College Registration begins: November 15, 2021

\*\*\*Class size is limited and registration is on a 1st come/1st serve basis.\*\*\* – Only the first 15 qualified students will be accepted.

Nurse Assistant Certification Program

 Nursing 198 - Nurse Assistant Certification Program/Course:

 1st meeting- Tuesday, January 25, 2022

Dear Applicant:

Thank you for your interest in the Nurse Assistant Certification Program. The Nurse Assistant Program is a 7-unit course approved by the California Department of Public Health.

**To enroll:**

1. Submit the completed **Nurse Assistant Certification Program application via email to ILapasova@contracosta.edu**
	* **Nursing department needs to approve the application in order to enroll in these classes.**

**\*\*\*Class size is limited and registration is on a 1st come/1st serve basis.\*\*\***

1. Submit a Contra Costa College application. You can submit a college application online at [www.contracosta.edu](http://www.contracosta.edu) or in paper format at Admissions and Records in the Student Services Center.

**Program Pre-requisites:**

1. **Must have a valid Social Security card/number or Individual Taxpayer Identification number (ITIN).**
2. **Must have a valid driver’s license or State I.D.**
3. **Cardio Pulmonary Resuscitation (CPR): *American Heart Association,*** *CPR certification for the Healthcare Provider* is required. Fully online CPR classes are not accepted.
4. **A College Reading Assessment score indicating placement into English 142B**
	* **Or completion of English 81 with a grade of “C” or better;**

**AND**

1. **A College Writing Assessment score indicating placement into English 142B**
	* **Or completion of English 84 with a grade of “C” or better;**

**Link to Assessment Information:** [**https://www.contracosta.edu/admissions/apply-now/placement/**](https://www.contracosta.edu/admissions/apply-now/placement/)

***If English is not your native language, you may satisfy the above pre-requisites for Reading and Writing by:***

1. **An ESL Reading assessment score indicating placement into ESL Level 3 Reading (ESL 149)**
	* **Or completion of ESL 146 with a grade of “C” or better**

**AND**

1. **An ESL Writing assessment score indicating placement into ESL Level 3 Writing (ESL 189)**
	* **Or completion of ESL 186 with a grade of “C” or better**

**There are 5 steps to the application process (forms are included), submit by the deadline date:**

* **Step 1: Complete a CPR course**- **American Heart Association:** “CPR for Healthcare Provider”
	+ Course can be completed through Contra Costa College, course EMED 109 or a private CPR provider. **This is a pre-requisite for Nurse Assistant and the HHA program. Online classes not accepted.**

**(other CPR options: Beat The Rhythm LLC- San Pablo, phone (510)255-0666; CPR for Life – Concord, *phone* (925) 685-6858; Fast Response - Berkeley, *phone* (510) 849-4009; Walnut Creek, *phone* (925) 945-6666; Project Heartbeat – Oakland, *phone* (510) 452-1100 or any certified American Heart Association-BLS course)**

* **Step 2:**  **Complete the** **Nurse Assistant Program Application (online under certified nursing assistant) or request the application by email from** **ILapasova@contracosta.edu****. Submit the following to the Nursing Dept. by deadline date:**
	+ **Completed Nurse Assistant Certification Program Application form** (Nurse Assistant FORM A) to the Nursing Department by deadline date. This is separate from the College Application
	+ **Placement equivalent to English 142B or placement into ESL Level 3 Reading (ESL 149 and ESL 189) or unofficial transcript.**
	+ **Medical Packet:**

Completed **physical exam form**. Please note: You will be required to receive an Influenza vaccination for the current flu season as well as COVID-19 vaccination record when available.

* **You will not be able to participate in the above classes, if these requirements are not completed**.
* Draft copy of State application CDPH 283B to the nursing office – no signature necessary at this time. The Nursing office will return a typed form to you for verification and signature, signed copy to be returned to the nursing office immediately for transmittal to the State of California, DHS.
* **Step 3:** **Nursing Department Review of File.**
	+ You will be approved to register for the Nurse Assistant Certification Program if all required documents

(Step 1 and 2) are completed.

\*\*\*Since the CNA is on a 1st come/1st serve basis, you must enroll when the Enrollment Form is provided to you to ensure placement in the course.

* **Step 4:** **Admissions and Records**
	+ Enroll in the NURS 198 – Nurse Assistant Certification Program at Admissions and Records Office.
* **Step 5:** **Live Scan Fingerprint** (Students must be registered in NURS 198)

**Fingerprinting:**

The Department of Health Services requires you to have a background check by the Department of Justice. To achieve this you must complete the LiveScan fingerprinting process. Fingerprinting will be done by the **CCC Campus Police** at no charge to the student. Information regarding the fingerprinting process will be provided when you are enrolled and attending the class. All required forms will be provided by the Nursing Office.

Please note: A valid California driver’s license or State Identification card is required for fingerprinting.

\*\*ALL APPLICANTS MUST HAVE A BACKGROUND CHECK BY THE DEPARTMENT OF JUSTICE. THE INVESTIGATION IS SPECIFIC TO THE CNA APPLICATION.

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH EVALUATES CRIMINAL CONVICTIONS FOR ANY OFFENSE AND EITHER GRANTS OR DENIES CRIMINAL RECORD CLEARANCE BY REVIEWING EVIDENCE OF GOOD CHARACTER AND REHABILITATION PROVIDED BY APPLICANTS OR INFORMATION GATHERED BY CDPH IN RELATION TO CRITERIA OUTLINED IN HEALTH AND SAFETY CODE SECTION 1337.9 ©.

FOR FURTHER INFORMATION REGARDING CLEARANCE OF CNA APPLICATION, YOU MAY CONTACT THE PROFESSIONAL CERTIFICATION BRANCH AT CNA@CDPH.CA.GOV OR CALL (916) 327-2445 OR (916) 327-2445.