

Kodiak College

Certified Nurse Aide Course

January – May 2018
HCA A105

APPLICATION PACKET

**Application must be completed and returned to the Student
Services Department at Kodiak College no later than 5 pm on
Friday, November 3, 2017**

Kodiak College, UAA

Certified Nurse Aide Course

Thank you for your interest in the Kodiak College Certified Nurse Aide (CNA) course. Completion of the admission requirements does not guarantee selection into this program. Due to accreditation requirements stipulating faculty to student ratios and the limited availability of clinical practicum sites, class size is limited to ten (10) students. Consequently, some fully qualified applicants may not be accepted into the program. Please note that only completed applications will be considered for registration into the course.

Summary of the CNA program

The Kodiak College CNA course is taught in a supportive, professional university environment. Classroom learning is then developed through practical skill building within community health care facilities. The CNA program prepares the student to function in an entry-level position in the basic patient care arena in various health care settings. The program meets the educational requirements and prepares students for the Certified Nurse Aide examination required by the State of Alaska. Minimum of 140 hours are required for course completion. The required hours are divided as followed: 80 hours of supervised clinical experience and 60 hours of classroom instruction. The 80 hours of clinical experience will be a combination of weekdays, weekends and some additional evenings. A completed curriculum and breakdown of hours will be available to students once registration for the CNA course has been approved.

The State CNA Examination will be scheduled at the end of the course and students who have completed course requirements are encouraged to participate. The examination involves two components, a practical exam in which the student performs skills appropriately demonstrating competence and a written examination. Students must pass both portions to become certified. The student is required to pay fees (determined by the State of Alaska Board of Nursing) for the state examination, complete Nurse Aide Registry application form, obtain fingerprints and a passport photo for application. The instructor will provide information and coordinate paperwork processing when candidacy for the examination has been determined.

Becoming a CNA requires good interpersonal communication skills, caring and nurturing qualities, a high standard of personal ethics and professionalism. Students will be immediately dismissed from the program if under the influence of alcohol or drugs. This behavior compromises the safety of the patient and the integrity of the profession and will not be tolerated.

Eligibility Requirements

Students who want to apply for the CNA program must meet the following minimum standards. Exceptions to these standards will only be approved by course instructors after the admission interview. Students must be 18 years old and have a GED/High

School Diploma. Students must also document one of the following: (1) current (not more than one year old for math) approved placement test scores showing appropriate skill level, or (2) an official transcript showing a passing grade for equivalent course taken (Kodiak College transcript can be an unofficial copy). Placement test scores are necessary to determine if students possess the necessary skills to be successful in the program. Approved placement tests are offered at the Kodiak College Testing Center for a nominal fee.

Minimum scores required on approved placement test

Placement at WRTG Writing & Reading Strategies level or higher

Placement at MATH A055 Elementary Algebra level or higher

Application Requirements:

- 1) Completion of the Kodiak College CNA Application Packet
- 2) Submission of approved, current placement test scores or college transcript showing a passing grade for equivalent course
- 3) Two letters of recommendation

Immunizations

In addition, proof of immunizations and tuberculosis testing is **required upon the first day of class**, and must be completed and show documentation of the following before the clinical experience begins:

- 1) Documentation of two (2) MMR immunizations (Rubella, Mumps, Rubeola) or positive titers.
- 2) Documentation of three (3) Hepatitis B or titers or documentation that series has been started.
- 3) Documentation of two (2) Varicella Vaccination (Chicken pox) or titer.
- 4) Tdap immunization (Tetanus including Pertussis)
- 5) Not required, but highly recommended: Current Flu Vaccination.

Please contact your family physician if you have any questions about these vaccinations.

Tuberculosis Testing: Documentation of **two** negative **PPD results** within one year of the beginning of your **practical experience**. **(THIS IS A 2 STEP PROCESS-meaning you need 2 negative PPD's within 1 year must be 2 weeks apart)**

Students with past positive PPD results must have a current work clearance which can be obtained at the Kodiak Public Health Center.

Interview and notification of acceptance:

After you have submitted the completed application packet to Kodiak College Student Services, you will be contacted by the course instructor(s) to schedule an interview.

These are scheduled during the month after the application deadline. After completion of all the interviews, the instructor(s) will notify the students of their acceptance into the program and will provide the names of the successful candidates to the Kodiak College Student Services. Students must be admitted either as lifelong learners (non-degree seeking students) or as degree or certificate-seeking students in order to register for the CNA courses. Students are required to register on campus and will not be permitted to register online. Please contact Kodiak College Student Services at 486-1266 for assistance with either the admission or registration processes.

Clinical Experience Requirements

Upon admission to the program the student will:

(Please note: this requirement is separate from the State of Alaska Board of Nursing requirement for applying for the state exam)

1. The nurse aide student **must** have and **pass** a criminal background check and fingerprints completed with **results, before** he/she is allowed to attend hospital orientation or any clinical experience at PKIMC, (Providence Kodiak Island Medical Center) as required by the PKIMC Human Resource Department.
2. The **nurse aide student will contact** the PKIMC Human Resource Department to start the background check process as soon as the student is notified by the instructor of their acceptance into the program. The instructor will provide the PKIMC Human Resource Department with the names of the students.
3. The costs will be the student's responsibility for the back ground check and fingerprints. Costs are approximately: \$75.00-\$100.00
4. **It is imperative that the student follows up with the PKIMC Human Resource Department so that this process is completed by the second week of class.**

Course and Exam Requirements

Upon approval for graduation from the CNA course the following are required:

1. The student must successfully complete all required course work.
2. Complete 60 hours of classroom instruction and 80 clinical hours as required by the State of Alaska. The supervised clinical experience will be a combination of weekdays, weekends and some additional evenings. (Due to strict time requirement, students must attend all classroom hours and clinical hours scheduled in order to complete the program)
3. Hold current and approved CPR cards, (adult, child, infant, AED).

Eligibility for the Alaska State Certified Nurse Aide Exam:

1. The student must successfully complete all required course work, (classroom and clinical hours as required by the State of Alaska) and hold current and approved CPR cards, (adult, child, infant, AED).
2. Complete application process including a criminal background check, fingerprints and photo required by the State of Alaska Board of Nursing.
3. Questions regarding the criminal background check:
Nurse Aide Registry (907)269-8169. E-mail: license@alaska.gov
Web site: www.nursing.alaska.gov or www.commerce.state.ak.us/occ/pnua.htm
4. Exam/process fees as required by the State of Alaska.

Expenses related to this course (all costs are subject to change):

- ❑ Approved placement test at Kodiak College Testing Center (\$18.00)
- ❑ Pre-background check/fingerprints (approximate cost \$75.00-\$100.00)
- ❑ HCA A105 Certified Nurse Aide, 7 credits (\$1295.00 resident tuition only)
- ❑ Uniform pants (\$20.00) and top (\$25.00) or approved scrubs and closed toed shoes (\$40.00) (see practicum syllabus)
- ❑ A wristwatch with a second hand (\$20.00)
- ❑ Text, workbook, and supplies (\$125.00)
- ❑ CPR certification (\$100.00)
- ❑ Fingerprint services (\$20.00)
- ❑ Passport photo (\$15.00)
- ❑ State examination (\$260.00, **nonrefundable** - includes application fees). This fee may change according to the State professional regulations.
- ❑ Stethoscopes and blood pressure cuffs are available to students for use. Students may purchase their own equipment at any time.
- ❑ Minimum total cost for program - \$2013.00

Certified Nurse Aide Application Form

Spring Semester: Year 2018

A. General Information - *Please Use Black Ink and Print Clearly*

Last Name: _____ First Name _____ Middle Initial(s) _____

SSN: _____ DOB _____ (preferred)

Mailing Address: _____

City/State: _____ Zip Code _____

Telephone: Daytime: _____ Evening _____ E-Mail _____

B. Education: (Include High School Diploma or GED; College, Technical School, etc.)

Name of School	City/ State	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you are including information under a previous name, please list the previous names that would appear on those documents (s) / record(s).

C. Other

Are you a United States Citizen or legal resident? YES ___ NO ___

Have you been an Alaskan resident for the past two years YES ___ NO ___

If no, what state did you reside in? _____

Keep a copy of your application for your records

D. Professional / Employment Experience

(Please list work experience beginning with most recent position)

Name of employer	Position Held	Employment Dates	Reason for leaving	May we contact this Employer

E. Health Information

Do you have any health problems or physical disabilities that may potentially compromise the health of clinical patients or classmates, or any that would impact your ability to perform any functions / tasks / procedures in this program?

Note: Presence of Health problems or physical disabilities is not an automatic bar for consideration or selection. This information would help for provision planning and support to accommodate needs.

YES _____ NO _____

(If yes, please attach explanation)

F. References

Please provide **two** letters of Reference from individuals (prefer non-family) who know you and can attest to your ability to complete the course of study.

G. Narrative Responses (continued)

5. Name two strengths you have as a student in a learning environment

6. Name two weaknesses you feel you have as a student in a learning environment

I certify that all matters contained in this application are complete and accurate and agree that any misleading or false statement would render this application void.

I hereby authorize Kodiak College to investigate all matters contained in this application and to contact prior employers to obtain any and all information related to my past work performance.

I have read and understand the above.

Signature

Date

Kodiak College /UAA is an Equal Opportunity/Affirmative Action employer/educational institution

KODIAK COLLEGE INSTRUCTOR USE ONLY

- Interview_____
- Letters of Reference_____
- CPR_____
- Immunizations_____
- Tuberculosis (ppd) testing_____
- Contact_____
- Placement tests
- Transcript

Date_____ Time_____