

Applicant Name: \_\_\_\_\_

Intake Date: \_\_\_\_\_

## Certified Nurse Assistant (CNA) Admissions Process

The CNA program is designed to teach students how to perform basic nursing skills for residents in a long-term care facility under the supervision of Charge personnel. The course meets the Missouri Department of Health and Senior Services requirements.

Steps	What to Do						
<p><b>Application</b></p> <p><input type="checkbox"/></p>	<p>Pick up the CNA application packet</p> <p>Room 160B CTE Building Jefferson College 1000 Viking Drive, Hillsboro, MO</p> <p style="text-align: right;">Or call: (636) 481-3143</p>						
<p><b>MO Jobs Center</b></p> <p><input type="checkbox"/></p>	<p>Meet with a representative at your local Missouri Job Center to register to take Work Keys Assessment and discuss funding options.</p> <p>Work Keys takes about 3 ½ hours and covers the areas below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Applied math</td> <td style="width: 50%;">Score required: 3</td> </tr> <tr> <td>Graphic literacy</td> <td>Score required: 3</td> </tr> <tr> <td>Workplace documents</td> <td>Score required: 3</td> </tr> </table> <p>Work Keys is FREE. A practice test is available online, once you have registered.</p> <p>Locations: Find your local Job Center at: <a href="https://jobs.mo.gov/career-centers">https://jobs.mo.gov/career-centers</a>.</p> <p>Or visit</p> <p>Arnold Job Center 1-800-292-1314; 3675 West Outer Road, Suite 101, Arnold, MO.</p>	Applied math	Score required: 3	Graphic literacy	Score required: 3	Workplace documents	Score required: 3
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Graphic literacy	Score required: 3						
Workplace documents	Score required: 3						
<p><b>Completed Application</b></p> <p><input type="checkbox"/></p>	<p>Turn in completed and SIGNED application, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All forms in application packet</li> <li><input type="checkbox"/> Work Keys scores</li> <li><input type="checkbox"/> Copy of driver’s license</li> <li><input type="checkbox"/> Copy of Social Security card</li> <li><input type="checkbox"/> Copy of high school diploma/HiSET or official high school transcript</li> <li><input type="checkbox"/> 3 letters of recommendation in different, sealed envelopes.</li> <li><input type="checkbox"/> Make appointment with Cynthia Critchfield, Workforce and Employment Specialist, (636) 481-3143, or <a href="mailto:ccritchf@jeffco.edu">ccritchf@jeffco.edu</a> to go over your completed application.</li> </ul>						
<p><b>Family Care Safety Registry</b></p> <p><input type="checkbox"/></p>	<p>If you are not currently registered for the Family Care Safety Registry, you can sign up online at: <a href="https://health.mo.gov/safety/fcsr/">https://health.mo.gov/safety/fcsr/</a>.</p> <p>The cost is approximately \$15.25.</p>						

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<p><b>Alcohol/drug screening</b></p> <p><input type="checkbox"/></p>	<p>Complete alcohol and drug screen at Risse Counseling. Contact Cynthia Critchfield for dates and times (314-481-3143). Map included in application packet. Results will be sent to our office.</p> <p>Location: Risse Counseling 101 East Main Street, Festus, MO 63028.</p>
<p><b>Tuition</b></p> <p><input type="checkbox"/></p>	<p>Tuition is often funded by programs through the MoJobs Center and will be verified at time of application for the program.</p> <p>If third party is paying for tuition, a letter must be submitted with application. Sample copy of letter is in the application packet.</p> <p>If tuition is paid by student, payment may be made by: credit or debit card; cashier's check; or cash. Personal checks are not accepted. Payment plans are not available.</p>
<p><b>Immunizations</b></p> <p><input type="checkbox"/></p>	<p>Prior to beginning Clinical Training (Phase 3) students may be required to show proof of having had the immunizations listed below. Some immunizations require several weeks to complete. It is important to start early enough to complete BEFORE you enter Phase 3: Clinical Training.</p> <p>MMR – 2 doses with several weeks between          Varicella          Hepatitis A          Hepatitis B – 3 dose with several weeks between          Current Influenza vaccine</p> <p>Immunizations can usually be obtained at your county health department, a primary care physician's office, or a clinic. Prices vary.</p>
<p><b>Complete 2-step PPD (TB) testing.</b></p> <p><input type="checkbox"/></p>	<p>Two-step PPD.</p> <p><b>Step One:</b> Get one needle stick. Have the test read 2-3 days later.</p> <p><b>WAIT ONE WEEK.</b></p> <p><b>Step Two:</b> Get another needle stick. Have it read 2-3 days later.</p> <p>The test is valid for one year only. Proof of both negative readings is required.</p>
<p><b>CPR--BLS</b></p> <p><input type="checkbox"/></p>	<p>Complete and pass the Basic Life Support for Healthcare Professionals (BLS) Certification PRIOR to pre-clinical. Completed at Orientation for the Preclinical Academy.</p> <p>Class schedule for each semester is posted at <a href="http://www.jeffco.edu/jcce">www.jeffco.edu/jcce</a>. The cost for this class is \$65.00 and must be paid at the time of registration.</p>
<p><b>Orientation</b></p> <p><input type="checkbox"/></p>	<p>Attend orientation prior to CNA classes begin.</p>

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**For office use only**

**Date submitted:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Drug Screen:** \_\_\_\_\_

**Advantage:** \_\_\_\_\_

**Background Check:** \_\_\_\_\_

**FCSR:** \_\_\_\_\_

**PPD (2):** \_\_\_\_\_

**MMR (2):** \_\_\_\_\_

**Varicella:** \_\_\_\_\_

**Hep A:** \_\_\_\_\_

**Hep B (3):** \_\_\_\_\_

**Influenza:** \_\_\_\_\_