### Step 6: View your registration confirmation.

A receipt is sent to your primary email on file and can be viewed or reprinted in your student portal.

Checkout						
My Profile / Payment / Receipt						
Receipt						
You will also receive a receipt by email. Manny Student 1 Market Street Sanford, North Carolina 27330 United States of America (the)		Basket No.: 460 Date: Jun 11, 2024				
noemail_mannystudent@cccc.edu (919) 7188889 Student Number: X000119 Personnel Number: 1260728 The transaction was successfully completed. Please print this p	noemail_mannystudent@cccc.edu (919) 7188889 Student Number: X000119 Personnel Number: 1260728 The transaction was successfully completed. Please print this page for your records					
Purchased						
ltem	Selected Options	Quantity	Subtotal			
Course Nurse Aide I Test NUR-3240N1 - T006 Add to Calendar	Fee: Reg Fee 51+ Hours \$180.00 Other Fees: Insurance Fee \$0.60	1	\$180.60			
		Subtotal	\$180.60			
		Total	\$180.60			

# Thank you for registering for a Continuing Education class at Central Carolina Community College!

Registration support is available at 919-718-7500 or email cesupport@cccc.edu.