

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, every May and October. Seating is based on the waitlist. New applicants will be placed in a randomized lottery for a waitlist number and placed at the end of the already established list. Once a waitlist number has been established, your waitlist number will go down when you reapply every application period until you are accepted. If you do not reapply, your number will not be saved, you will be removed and have to start the waitlist over.

A completed application packet must be received by the Health Sciences Department no later than June 1, 2024 end of the day or if mailed, post marked by due date. Applications will only be accepted in one of the following ways:

1. You may hand deliver your packet to the Health Sciences office (M132) mailbox on the Santa Maria campus. (Mailbox located opposite M132 office door on the wall, do not slide under the door)
2. You may mail in your application: Allan Hancock College ~ Attn: Health Sciences Department (M132) ~ 800 S College Drive ~ Santa Maria, CA 93454. (Post marked on or before due date)
 - It is recommended if you mail in your application, that you send it certified and registered. By doing this, it gives you a tracking number for you to track.

No phone calls or emails regarding your application will be returned. We do not release identifying information. We will contact all applicants one time if the application is incomplete via email only.

Email notifications will be sent to all students who have applied on June 14, 2024 by the end of the day using the email address you provide on the application.

You can email the office (healthsciences@hancockcollege.edu) for general program questions. Please read through this packet entirely before doing so. We will respond as soon as possible.

Thank you,

The Health Sciences Team

PROGRAM

This state approved program is the core class for the Nursing 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 (CNA) 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 twice per a year, spring and fall semesters.

PROGRAM ELIGIBILITY CRITERIA:

- Must be 18 years of age or older by the first day of class.
- 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.

COMPLETED APPLICATION CONSISTS OF:

- Application form filled out in its entirety
- A print out of your AHC unofficial transcripts from your portal will provide one of the following:
 - In process with Eng 101 – You will need to show proof of completion during the next application period or prior to start of program.
 - Completion of Eng 101 with a grade of "C" or better.
 - If transferred from another college, the transcriber will show completion with a grade of "C" or better. You must send an official transcript from all other colleges to the Admissions and Records department in order for this step to happen.
 - Be sure your name and the print date are visible on the printout. Failure to submit all transcripts will result in application disqualification. Please be sure the courses are in your unofficial portal before printing and turning in with the application.
- **DON'T WAIT**. It may take several weeks for your transcripts to arrive and be transferred into AHC system.
- It is very important that if you hand write your application, it is clear. Please let the office know of any changes to your email address, as this is our only process for contacting you. Once the program starts for the semester, you can notify the office of any changes during the next application submission.

APPLICATION AND ADMISSION

Once the office receives all completed applications, the new applicants will be placed in the randomized lottery and the numbers will begin after the last person on the current waitlist. The reapplicants already on the waitlist will be given a new number or seated in the program. The first 35 on the waitlist will be offered a seat in the program.

This semester, there are 22 available spots on the Santa Maria campus and 16 spots on the Lompoc campus. Seats are not assigned based on site preference, therefore if there is a specific site you wish to enroll in, when you are unblocked to register you will need to register quickly. You must take a spot in one of the two facilities once you are accepted. Deferments will not be granted for seat location.

On the application there is a check box for preferred site, this will only be used after the initial 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.

UPON ACCEPTANCE INTO THE PROGRAM

An **email** containing your acceptance letter and packet will be sent out by the end of the day on June 14, 2024 to students seated in the upcoming class. The acceptance letter and other requirements must be completed and turned in by the deadline due dates.

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 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).

Be sure you have backup childcare and transportation. Do not make appointments during class time. 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 or go to <https://www.hancockcollege.edu/finaid/index.php> for up-to-date information.

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 background screening done prior to the program start date is to validate to our facilities that you are contractually cleared to be in the facility with patients. This step will need to be completed once you are accepted and with a specific company. Information will be in your emailed packet.
 - If your background does come back with convictions, it may need to be approved by our facility. You will be notified if it is not accepted.
 - **No person with a pending or open cases will be allowed to take their seat in the program.**
- The drug screening done prior to the program start date is to validate to our facilities that you are contractually cleared to be in the facility with patients. You must have **a negative drug screening** or you will not be able to start the program.
- Fingerprinting is done in the beginning of the program during orientation after you have been accepted.
 - The fingerprinting completed at orientation is sent to the Department of Justice (DOJ) and used by the CDPH to run a background clearance once you take your oral and written finals for the state. This will be used by them to verify being cleared for a certificate.
 - If you feel unsure about your fingerprinting, you may inquire with the CDPH to see if you are eligible for a CNA certificate.

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).

Packet needs to be turned in complete, be sure your name is on every page unless you place it in an envelope.

CNA PROGRAM ESTIMATED STUDENT FEES

| REGISTRATION COST | |
|---|-----------------|
| TUITION (12 units @ \$46/unit for residents) | \$552.00 |
| PARKING (SPRING OR FALL) (\$2.00 PER DAY OR \$20.00 FOR SEMESTER) | \$20.00 |
| AHC STUDENT ID CARD WITH PICTURE | FREE |
| HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL) | \$35.00 |
| Total is estimated | \$607.00 |
| MANDATORY ITEM COSTS | |
| BACKGROUND CHECK – Corporate screening | \$49.92 |
| DRUG SCREENING – Med Plus Central Coast on Depot Street (AKA Dignity Health Urgent Care) | \$55.00 |
| PHYSICAL EXAMINATION - FAMILY DOCTOR | Variable Cost |
| IMMUNIZATIONS – Hep B Series, Varicella, DPT, MMR, Flu Vaccine, TB, COVID Series | Variable Cost |
| CPR FOR HEALTHCARE PROVIDERS EMS 306 (\$23 ½ unit) (\$11.50 material fee) (\$25.50 textbook) | \$55.75 (AHC) |
| UNIFORMS (4 tops, 4 bottoms, 1 pair of shoes) | \$200.00 (est) |
| IDENTIFICATION NAME PIN | \$5.00 |
| BLOOD PRESSURE CUFF/STETHOSCOPE SET | \$55.00 (AHC) |
| REQUIRED TEXTBOOK – NURSING ASSISTANT BUNDLE (TEXT/WORKBOOK/STUDY GUIDE) | \$150.00 (AHC) |
| MISCELLANEOUS SUPPLIES – (2 binders, notebooks, pens, pencils, highlighter, paper and scantron) | Variable Cost |
| Total is estimated excluding variable costs | \$570.00 |
| DUE 5 TH WEEK OF SCHOOL | |
| CNA testing (NATAP) – State Board Exam | \$120.00 |
| Total is estimated excluding variable costs | \$120.00 |

TOTAL ESTIMATED CNA PROGRAM COSTS

\$1,300.00 (excluding variable costs)

Prices are subject to change

**** Please remember to make a copy of your entire application packet for yourself, prior to turning it in. Copies will not be made in the Health Sciences Office or later in the program. Copy machines can be found in the library, student services or campus graphics.**

NEW APPLICANT RE-APPLICANT ~ WAITLIST NUMBER -

Personal Information

Full Name:

First

Middle

Last

Other names that you may have gone by – mandatory if you have ever changed your name legally as an adult

Mailing Address:

Street Address

Apartment/Unit#

City

/ State

/ Zip Code

Primary Phone:

Secondary Phone:

Social Security or

Tax ID Number:

Birth Date:

AHC Student # H

Email Address:

(Mandatory)

Admission Information

Name of high school -

Graduation date -

Site preference:

Santa Maria

Lompoc

No preference

Please check only **ONE** box.

*Site preference is only for applicants who are being called off of the waitlist after notifications have been sent.

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 the below.

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

I identify my ethnicity and gender as: (Please only check one box per section)

African American / Black

Mixed race

American Indian / Alaska Native

Other

Asian

Other Asian

Male

South Asian / Indian, Pakistani etc.

Female

Caucasian / White

Other _____

Filipino

Hispanic / Latino

Preferred language at home:

Native Hawaiian

Other Pacific Islander

Prefer not to answer

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.

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 June 14, 2024**. 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 will result in non-admittance to or dismissal from the program.
- If on the waitlist, I understand that I may be contacted via EMAIL 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 _____

For office use only:

Application filled out completely: ___Yes ___No / _____

Prerequisite Complete: (Eng. 101): ___Yes ___No ___IP _____

Notes:
