



Enrollment Procedures Checklist

Certified Nursing Assistant (CNA)

1

Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- A laptop is required.

2

What to do next

- Fill out an application and pay the registration fee.
- Contact issuing agent of your high school diploma or equivalent and have your official transcript sent to:
James Rumsey Technical Institute
3274 Hedgesville Rd.
Martinsburg, WV 25403
ATTN: REGISTRAR

3

Final steps

- Pay the tuition in full by the close of business (4:00 P.M.) the Thursday before class begins.
- Proceed to class by 4:30 P.M. the first day of class.

Just need to renew your license?

CNA Refresher Course

- Must have a WV CNA license that has expired within the last 5 years.
- Contact the WV State Nursing Aide Board to verify you are eligible to take the refresher course.
- Call (304) 754-7925 for available dates and times.
- Sit for the CNA exam after completion.

Refund Policy

There is no refund after the second class session.

There is no refund for the CNA Refresher course.