

Thank you for your interest in the Allan Hancock College Certified Nursing Assistant (CNA) Program. We are pleased that you are exploring nursing as a profession. Nursing is a demanding discipline and the course of study is challenging as well as rewarding.

There are two application periods per year, May and October. Seating is based on the waitlist and you must re-apply every application period to remain on the waitlist until you have a seat. New applicants will be placed in a randomized lottery for a waitlist number. Every application period after, your waitlist number will go down as long as you re-apply.

This application period ends November 1, 2019. Email notifications will be sent to all students who have applied, **November 15, 2019** by the end of the day using the email address provide on this application.

Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. If you have questions regarding the CNA Certificate and/or specific questions about the application process, contact the Health Sciences Department at 805-922-6966 ext. 3384.

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### **PROGRAM**

This state approved program is the core class of the Nursing Assistant Series here at Allan Hancock College and is one of the prerequisites required for the LVN Program. Certification as a Nursing Assistant is mandatory to work in a long-term care setting, and in most acute care hospitals. The Certified Nursing Assistant is vital in the care of elderly and chronically ill. The need for CNA's is projected to increase as the population continues to age. Physical care, communication, and psychosocial concerns are some of the areas covered. Upon successful completion of this course, students will be qualified to take the State Board examination (written and skills) to become a CNA. This program is offered in the spring and fall semesters.

### **PROGRAM ELIGIBILITY CRITERIA:**

- Must be 18 years of age or older to be in the program.
- English 101 - Completion with a grade of "C" or better.
- Valid social security card or tax id number card must be presented to sit for the state board exam. The card must be "for employment" in order to enter into the CNA Program. This is a state requirement and is necessary for the CDPH to track certifications and those enrolled in training programs. This is not an AHC requirement.

### **COMPLETED APPLICATION CONSISTS OF:**

- Application form filled out in its entirety
- Proof of ENG 101 by printing out your **AHC UNOFFICIAL TRANSCRIPTS** (found on the myhancock portal, under Student Tab, Transcripts box, Unofficial Transcript).
- The unofficial transcripts print out will give the office your course information on Eng 101. If you are in process or if Eng 101 was not completed, by the next application period, Eng 101 will need to have been completed with a grade of "C" or better or will not be able to remain on the waitlist. You may reapply as a new applicant.
- It is very important that you write clearly on this application. Please let the office know of any changes to your email address or phone number as this is our only resource to contact you for acceptance into the program.

**APPLICATION AND ADMISSION**

Once the office receives all completed applications, new applicants will be eligible to participate in the randomized lottery and applicants already on the waitlist will remain. The first 45 seats from the students already on the waitlist will be notified that they are accepted into the program.

There are 30 available spots in the Santa Maria campus program and 15 spots in the Lompoc campus program, with a total of 45 students in the entire program. Seats are not assigned based on site preference. You must take a spot in one of the two facilities once you are accepted. Deferments will not be granted for seat location. Registration is based on first to register get to choose their campus.

On the application form you may request which campus you prefer, however, this will only be used after the main class has been seated and there are students not able to take their spot. For example, if we have an open spot in Lompoc, we will contact the student who requested Lompoc or no preference and bypass the ones who selected Santa Maria only.

Submit a complete CNA program application to the Health Sciences office located at Allan Hancock College, 800 South College Drive, Room M 132, Santa Maria, CA 93454. You may walk in your application to the office, mail in the application or ask the Lompoc AHC front office to interoffice the application to the Santa Maria office. Which ever option you choose, please understand that we do not answer any personal information questions regarding a student over the phone or email, you must come into the office with your ID.

**UPON ACCEPTANCE INTO THE PROGRAM**

An **email** containing your acceptance letter and packet will be sent out by the end of the day on **November 15, 2019** to students seated in the upcoming class. The acceptance letter and other requirements must be completed and turned into the Health Sciences office by the specified date in the email and attachments.

The packet will include information/forms for the following but not limited to:

Physical Exam Form	Background Check	Drug Screening
Immunization Requirements	CPR Requirement	Mandatory Orientation
Social Security Card Information	Dress Code	Absence and Tardy Information
Consent Forms	ID Name Badge	

There will be a mandatory student orientation. Information regarding date and time will be in your emailed packet. The mandatory orientation can be up to two weeks prior to the start date of the program. This orientation will only be for the 45 students given a seat in the program and is a one day, all day orientation.

### **ABSENT AND TARDY POLICY**

The first three weeks of the CNA program requires 100% attendance to meet state mandated curriculum requirements before patient contact may take place. It is also mandatory to attend each facility orientation day (to meet state requirements that must be met by the facilities). After the first three weeks, one (1) day absence is allowed. A makeup day is **REQUIRED BY STATE MANDATE** for the day missed during CNA.

If you are not present when roll is called, you are tardy. More than 30 minutes late is considered a full day's absence. Missing 20 minutes or more during ANY part of class is considered a full day's absence. Three (3) tardies is considered a full day's absence. One (1) day absence is allowed for Acute Care Aide (last five weeks of the program). Make sure you have backup childcare and transportation. Do not make appointments during class time. There is no such thing as an excused absence. Not meeting required state mandated hours is the number 1 reason for being dismissed from the program.

### **DRESS CODE**

Your appearance reflects the hospital and college standards and indicates to patients and co-workers your pride and interest in your profession. These standards are maintained by personal neatness and cleanliness, by wearing only the authorized uniform and by avoiding the use of elaborate jewelry and cosmetics. Details will be included in the information packet once you are accepted.

### **EMPLOYMENT OPPORTUNITIES**

The demand for health care professionals is high in all areas. This need is projected to increase for at least the next 30 years and has resulted in higher wages and more diverse job opportunities for Nursing Assistants. A Certificate of Accomplishment is awarded by the college for the CNA Program completion. Wages can be researched on many websites such as Bureau of Labor Statistics, for a Certified Nursing Assistant (CNA) and Certified Home Health Aide.

### **CERTIFICATION OF COMPLETION – TOTAL OF 12 UNITS**

NURS 300 Certified Nursing Assistant/Acute Care Aide

### **FINANCIAL AID**

Please contact the Financial Aid office (x3216) for all questions and/or eligibility.

### **INFORMATION REGARDING FINGERPRINTING, BACKGROUND AND DRUG SCREENING**

There are three different screenings that take place in this program at different times and for different purposes.

- The first screening (fingerprinting) is done in the beginning of the program during orientation after you have been accepted.
- The fingerprinting done at orientation is sent to the Department of Justice (DOJ) for the CDPH to run a background clearance when you take your oral and written finals for a certificate from the state, this will be used by them to verify being cleared for a certificate.
- The background and drug screening is to verify to our facilities that you are contractually cleared to be in the facility with patients. To be done before you start the program.

These are to be done once accepted and with a specific company, information will be in your packet. You will not be able to use another screening for CNA.

### **BACKGROUND AND FINGERPRINTING PROCESS**

For individuals (potential students) who have **any** convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance necessary to obtain a CNA certification through the state, you can request an “inquiry” with the **CDPH (California Department of Public Health)** by doing the following:

1. Fill out the top two sections of the CDPH 283B form, and sign the applicant signature line. At the top of the form, write the following: “CLEARANCE ONLY WITH LETTER”. NOTE: Allan Hancock College does not fill out any information on the form.
2. Write at the top of the LiveScan form (BCIA8016) “CLEARANCE ONLY WITH LETTER”, when filling out the form at the LiveScan vendor site.

The CDPH will review LiveScan/DOJ results, determine if the individual is “cleared” or not “cleared”, and send the individual a letter explaining the results.

### **CLINICAL AGENCY REQUIREMENTS**

To comply with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), state and local regulations regarding background checks for healthcare providers, the Central Coast Consortium has drafted the following position statement for Nursing and Allied Health Students: Clinical facilities require that students have a clear criminal background check prior to participating in clinical placement(s).

**The background and drug screening that is required, will be in the packet you receive from the Health Sciences Department once you have been accepted into the program.**

**\*\* Please remember to make a copy of your entire application packet prior to turning it in. Copies will not be made in the Health Sciences Office. Copy machines can be found in the library, Student Services or campus graphics.**

## CNA PROGRAM ESTIMATED STUDENT FEES

<b>Registration Cost</b>	
TUITION (12 units @ \$46/unit for residents)	\$552.00
PARKING	\$20.00
AHC STUDENT ID CARD WITH PICTURE	\$2.00
HEALTH FEE, STUDENT CENTER FEES PLUS STUDENT REPRESENTATION FEE (\$19+\$10+\$1)	\$30.00
<b>Total is estimated</b>	<b>\$605.00</b>
<b>Mandatory Item Costs</b>	
BACKGROUND CHECK – Corporate screening	\$48.00
DRUG SCREENING – Roblar	\$30.00
PHYSICAL EXAMINATION - FAMILY DOCTOR	Variable Cost
IMMUNIZATIONS – Hep B Series, Varicella, DPT, MMR, Flu Vaccine, TB	Variable Cost
CPR CARD – CPR for healthcare providers EMS 306 (½ unit) + \$4 material fee + \$15 textbook (AHC)	\$42.00 (AHC)
UNIFORMS (4 tops, 4 bottoms, 1 pair of shoes)	\$250.00 (est)
IDENTIFICATION NAME PIN	\$6.00
WATCH (Not digital-must have second hand) Recommended	\$30.00
REQUIRED TEXTBOOK – NURSING ASSISTANT BUNDLE (TEXT/WORKBOOK)	\$175.00 (est.)
MISCELLANEOUS SUPPLIES – (2 binders, notebooks, pens, pencils, highlighter, paper and scantron)	\$40.00 (est)
<b>Total is estimated excluding variable costs</b>	<b>\$625.00</b>
<b>Due 5<sup>th</sup> Week of School</b>	
CNA testing (NATAP) – State Board Exam	\$100.00
Cashier's check or Money Order ONLY – Made out to MISSION COLLEGE	
<b>Total is estimated excluding variable costs</b>	<b>\$100.00</b>

### TOTAL ESTIMATED CNA PROGRAM COSTS

**\$1,350.00 (excluding variable costs)**

*Prices are subject to change*

Last day to accept application is November 1, 2019 by the end of the day. Applications are reviewed after application period. Status notifications will be emailed by the end of the day **November 15, 2019**. Please type or print clearly. This application will only be used for the Spring 2020 CNA application period. No phone calls or emails regarding status.

**Personal Information**

Full Name:

Last

First

M.I.

Other first or last names that you may have or go by

Mailing Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Primary Phone:

Secondary Phone:

Social Security or Tax ID

Number:

Birth Date:

AHC Student #

Email Address (**Mandatory**)

**Admission Information**

Name of high school and graduation date

Previous waitlist number

Site preference:

(check all that apply)

Santa Maria

Lompoc

No preference

\*Site preference is only for applicants who are being called off of the waitlist.

**Please check that you have read and understood the following:**

- I have read this application packet carefully and agree to comply with the standards and rules detailed within.
- I understand that there are state/federal mandated items and fees required for the CNA Program and that failure to follow procedures and meet deadline schedules may result in being dropped from the CNA Program.
- I understand that I **must have a valid "for employment" social security card** or tax id number in order to enter into the CNA Program. This is a state requirement and is necessary for the CDPH to track certifications and those enrolled in training programs. It is also necessary to show the card when taking the required state board examination.
- I understand that I will be notified by **EMAIL** as to my status **by the end of the day November 15, 2019**. It is my responsibility to write my email clearly, and **check my spam/junk mail at the end of this day**. If given a seat, the information packet will be included in the email.
- I understand, once I am accepted into the program, the physical, proof of immunizations, background check and drug screening are required by the facilities and not by Allan Hancock College. Infractions, probations or pending court cases showing up on the background check and/or a positive drug screen test may result in non-admittance to or dismissal from the program.
- If on the waitlist, I understand that I may be contacted via EMAIL or PHONE as seats become available. It is my responsibility to complete the packet within the timeframe specified upon notification.
- I certify that the statements made in this application are true and complete to the best of my knowledge and that any false or misleading information I may give may be cause for denial for admittance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Confidential Applicant Survey**

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement we are requesting that you complete and return this form.

It should be emphasized that it is the policy of Allan Hancock Joint Community College District that no person shall be discriminated against on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, marital status, or sexual orientation, information regarding the gender and ethnicity as applicants is not supplied to any other agency and is kept in a confidential file.

*Supplying the following information is optional and will not affect the status of your application.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Applying For: **2019 Spring CNA Program**

I identify my ethnicity as:

- Asian
- Black/African
- Caucasian
- Hispanic/Latinx
- Native American
- Pacific Islander
- Prefer not to answer
- \_\_\_\_\_

Gender:

- Female
- Male
- Prefer not to answer
- \_\_\_\_\_



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**For Office Use Only**

Last, First Name \_\_\_\_\_ AHC Student # H \_\_\_\_\_

Application period: Spring 2020

Application complete? YES or NO

\_\_\_\_\_  
\_\_\_\_\_

English 101 Status: Complete – Semester/Grade \_\_\_\_\_ OR IP Spring 2019

Program preference site? \_\_\_\_\_

Notes:

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FOR OFFICE USE ONLY. STUDENTS MUST TURN IN ALL PAPERWORK AS DESCRIBED ABOVE