

Dear Prospective Student,

We are excited that you are considering a career as a CNA, a vital and rewarding profession in the healthcare field.

As a certified nursing assistant (CNA), you will be on the front lines of patient care. If you enjoy caring for people who are sick or unable to care for themselves, then a career as a certified nursing assistant may be right for you. Your compassion and skill in patient care will help minimize the stress of patients and provide much needed support for registered nurses (RNs). For some, CNA is the first step to becoming an RN.

Being a nurse means showing up with integrity even when no one's watching. The habits you build in school become the care you give at the bedside.

Certified nursing assistants, also known as nurses' aides, patient care technicians, and home health aides, work under the supervision of a nurse to aid patients with daily living tasks.

Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. Make and keep a copy of all documents you turn into the office for your reference.

If you have questions regarding the program, please look at the CNA website <https://www.hancockcollege.edu/pathways/health-sciences/cna.php>

Sincerely,

Tawnya Karstrom
Program Specialist
healthsciences@hancockcollege.edu

To be considered for the CNA program, please submit the attached application along with all required documents on or before June 1, 2025, end of day. This application is specific to the current application period. Be sure to thoroughly review the entire packet and submit a complete application.

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 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. There are two application periods per year, May and October. 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, the waitlist number will go down every application period until the student is offered and accepted a seat. If you do not reapply, your name will be removed from the waitlist.

COMPLETED APPLICATION PACKET AND ELIGIBILITY:

- All applicants must have an AHC student ID number and complete the program application form attached.
- Must be 18 years of age or older by the first day of program.
- All applicants must show completion of English 101 with a grade of "C" or better or be in process during the semester of the application.
 - A printout of the students AHC unofficial transcripts must be provided with this application.
 - Official transcripts from any other colleges must have already been evaluated by AHC Admissions and Records transcriber and in your AHC portal to print for proof of completion.
- A copy of your valid Social Security Card or Individual Taxpayer Identification Number (ITIN) card must be turned in with this application. The social security card must be "for employment" to enter the program. This is a state requirement and is necessary for the CDPH to track certifications and those enrolled in training programs.
- It is very important that the application is legible, if it is handwritten. Please let the office know of any changes to the email address, as this is our method in contacting a student. Once the program starts for the semester, if changes are needed, they can be reflected on the application the next application period.

The application and required documentation must be hand-delivered to the W Building, Office W-11, or placed in the M100/200 building mailbox directly across from the M132 office door. Alternatively, the documents can be mail to the college, addressed to the attention of Tawnya Karstrom, post marked on or before the application due date.

UPON ACCEPTANCE INTO THE PROGRAM

Once the office receives all completed applications, notifications will be emailed on **June 18, 2025**, by the end of the day using the email address provided on this application.

If the application is handwritten, please write clearly to avoid any confusion. Check the spam/junk folder, as AHC emails may not always go directly to your inbox.

- All students in the program are expected to maintain a 2.0 grade point average (GPA) or above each term prior to moving on to the next term.
- Students must provide their own transportation to off-campus clinical sites.
- A selected uniform and adherence to the dress code is required.
- Health packets must be completed by a physician of the student's choice, submit a full immunization record and CPR certification (specific to the program). Additionally, you must pass a drug screening and background check and order the program-approved uniforms by the acceptance packet deadlines. The packet, which includes all requirements and due dates, will be sent via email when a seat is accepted.

ADMISSION SEATING

The students given a seat in the program will not be assigned to a campus (Santa Maria or Lompoc), once the student is unblocked to register, it will be up to the student to secure a spot in one of the two campuses offered. If there is no seating available on a specific campus, the other campus offered must be registered for or a student can decline a seat in the program and will not be allowed to remain on the waitlist.

On the application there is a check box for preferred campus, this will **only** be used after the initial class has been seated. For example, if a seat is available in Lompoc, we will contact the student who requested Lompoc or no preference and bypass the ones who selected Santa Maria only. If no preference box is checked, the office will not contact the student.

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

ABSENT AND TARDY POLICY

The first three weeks of the CNA program requires 100% attendance to meet state mandated curriculum requirements before patient contact can take place. It is mandatory to attend each facility orientation day for our facilities to meet state requirements as well. Not meeting required state mandated hours is the number 1 reason for being dismissed from the CNA program.

DRESS CODE

A student's appearance reflects the clinical site and the college standards, it 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. How you present yourself should always reflect professionalism. More information regarding dress code will be in the emailed health packet.

FINANCIAL AID

Please contact the Financial Aid office for all questions and/or eligibility or go to <https://www.hancockcollege.edu/finaid/index.php> for up-to-date information.

EMPLOYMENT OPPORTUNITIES

The average salary for a CNA in California is reported to be around \$41,188 per year, with a 75th percentile of \$46,400. The average hourly rate for a CNA in California is around \$20 per hour. Location, experience and type of employer are some of the factors affecting salary.

CERTIFICATION OF COMPLETION – TOTAL OF 12 UNITS

NURS 300 Certified Nursing Assistant/Acute Care Aide

There is a mandatory student orientation prior to the start of the program. Information regarding date and time will be in your emailed acceptance packet. The mandatory orientation is tentatively dated for August 6, 2025, This orientation will only be for the students given a seat in the program and is a one day, all day orientation.

.....

PURPOSE OF ORIENTATION:

The orientation is vital to completing the Department of Justice (DOJ) and Fingerprint forms as well as fingerprinting.

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 is to verify to our facilities that a student is contractually cleared to be in the facility with patients.
 - If your background has convictions, it will be reviewed by the program. You will be notified if the conviction is not accepted via email. A student is not allowed to continue in the program with a pending or open case.
- The drug screening required prior to the start of the program is to verify for our facilities that a student is contractually cleared to be in the facility with patients. A diluted or positive drug screening will result in dismissal and a student is not allowed test for 1 year. There are no exceptions for a positive drug screening, and it will count toward 1 attempt out of 2 allowed with the LVN/RN programs.
- Fingerprinting is completed in the beginning of the program during orientation after you have been accepted.
 - The fingerprinting is sent to the Department of Justice (DOJ) and used by the California Department of Public Health (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 state certificate.

CLINICAL/FACILITY 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

HEALTH PACKET EXPENSES	
TUITION (12 units @ \$46/unit for residents)	\$552.00
PARKING (SPRING OR FALL) (\$2.00 PER DAY OR \$20.00 FOR FALL AND SPRING SEMESTER)	\$20.00
HEALTH FEE (\$26), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$38.00
BACKGROUND CHECK – Corporate screening	\$49.92
DRUG SCREENING – Med Plus Central Coast on Depot Street (AKA Dignity Health Urgent Care)	\$55.00
CPR FOR HEALTHCARE PROVIDERS EMS 306 (\$23 ½ unit) (\$13.46 material fee) (\$25.25 textbook)	\$61.70 (AHC)
SHOES—Scrubs paid for by the College	\$50.00 (est)
IDENTIFICATION NAME PIN—FIRST PIN IS FREE—\$5.00 FOR ADDITIONAL	FREE
AHC STUDENT ID CARD WITH PICTURE	FREE
Total is estimated excluding variable costs	\$826.62
ITEMS WITH VARIABLE COSTS	
PHYSICAL EXAMINATION - FAMILY DOCTOR	Variable Cost
IMMUNIZATIONS – Hep B Series, Varicella, DPT, MMR, Flu, TB	Variable Cost
MISCELLANEOUS SUPPLIES – (2 binders, notebooks, pens, pencils, highlighter, paper and scantron)	Variable Cost
ITEMS PAID FOR BY THE PROGRAM/COLLEGE	
UNIFORM—3 TOP AND BOTTOM SCRUBS—PAID BY THE COLLEGE	\$120.00
UNIFORM—1 TOP AND BOTTOM SCRUB—PAID BY THE RUPE GRANT	\$40.00
BLOOD PRESSURE CUFF/STETHOSCOPE SET—PAID BY THE RUPE GRANT	\$48.00
REQUIRED TEXTBOOK BUNDLE – PAID BY THE RUPE GRANT	\$230.00
FINGERPRINTING AND DOJ FEES—PAID BY THE PROGRAM	\$55.00
CNA TESTING (NATAP) – STATE BOARD EXAM—PAID BY THE RUPE GRANT	\$120.00
Updated 04/25/25	Total estimated savings \$613.00

TOTAL ESTIMATED CNA PROGRAM COSTS

\$826.62 (excluding variable costs)

Prices are subject to change

☐ NEW APPLICANT

☐ RE-APPLICANT ~ *WAITLIST NUMBER* -

Personal Information

Full Name:

(LAST, MI, FIRST)

Address:

City/St/Zip

Home Phone:

Cell Phone:

SSN/ITIN:

Birth Date

(MM/DD/YYYY):

AHC Student # H

Email Address:

(PERSONAL OR SCHOOL)

Admission Information

High school and

Graduation Date:

☐ Santa Maria

Please check only **ONE** box.

Campus preference:

☐ Lompoc

*Campus preference is used only for applicants who are being called off the waitlist to fill an open seat. If left blank you will not be contacted.

☐ No preference

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.

Please identify the ethnicity you most identify with or the one that best represents your background. This is for demographic purposes and will help us better understand our student population.

☐ African American / Black

☐ Hispanic / Latino

☐ American Indian / Alaska Native

☐ Native Hawaiian

☐ Asian

☐ Other Pacific Islander

☐ Other Asian

☐ Caucasian / White

☐ South Asian / Indian, Pakistani etc.

☐ Mixed race

☐ Filipino

Gender _____ Preferred language at home _____

Allan Hancock Joint Community College District strictly prohibits discrimination based on race, color, ancestry, religion, gender, national origin, age, physical or mental disability, medical condition, marital status, or sexual orientation. Additionally, information about an applicant's name is kept confidential and is not shared with any other agency.

The application and required documentation must be hand-delivered to the W Building, Office W-11, or placed in the M100/200 building mailbox directly across from the M132 office door. Alternatively, you can mail the documents to the college, addressed to the attention of Tawnya Karstrom.

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 failure to follow procedures and meet deadline schedules will 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 to enter 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 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 18, 2025**. It is my responsibility to write my email clearly and **check my spam/junk mail**.
- ☐ I acknowledge my seat is not campus specific and if I am given a seat, I will register for one of the campus.
- ☐ I understand, once I am accepted into the program, the physical, proof of immunizations, CPR, background check and drug screening are required by the facilities, and I will respect the outcome if I do not fulfill the onboarding process.
- ☐ 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. A diluted or positive drug screening can not be tested again for 1 year.
- ☐ If on the waitlist, I understand that I may be contacted via EMAIL if a seat becomes available. If a seat is accepted off the waitlist, there are no deferments allowed. If a student accepts the seat, and later tries to defer, the student will no longer be on the waitlist seat. It is my responsibility to complete the packet within the timeframe specified upon notification.
- ☐ I understand that requirements for the program can change and will require flexibility.

I certify that I have read and understand the statements made in this application packet. To the best of my knowledge, the information provided is true and complete. I acknowledge that any false or misleading information may result in denial of admittance.

Signature

Date

Application does not guarantee that applicants have satisfied minimum criteria

For office use only:

Application filled out completely: ____ Yes ____ No / Notified ____ Declined ____

Prerequisite Complete: (Eng. 101): ____ Yes ____ No ____ IP _____

Notes:
