

KILGORE COLLEGE

WORKFORCE DEVELOPMENT-CONTINUING EDUCATION

HEALTH SCIENCES – Bert E. Woodruff Adult Education Center, 220 N.
Hwy 259, Room 120, Kilgore, Texas 75662
903-988-3787 or 903-983-8645

Medication Administration

This course is designed to prepare nurse aides who are currently employed in health care institutions with skills needed to administer certain medications. Students completing the Medication Administration course may sit for the State of Texas exam. Other expenses include the required textbook, and a combined state application and exam fee of \$25.

Course Dates:

April 23, 2025 – June 18, 2025

Hybrid; meets on campus 4 times; 3 times for skills lab and 1 time for student orientation
9 weeks; 140 hours

Registration Dates:

Deadline to Register: March 27, 2025

Deadline to submit required documents & payments: April 11, 2025

Tuition Fees:

\$765.00

Textbook/Supplies:

- Administering Medications McGraw Hill 9th Edition Connect Access + Loose Leaf Book ISBN 9781265744755- \$128.99
- Laptop or Tablet

Eligibility Requirements:

- Minimum age of 18 years old prior to first class day
- Minimum education of high school diploma or GED
- Current employment as a Nurse Aide in a facility licensed under Texas Health and Safety Code Chapter 242 with active status listing on the Texas Nurse Aide Registry **OR** current employment as a non-licensed, direct-care staff, plus at least 90 days employment as a non-licensed, direct-care staff in the year preceding the first-class day at: A facility licensed under Chapter 242 o A state supported living center o an intermediate care facility for person with an intellectual disability.
- *The following do not qualify: Home Health Agency, Hospital, Skilled Nursing Facility Unit in Hospital, Staffing Agency, City-County Jail, and Adult Day Care. If you have any question on your eligibility, please contact the Health and Human Services Medication Administration Office at 512-438-2024.*
- Prospective students must NOT be listed as unemployable nor listed with a revoked or suspended status on the Health and Human Services website.

Required Documents: At time of registration, submit the following documents:

- Copy of driver's license
- Copy of High School Diploma/High School Transcripts/GED
- Verification of Qualifications & Facility Commitment Form

Instructor: Robin Lowrie

Class Location: Kilgore Campus; Canterbury Bldg; Room 237

MEDICATION ADMINISTRATION (MED-AIDE) REGISTRATION CHECKLIST

- Completed Registration Form
- Copy of Driver's License
- Copy of High School Diploma/Transcript/GED
- Long-term Care Facility Commitment Form (TURN IN WITH REGISTRATION FORM).
- Student and long-term Care Facility Verification of Qualifications (TURN IN WITH REGISTRATION FORM).
- Fingerprint Background Check (TO BE COMPLETED WITHIN 20 DAYS AFTER THE START OF THE COURSE, IDENTOGO SERVICE CODE 11JH9Z)

Texas Public Education Grant (TPEG) for Continuing Education

Kilgore College continuing education students can now apply for financial aid to cover the costs of classes in certain CE programs thanks to a Texas Public Educational Grant (TPEG) the college received. **THIS GRANT WILL COVER TUITION ONLY, BOOKS ARE TO PAID OUT OF POCKET.**

The grant is only available to students enrolled in the programs listed below and eligibility is based on student need.

Eligible KC CE Programs	Maximum Award Amount
Commercial Driving License (CDL)	\$3000
HR Specialist	\$1212
Industrial/Residential Electrical Technology	\$1600
KCEPT Lineman Program	\$2500
Nurse Aide	\$720
Patient Care Technology	\$804
Pharmacy Technology	\$1832
Phlebotomy	\$874
Sterile Processing	\$900

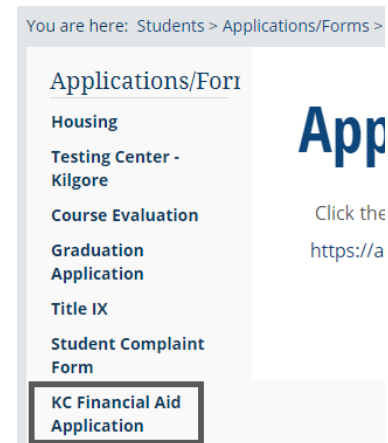
Students must apply to the CE program they're interested in. The Workforce Development – Continuing Education Department will process the application for the program. The student will be assigned a Student ID number once this application is processed.

Students must then login to the AccessKC portal to complete the KC Financial Aid Application:

<https://accesskc.kilgore.edu/ICS>.

- Username: first four letters of last name + first four letters of first name + last four digits of student ID #
 - o EX: John Smith, ID# 123456789 – smitjohn6789
- Password: Student + month and day of student's date of birth
 - o EX: Student with a birthday of January 1, 1935 - Student0101

Once logged in, choose STUDENTS from the top menu bar. Once in the Students area, click the Application/Forms link on the left-hand side of the screen, then scroll down to the KC Financial Aid Application on the left-hand side of the screen.



Students must provide all required information before their KC Financial Aid Application can be processed and approved.

1. High School transcript or proof of GED Completion
2. Completed Verification Worksheet for appropriate award year*
3. Proof of income for appropriate tax year*:
 - a. Tax Return or Transcript for the year requested
 - b. Untaxed income such as SSI
 - c. VA non-education benefits
 - d. Other forms of income/support based on student and/or parent(s)' situation
4. Male students must be registered with Selective Service
 - a. Register online at www.sss.gov

* - Students under the age of 24 who are not married and have no dependents of their own are considered dependent students and must provide their parent(s)' household information as well as parent income/support information. One parent must sign the Verification Worksheet.

HOW TO APPLY FOR TRUE GRANT

- **Complete the 25-26' FAFSA at www.studentaid.gov**
- **Contact Amber Paredes within the three days following. Her contact information is as follows:**

Amber Paredes
(903) 983-8217
e-mail aparedes@kilgore.edu

- **Email eligibility form (Attached) to Amber and inform her of which course you are enrolled in and would like to see if you qualify to the TRUE grant.**

Please feel free to reach out if you have any questions or concerns.



TEXAS AID PROGRAMS STATEMENT OF STUDENT ELIGIBILITY

Student Name: _____

Student ID#: _____

In accordance with Texas Education Code, Section 51.9095, male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit www.sss.gov.

Please mark one option below:

- I was born female and not required to register.
- I was born male and am under the age of 18 and not currently required to register.
- I was born male and am REGISTERED with the Selective Service.
- I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.
- I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the area below.)

Please see page 2 for further questions related to eligibility for State aid.

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled substances Act), or under the law of another jurisdiction?

No

Yes *

I, _____, am not required to make any child support payments under any court order because either (*check one*):

I do not have any children

I am not obligated to pay child support

OR

Check box to confirm:

I am not in arrears (behind on payments) on any child support obligations by any State or Federal court order.

I hereby certify that the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

I, _____, hereby certify that the statements provided above are true and accurate.

Student Signature: _____

Date: _____

This section must be completed by a Notary Public.

BEFORE ME, the undersigned authority, on this day personally appeared _____ and being by me first duly sworn, did state under oath the following:

My name is _____. I am fully competent and authorized to make this affidavit based on my personal knowledge.

SUBSCRIBED and SWORN to before me by the said affiant, this _____ day of

_____, _____.

(Affix Seal)

NOTARY PUBLIC, STATE of _____