



## CERTIFIED NURSING ASSISTANT (CNA) PROGRAM ONLINE APPLICATION PACKET CHECKLIST

The dates to apply for the CNA Program are listed on page 3 under “Program Information.” CNA applications are accepted only during the specified dates.

**Use this checklist as a guide to gather all required documents and materials to apply, including physical exam/immunization forms.**

Download, print and complete forms from the [nursing website](http://www.swccd.edu/nursing) (www.swccd.edu/nursing). You will upload required documents and forms when applying online.

1. \_\_\_\_\_ **ONLINE** Certified Nursing Program application.
2. \_\_\_\_\_ **ONLINE** Criminal Screening Form. If you have been CONVICTED, at any time, of a crime other than a minor traffic violation, please contact California Department of Public Health (CDPH) by phone at (916) 327-2445 or email: [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov) to clarify your status. The response time from CDPH varies on a case-by-case basis. The review may take several months.
3. \_\_\_\_\_ **SWC STUDENT ID #** If you do not have an ID# apply online on the [main webpage](http://www.swccd.edu) (www.swccd.edu), click on APPLY & REGISTER.
  - SWC ID # will be emailed to you in two days.
4. \_\_\_\_\_ **SWC EMAIL ADDRESS** – All program communications will be via SWC email. We will not email to personal accounts.
  - Access SWC email through [MySWC](http://www.my.swccd.edu) (www.my.swccd.edu). (Sample email: yz0123456@swccd.edu).
  - For assistance contact [SWC Admissions and Records](mailto:admissions@swccd.edu) (admissions@swccd.edu).
5. \_\_\_\_\_ **COPY** of High School diploma or transcript or GED certificate (**optional**).
6. \_\_\_\_\_ **COPY** of Social Security Card
  - Name on card must match Driver’s License/ State ID. Card cannot be laminated. Card must be signed.
7. \_\_\_\_\_ **COPY** of Driver’s License/State ID
8. \_\_\_\_\_ **COPY** of CPR certification – Basic Life Support Provider/ Healthcare Provider from the American Heart Association (Hard copy must be signed, E-card does not need signature). **This is the ONLY acceptable CPR card.**
9. \_\_\_\_\_ **COPY** of physical exam/immunization forms filled out.
  - **Immunizations are required for clinical placement.**

- The dates documented on the forms MUST match your immunization records and/or titers (lab work results).
- Review the information filled out by your healthcare provider for accuracy and completeness (i.e. make sure form has the required dates, signatures and stamps).

10. \_\_\_\_\_ **COPY** of immunization records and/or titers (lab work). REQUIRED immunizations OR titers include:
- 2 MMR shots or Titers for Measles, Mumps, Rubella
  - 2 Varicella shots or Titers (if you had the disease you will need titers as proof)
  - 3 Hepatitis B shots or Titers
  - Tdap (within 10 years at time of application)
  - Seasonal flu shot (*Influenza Consent Form* must be completed at the time you receive flu shot)
  - 2-Step PPD (two negative TB skin tests) OR one blood test for TB infection.
    - If TB test is positive, a chest x-ray is required.
    - Proof of positive TB (regardless of year) is required for Chest X-ray to be valid.
    - **Chest x-ray results must be dated within five years.**

11. \_\_\_\_\_ **MAKE COPIES** of your entire application packet for your records, including physical exam/immunization forms, before submitting it to the Nursing & Health Occupation Programs Office. **THE OFFICE WILL NOT MAKE COPIES ONCE DOCUMENTS HAVE BEEN SUBMITTED.**

12. \_\_\_\_\_ Submit complete application packet online.

**Starting February 22, 2021, CNA applications will be submitted online for summer and future classes.**

## PROGRAM INFORMATION

### WHEN CAN I APPLY TO THE CNA PROGRAM?

For <b>SPRING I 2021</b> consideration, submit application:	For <b>SPRING II 2021</b> consideration, submit application:	For <b>SUMMER 2021</b> consideration, submit application:	For <b>FALL 2021</b> consideration, submit application:
Monday, September 14 through Thursday, October 15, 2020 <b>(class starts January 2021)</b>	Monday, November 16 through Friday, February 12, 2021 <b>(class starts March 2021)</b> <b>DEADLINE EXTENDED</b>	Monday, February 22 through Thursday, March 25, 2021 <b>(class starts June 2021)</b> <b>ONLINE APPLICATION</b>	Monday, May 10 through Thursday, June 10, 2021 <b>(class starts August 2021)</b> <b>ONLINE APPLICATION</b>

#### ONLINE APPLICATION:

Starting February 22, 2021, CNA application packets will be submitted online for summer and all future classes.

**SUBMITTING AN APPLICATION DOES NOT GUARANTEE ENTRY INTO THE PROGRAM**

#### PROGRAM DETAILS:

The course is designed for students interested in a career in Nursing. The CNA program is an 8.5-unit program which consists of CNA 20 (5.5 units) and CNA 20L (3 units). Completion of the course is valued high on the point system for entrance into the Associate Degree Nursing (ADN) Program, and it is required for the Vocational Nursing (VN) Program. Completion of this course confers eligibility to take the State Certification exam for CNA. CNA's are employed by hospitals, skilled nursing facilities and other health care agencies. The course content includes fundamental procedures to meet basic needs of patients, gathering data about the patients, communicating appropriately and other content required by State regulations for nurse assistant certification. \*The CNA course is repeatable only once, and attendance to **all** class meeting days is mandatory.

The program requires that students have the ability to communicate effectively in the English language (comprehension, verbal and writing skills). This is based on requirements from the clinical facilities as English is the working language in San Diego healthcare facilities.

Enrollment is restricted to students who have applied within the designated application period through the Nursing Department and have been formally accepted. The program accepts 30-40 students plus alternates (alternates are admitted if and when initially accepted students are not able to participate). All accepted students and alternates must attend the orientation and meet on the first day of class at 8:00 a.m. Accepted students who fail to meet the first class will be dropped and will have to re-apply for the next available session. Class absences may result in the student being dropped from the program.

#### COST:

The total cost of the program is approximately \$750-\$850. The greatest direct expense is at the beginning of the first semester. Costs include enrollment fees, textbooks, malpractice insurance, ADB/Complio fees, uniforms, parking and exam fees. Students will be required to complete a background check and drug screening prior starting the program. Students are required to wear maroon-colored scrubs with white shoes.

#### STATE CERTIFICATION:

After successful completion of the nursing assistant training program, you will be eligible to apply for the California State Department of Health Services certification exam. The exam is administered on campus. The current exam fee is \$100 (subject to change).