



## **MHN High School CNA Program MOU – Spring Semester 2026**

MONTANA HEALTH NETWORK

AND

School Name:

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School Address:

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This Memorandum of Understanding is between Montana Health Network, a Montana Company (MHN) located at 519 Pleasant Street, Miles City, MT 59301, and the above-named High School.

### **MHN Responsibilities:**

#### **CNA Class Provision:**

Offer a Certified Nursing Assistant (CNA) class as requested by the Client, in line with MHN's certification as a Nurse Aide Training Program (NATP).

#### **Instructor Provision:**

Provide MHN employees to serve as instructors for the online/didactic portion of the class.

#### **Invoice of Fees:**

MHN will invoice the Client for each student enrolled in the CNA class. Both parties agree that if a student attends the first day of class, they will be charged for the full course.

#### **Curriculum Ownership:**



Retain ownership of the curriculum, which cannot be used by the Client if the agreement is terminated.

### **Dawson Community College Dual Credit Option:**

MHN, in partnership with Dawson Community College (DCC), will offer students the opportunity to earn **four (4) college credits** through the DCC course **Nursing 106 (Certified Nursing Assistant)** at no cost to the student or the Client. Students who successfully complete the MHN CNA course with a score of **75% or higher** will be eligible to receive these dual credits.

MHN will coordinate with DCC to submit all required documentation for transcribed credit on behalf of eligible students. Students will be responsible for completing any DCC-required paperwork provided to them by the MHN Instructor under the direction of DCC.

DCC will review and sign this Memorandum of Understanding to acknowledge their participation in the dual credit partnership.

### **Client Responsibilities:**

#### **Classroom and IT Equipment:**

Provide a classroom with IT equipment to host virtual meetings (as needed) for the instructor to communicate with and teach students.

#### **IT Personnel:**

Ensure IT personnel are available to meet with the Online Instructor before the semester starts to ensure student access to the learning management system (LMS) CANVAS.

#### **Supervision:**

Provide a teacher, para, or other adults to facilitate learning and course pacing through supervision and engagement with students during the class period.

#### **Communication:**

Identify a contact person for MHN CNA Class Instructor for:

- Setting up Zoom/Teams meetings.
- Discussing student progress, course pacing, and grades.



· Notifying MHN Instructor at the beginning of semester, when mid-term, quarter, and/or semester grades are due, according to the client's school calendar year.

**Student List:**

Schools will facilitate student registration through the MHN-provided link at least two weeks before the semester begins and provide a final, confirmed roster no later than one week prior to the start of the semester. Additionally, schools must inform MHN of any applicable IEPs, 504 plans, accommodations, or health/medical concerns for participating students.

**Healthcare Facility Agreement:**

Schools will initiate contact with a local or regional healthcare facility and collaborate with the MHN NATP Instructor to establish a partnership that fulfills the clinical requirements for certification. This partnership must provide students with 16 hours of supervised skills practice and 16 hours of hands-on resident/patient care. The selected facility must meet approval standards set by MHN and the Montana DPHHS in compliance with all federal and state regulations. The MHN Instructor will guide and support schools throughout the approval process to ensure compliance and successful implementation.

**Headmaster/TMU Montana CNA Certification Testing**

Schools will establish an agreement with a certified Registered Nurse Headmaster Test Observer to administer the Montana CNA Certification exams, including both knowledge and skills testing. Headmaster operates independently from DPHHS, and Test Observer certification is a separate approval process from facility approval noted above. MHN will assist schools in locating certified Test Observers in their area or in connecting a local RN with Headmaster to complete the certification process.

**Optional Skills Classroom/Lab:**

If the client chooses to have an onsite "Skills Classroom/Lab" for students to use for skills practice hours, the following must be completed:

The classroom/lab must be set up by an onsite clinical or supplemental instructor, and pictures must be sent to MHN, within 2 weeks prior to start of class to prove the equipment/supply list. (DPHHS and MHN require specific equipment/supplies for CNA instruction to meet federal and state requirements.)

**American Heart Association (AHA) Basic Life Support (BLS)**



Schools will coordinate with community resources to provide the BLS course for participants who do not hold a current BLS certification. If assistance is needed, schools should contact MHN, as they may be able to help facilitate connections with potential community resources

**Payment of Fees:**

The Client will be billed for the CNA course for all students who are present on the first day of the course. Both parties agree that students who attend the first day of class will be charged for the full course.

The Client must pay the full invoice prior to any Headmaster certification testing.

**MHN Online CNA Course Cost Breakdown (per student):**

- Online CNA Course, Textbook, & Workbook: \$525
- Headmaster Certification Testing Fees and Required Documentation: \$150

**Total cost per student: \$675**

**Additional Costs (If Applicable):**

MHN reserves the right to assess additional fees if it becomes necessary for an MHN Instructor to travel to the Client site to provide on-site support, including assistance with setup or delivery of course components.

MHN shall maintain general and professional liability coverage of up to \$1,000,000 per occurrence /\$3,000,000 aggregate during the term of this MOU.

This Memorandum may be terminated at any time upon 30 days written notification from either company. The term for this initial memorandum of understanding will be one year (12 months) from the date of execution unless terminated with 30 days' notice as stated above. Unless specified by either party this MOU will renew annually on the date signed. Any material changes to this MOU will be by complete mutual agreement.

Any work completed prior to termination of this MOU but not yet billed shall be covered by the MOU. Any work completed prior to the execution of this MOU is not covered.

Client shall indemnify and hold MHN harmless including its directors, officers, employees, agents, subsidiaries, affiliates, subcontractors and assignees, or any of them, from and against any losses, damages, liabilities, expenses (including reasonable attorneys' fees), costs, claims, suits, demands, actions, causes of action, proceedings, judgments, assessments, deficiencies and charges occasioned by, arising out of or



resulting from, caused by, or relating to (a) physical damage to tangible property and personal injuries, including death, to any persons (including customers), arising from any breach of the terms and conditions hereof, or from any error, omission, misconduct or act of negligence of Client; (b) relationship of Client with its employees, suppliers, subcontractors, agents and consultants in the course of performance under this Agreement; (c) business operations of Client, including any assertions regarding violations of laws, rules or regulations by Client; and (d) failure of products or services delivered or effected by Client to comply with applicable laws and regulations.

MHN shall indemnify and hold CLIENT harmless including its directors, officers, employees, agents, subsidiaries, affiliates, subcontractors and assignees, or any of them, from and against any losses, damages, liabilities, expenses (including reasonable attorneys' fees), costs, claims, suits, demands, actions, causes of action, proceedings, judgments, assessments, deficiencies and charges occasioned by, arising out of or resulting from, caused by, or relating to (a) physical damage to tangible property and personal injuries, including death, to any persons (including customers), arising from any breach of the terms and conditions hereof, or from any error, omission, misconduct or act of negligence of MHN; (b) relationship of MHN with its employees, suppliers, subcontractors, agents and consultants in the course of performance under this Agreement; (c) business operations of MHN, including any assertions regarding violations of laws, rules or regulations by MHN; and (d) failure of products or services delivered or effected by MHN to comply with applicable laws and regulations.

Any dispute concerning performance of this Understanding shall be resolved informally between MHN and Client. Any administrative dispute that cannot be resolved informally shall be reduced to writing and delivered for arbitration. Expenses to be shared equally between MHN and Client.

### **Signatures & Authorization**

By signing below, both parties acknowledge that they have read, understand, and agree to the terms outlined in this Memorandum of Understanding.

Client (High School)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Montana Health Network

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_