



Nurse Assistant Program Application Checklist

Student Name _____

Student ID # _____

Citrus Student E-mail Address _____ @STUDENT.CITRUSCOLLEGE.EDU

Phone Number(s) _____

The items below are required for your participation in the Nurse Assistant Program at Citrus College. It is your responsibility to submit these items in a timely manner. Students will not be given clearance to register for the class until **ALL** of the following items have been received.

Copy and submit the following required documents in your packet:

- 1. **CDPH283b Initial Application Form** (Only fill out Sections I, II, and III; the rest will be completed once accepted)
- 2. **Disqualifying Penal Codes Section with Disclaimer Form**
- 3. **Receipt for your Clinical ID Name Badge from Owl Bookstore**
- 4. **CPR Card for the Health Care Provider** (Must be Current; Copy both sides) CPR EXPIRES _____
- 5. **Social Security Card** (Must be signed; If not a U.S. citizen, submit a Permanent Resident Card and/or a Work Authorization Card)
- 6. **California Driver's License or Identification card**
- 7. **Citrus College Student Photo ID card**
- 8. **Citrus College Health Requirements Form** (Must be signed & cleared by Health Center once complete)
DATE OF PHYSICAL EXAM _____ 2-STEP TB SKIN TEST _____ CHEST X-RAY _____
- 9. **Hepatitis B Vaccine Information/Consent/Waiver**
- 10. **Flu Vaccine/H1N1 Form**
- 11. **Release for Random/Mandatory Drug Testing Form**
- 12. **Proof of Citrus College Enrollment**
- 13. **Live Scan Form** (Given to students AFTER turning in the above completed paperwork) DATE _____

THIS CHECKLIST MUST BE COMPLETED BEFORE YOU CAN BE CLEARED TO REGISTER FOR THE CLASS.

NO EXCEPTIONS! ACCEPTANCE IS BASED ON A FIRST COME, FIRST SERVED BASIS.



Nursing Assistant Program Information

Dear Prospective Nursing Assistant Student:

This packet contains the required instructions and documents for participating in the Citrus College Nursing Assistant course. The following instructions will assure you of making a good start and are designed to prepare you for the first day of class. Please give your prompt and thorough cooperation with the enclosed instructions. Those students who have turned in **ALL** of the required paperwork will be given permission to register on a first come, first served basis.

Read and Complete the following documents that are in this packet:

- 1. CDPH283B Initial Application Form:** Read both sides of this form thoroughly and ONLY fill out sections I, II, and III. The rest will be completed if you are accepted into the program. If you make a mistake you must print a new copy and start over. Make a copy of both sides for your records.
- 2. Disqualifying Penal Codes Section with Disclaimer Form:** Read both sides of this form, then print and sign the bottom of the second page. If you have been convicted of any of the penal codes listed and have not had these violations dismissed by a court of law or have not been given a Certificate of Rehabilitation, you will automatically be denied certification by the California Department of Public Health (CDPH). Please do not register for the class if this is the case.
- 3. Receipt for Clinical ID Name Name Badge from Owl Bookstore:** The name badge takes 2 weeks to process once your order has been placed. Do not wait for the last day to order it or you will not have it in time to go into the clinical site. A receipt can be submitted with your packet.
- 4. CPR Card (for the Health Care Provider):** Students will need a current CPR card. The card must indicate that it is for the Health Care Provider and your signature is on the back. A CPR class taken online that does not require a skills component will not be accepted. DO NOT laminate the card.
- 5. Social Security Card:** If you are not a U.S. citizen, and you do not have a social security card, you must submit a Permanent Resident card and/or Work Authorization card. Social Security card must be signed.
- 6. Current California Driver's License/California ID or U.S. Passport:** The names must be printed exactly as written on the CDPH283B form and any other documents submitted.
- 7. Citrus College Student Photo ID Card:** Your card is available at the library 48 hours after you pay your registration fees, during scheduled photo ID hours.
- 8. Health Sciences Program Health Requirements Form:** Nursing assistant students are required to have a health history, physical examination and TB clearance prior to having contact with patients or residents in a health care facility. Schedule your history and physical examination with your physician or clinic as soon as possible. Take the Citrus College Health Sciences Program Health Requirements Form with you. You must use this form. It is to be completed and signed by your physician, nurse

practitioner or physician's assistant. Once completed, take the form to the Citrus College Health Center to be verified, signed and stamped. It is located on the 1st floor of the Student Services Building.

The following are required as part of the physical examination:

- Negative 2 step TB skin test results (taken within one year of the program start date) and if TB skin test is positive, a negative chest x-ray (taken within two years of the program start date)
- Blood titer results showing immunity to various communicable diseases as indicated on the Citrus College Health Sciences Program Health Requirements Form.
- Essential physical and sensory functions are within normal limits or corrected to functional limits.
- Health care provider's signature stating there is no evidence of a communicable disease or health condition that would prohibit the applicant from taking the Health Science class.

9. Hepatitis B Vaccine Information/Consent/Waiver: All students are given information (by viewing a video and are provided time to ask questions) about the hepatitis B virus and understand the possible consequences and risks of not receiving the series of hepatitis B vaccines. Students who have received the series of hepatitis vaccines must show immunity on their physical exam form. Any student who declines to take the series of three hepatitis B vaccines must sign a waiver stating they have been given the information and time for discussion, but are choosing not to get the series at this time.

10. Flu/H1N1 Vaccination Program Form: One of the four boxes on this form applies to each student and ONLY ONE must be checked, signed and dated. A student may wish to participate (check YES) in the Flu/H1N1 vaccination program and have been given the benefits and risks of receiving the vaccine. If a student declines (check NO) to participate in the Flu/H1N1 vaccine program, they have been given information about the risk of spreading the infection and are informed that they may not be able to participate in clinical rotations based upon agreements/contracts with the clinical partners of Citrus College's nursing program. A student may have already received the immunizations (check immunization completed), or is in progress (check immunization in progress). Check immunization unavailable/seasonal if it applies.

11. Release for Random/Mandatory Drug Testing Form: The Citrus College clinical partners may require random/mandatory drug testing of any/all students. This form is a release by the student to allow this testing where there is a reason to believe, in the opinion of the hospital, that a student is under the influence of alcohol or drugs while on hospital property or has come to the hospital with a measurable quantity of drugs in blood or urine. Any student may be requested to undergo a blood test, urinalysis, "Breathalyzer" test or other diagnostic tests.

12. Proof of Citrus College Enrollment: May submit copy of enrollment once enrolled into the CNA program.

13. Live Scan Fingerprint Form: After copying and submitting the above paperwork, you will obtain a Live Scan Fingerprint form from the Health Sciences office (PC-204). Complete ONLY the Applicant Information section of this form using **BLACK INK ONLY**. Go to the Live Scan facility in the Campus Safety office to have your fingerprints taken. They are open Mon-Thurs 9:00 am to 5:00 pm and Fri 9:00am to 3:30 pm. You must bring with you a valid photo ID, and your social security card. The technologist will give you two copies of the form that shows you have had your fingerprints scanned and sent to Sacramento. One copy is for your records and the other copy must be returned to Health Sciences office (PC-204).

ONCE ALL PAPERWORK IS COMPLETED, REVIEWED AND APPROVED, you will be given departmental approval to register for the Nursing Assistant Course. Remember, enrollment is based on a first come, first served basis. The first fifteen students to turn in all completed, required paperwork are selected for registration. Please be sure to indicate your Citrus College e-mail address on the sign-in sheet provided at the information session and on the checklist form.

Additional Information

- **Textbook Required:** Sorrentino, S., Gorek, B., & Remmert, L., (2014). ***Mosby's Essentials for Nursing Assistants*** 5th Edition. Mosby Elsevier, St. Louis, MO.

- Once enrolled into the school, it is important to get your Citrus College e-mail address working. All communication to your instructors must be sent through your Citrus College e-mail address. Any other e-mail addresses go into a junk mailbox and the instructor will not see it. Student e-mail begins with the first three letters of the student's first name, entire last name, three numbers assigned by the school, followed by @student.citruscollege.edu.

- **Blackboard.** You will have access to Blackboard after you have registered and paid for your classes and the instructor has made the class available. All handouts for this course will be available on Blackboard. DO NOT attempt to communicate to your instructor through the Blackboard site because it goes directly to the distance education coordinator. Use your Citrus College e-mail address and send CVictoria@citruscollege.edu a message stating that you are registered and need access to Blackboard.

ALL OTHER INFORMATION YOU NEED TO SUCCEED IN TAKING THIS CLASS WILL BE WRITTEN IN YOUR SYLLABUS.

Bring the syllabus to class with you daily, along with your textbook EVERY DAY. Homework is assigned on the first day, so it is important to bring your textbook on that day.



Citrus College Nurse Assistant Program Uniform & Supply Requirements

Solid White Uniform Top

Solid Black Uniform Pants

Solid Black Shoes (non-skid soles)

Solid Black Socks

Solid White or Black Lab Jacket or Sweater (optional)

Here is a list of some locations that sell uniforms and supplies:

Life Uniform

2180 Montclair Plaza Ln.

Montclair, CA 91763

909-399-0875

www.scrubsandbeyond.com

My Professional Uniforms

1102 East Colorado St.

Glendale, CA 91205

818-242-3404

www.MyProfessionalUniforms.com

Best Buy Uniforms

1807 N. Garey Ave.

Pomona, CA 91767

909-623-5518

www.bestbuyscruborder.com

Wal-Mart, JC Penny's, Sears or other

Department stores may also sell uniforms

Supplies Required*

Wrist watch with a second hand, stethoscope, blood pressure cuff, gait/transfer belt, pocket-sized hand sanitizer, pocket-sized note pad, black pen and #2 pencils with eraser.

**Supplies may be purchased at other locations or online. If purchasing supplies online, make sure you will receive them before the program is scheduled to begin.*