

Thank you for your interest in the Allan Hancock College Certified Home Health Aide program. Continuing education units are essential for maintaining professional credentials.

All application materials and required documentation must be submitted by the final day of the application period. Seating will be determined through a randomized lottery. Applicants will receive an email notification on **April 29, 2025**, by the end of the day, using the email address provided on this application. A waitlist will be maintained until the last day to add, per state requirements, but will not carry over to future offerings.

Please review the application and all requirements carefully before submission. The program may only be taken once at Allan Hancock College if a grade of “C” or better is earned.

If you have questions regarding the Home Health Aide Certificate and/or specific questions about the application process, contact the Health Sciences Department at healthsciences@hancockcollege.edu. If you are inquiring about state requirements, please contact the CDPH at (www.cdph.ca.gov).

PROGRAM

The Certified Home Health Aide (CHHA) program is state-approved in California. Students who successfully complete the course will receive a Home Health Aide Certification, allowing them to work in home health care. The program provides 26 CEUs toward the 48 required for CNA certificate renewal and is open to those with a valid California CNA certificate. The program is divided into two CRNs: all 24 students attend class the first week, and the second week is split into two groups. Students must register for the CRN that fits their schedule. Failure to register by the deadline will result in disqualification from the program.

ABSENT AND TARDY POLICY - IMPORTANT

Missing 30 minutes or more during **ANY** part of the class is considered a full day’s absence. ***Due to the short length of this course and state mandated hours, absences are not permitted, under any circumstances.***

REPEATABILITY

The district policy may not permit a student to enroll again in a credit course (also referred to as repeating or re-enrolling in a credit course) if the student received a satisfactory grade on the previous enrollment. A satisfactory grade is an A, B, C or P. A student receiving an A, B, C or P cannot enroll in that course again.

Students who did not complete their CNA with Allan Hancock College in Fall 2024 or Spring 2025 must complete a physical health packet, including immunizations, background check, drug screening, and LiveScan fingerprinting, at their own expense by the deadline in the acceptance email. These requirements are date- and location-specific, so wait for your packet before proceeding. Students in the AHC Spring 2025 CNA program will not receive a Home Health Aide certificate from the state until they have been issued a CNA certificate from the state registry. For CNA certificate inquiries, contact the CDPH.

CPR CARD

A copy of your current and valid CPR card is required with this application. If your CPR card has an expiration date of anytime during the program, you must take a new course prior to turning in this application with a copy of your new CPR card. Acceptable CPR cards required for the program are **BLS or Healthcare Provider**.

DRESS CODE

Your appearance reflects the clinical site and college standards, it 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. More information regarding uniforms and appearance will be in the emailed acceptance packet.

- **Uniform Shirt/Top** – Solid Pewter: Scrub-style top, with or without pockets. It should fit loosely over the hips and extend 2 to 4 inches below the buttocks. If wearing an undershirt, it must be black.
- **Uniform Pant** –Solid Pewter: Must fit loosely over the knees and thighs. Jeans and stretch pants are not allowed. Length should cover the top of the shoe at the heel when standing. Must be clean, stain-free, and wrinkle-free.
- **Shoes/socks** – Wear black, leather-like shoes (no canvas or mesh) with a closed toe and heel. Clogs are not allowed. White or black socks or neutral pantyhose are required.
- **Warm-up Jacket** (optional) – Pewter or black: Button Up or Zip with $\frac{3}{4}$ sleeve. If purchased, make sure it is machine washable. The sweater is not allowed when giving direct patient care.
- **AHC Student ID** card with picture is required and is free through Admissions and Records
- **Name Pin** - required for the program. These can be purchased through campus graphic using CNA as the program. These are ordered online.

TURNING IN YOUR APPLICATION

The application and required documents must be hand-delivered to W Building, Office W-11, or placed in the M100/200 building mailbox across from Office M132.

MANDATORY APPLICATION REQUIREMENTS FOR NURS 416 COURSE:

- Completed program application.
- Current and valid California CNA Certificate or CA state pass paperwork (both written and oral).
 - Current AHC CNA pass paperwork will only be accepted.
- Current and valid CPR Card (BLS or Healthcare Provider).
- Current and valid TB Skin Test , Hepatitis B Series, and Flu.

Phone calls and emails about application status or receipt will not be returned.

FINANCIAL AID

For assistance with registration fees and supplies please contact the Financial Aid office (x3216).

<https://www.hancockcollege.edu/finaid/index.php>

COPIES

Please make a copy of your entire application packet before submitting it to the Health Sciences Office. The office will not provide copies for students. Copy machines are available in the library, student services, and campus graphics.

Estimated Program Student Fees

Summer / Winter Semester	
TUITION (2 units @ \$46/unit)	\$92.00
PARKING (\$2.00 PER DAY \$10.00 FOR SEMESTER)	\$10.00
HEALTH FEE (\$20), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$32.00
IMMUNIZATIONS (HEP B Series, Flu, and TB)	Variable Cost
CPR FOR HEALTHCARE PROVIDERS EMS 306 (\$23 ½ unit) (\$11.50 material fee) (\$25.50 textbook)	\$55.75 (AHC)
REQUIRED TEXTBOOK AND HANDOUT	\$35.00 (AHC)
MISCELLANEOUS SUPPLIES – pens, paper, scantron, folder, etc.	Variable Cost
AHC STUDENT ID CARD WITH PICTURE	FREE
IDENTIFICATION NAME PIN (QUANTITY = 1)	\$5.00
Student Uniform (1 top and bottom scrub set)	\$35.00
BACKGROUND CHECK—MANDATORY IF NOT TAKEN WITHIN 1 YEAR OF PROGRAM AT AHC	50.00
DRUG SCREENING—MANDATORY IF NOT TAKEN WITHIN 1 YEAR OF PROGRAM AT AHC	55.00
LIVESCAN FINGERPRINTING/DOJ FEE—MANDATORY IF NOT TAKEN WITHIN 1 YR OF PROGRAM AT AHC	55.00
PHYSICAL EXAMINATION - FAMILY DOCTOR	Variable Cost
IMMUNIZATIONS – Hep B Series, Varicella, DPT, MMR, Flu Vaccine, TB	Variable Cost
Total is estimated	\$264.75 \$424.75

TOTAL ESTIMATED COSTS TO ACHIEVE HOME HEALTH AIDE CERTIFICATE **\$264.75**

\$424.75 if AHC CNA fingerprinting was taken over a year ago or any community CNA

Prices are subject to change

Disqualifying Penal Code Sections for Home Health Aides

Pursuant to California Health and Safety Code section 1736.5 (a), the State Department may deny a training application and deny, suspend, or revoke a certificate issued under this article if the applicant or certificate holder has been convicted of a violation or attempted violation of any of the following Penal Code provisions:

Penal Code	Definition
187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony.
243.4	Sexual battery (includes degrees (a) - (d))
245	Assault with deadly weapon, all inclusive
261	Rape (includes degrees (a) - (c))
262	Rape of spouse (includes degrees (a) - (e))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266(a)	Taking person without will or by misrepresentation for prostitution
266(b)	Taking person by force
266(c)	Sexual act by fear
266(d)	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266(f)	Selling a person
266(g)	Prostitution of wife by force
266(h)	Pimping
266(i)	Pandering
266(j)	Placing child under 16 for lewd act
266(k)	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution

Penal Code	Definition
273(a)	Willful harm or injury to a child (includes degrees (a) - (c))
273(d)	Corporal punishment/injury to a child (includes degrees (a) - (c))
273.5	Willful infliction of corporal injury (includes (a) - (h))
285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or developmental or physical disability
288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288a(d)	Voluntarily acting in concert with or aiding and abetting
288a(f)	Oral copulation with unconscious victim
288a(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (includes degree (a))
289	Penetration of genital or anal openings by foreign object (includes degrees (a) - (j))
289.5	Rape and sodomy (Includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (includes (b) - (f))
451	Arson (includes degrees (a) - (e))
459	Burglary (includes degrees in 460 (a) and (b))
470	Forgery (includes (a) - (e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (includes degrees (a) - (d))
488	Petty theft
496	Receiving stolen property (includes (a) - (c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Personal Information

Full Name:

(Last, MI, First)

Address:

City/ST/Zip

Home Phone:

Cell Phone:

Social Security or

Tax ID Number:

Birth Date (MM/DD/YYYY):

AHC Student # H

Email Address:

(Mandatory)

Education

Have you completed HHA at AHC previously? ___ NO ___ YES Semester/Year:

Where did you complete your CNA program?

Semester/YR

CNA Certificate Expiration Date:

Check
boxes

By checking all the boxes, you agree:

☐

I have read this application packet carefully and agree to comply with the standards and rules detailed within.

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I understand that admission to the HHA program is determined by a lottery. Applicants will be notified of their status via email on or before April 26, 2024. Those accepted must reply to the email to have their registration block removed. I am responsible for providing a clear email and checking my spam/junk folder. Waitlisted applicants will be notified by email if a seat becomes available. The waitlist does not carry over to the next offering.

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I understand and will comply with turning in a copy of my current and valid documents: California CNA certificate, CPR card, TB test (1 year expiration or 2-year chest x-ray), Hepatitis B series, and Flu with this application including those in the current AHC CNA program.

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I understand the absence/tardy policy.

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I understand that I will be in full uniform as described in this application packet.

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I understand that requirements for the program can change and will require flexibility.

I certify that I have read and understand the statements made in this application packet. To the best of my knowledge, the information provided is true and complete. I acknowledge that any false or misleading information may result in denial of admittance.

Signature

Date

Application does not guarantee that applicants have satisfied minimum criteria

The application and required documentation must be hand delivered to the W building, office W-11 OR the M100/200 building mailbox directly across from the M132 office door.

For office use only:

Application Complete: ___ Yes ___ No (CNA/CPR/TB/Hep B/Flu)

AHC CNA Semester/Year: ___ Fall 2024 ___ Spring 2025

CNA taken elsewhere or outside of date parameters? ___ Yes ___ No

NOTES: