

CNA PROGRAM ENROLLMENT PART 1 - CHECKLIST



CPC APPLICATION

- Complete and submit the digital CPC CNA Application form and Code of Conduct form (this will be sent to you via a DocuSign email)
- Submit (scan and email to Licia at: lmattedi@calprepcollege.com) the following documents. Use your **Android** (click) or **Apple iPhone** (click) to scan as a PDF file if you do not have a scanner:
 - Proof of High School Graduation or GED. (*Scan and email copy of H.S. diploma, proof of GED, or recent college transcript*).
 - Proof of employment eligibility (*scan and email either: 1. Social Security Card AND Driver's License; or 2. U.S. Passport; or 3. Permanent Resident Card*)

SCHOLARSHIP APPLICATION

- Create a CalJobs account following these directions: **CalJobs Account** (click).
- Depending on where you live:
 - SONORA AREA:** Contact James Hanson at Mother Lode Job Training: jhanson@mljt.org or Phone: (209) 588-1150 x4505
 - YUBA COUNTY & SUTTER COUNTY:** Download this form: **WIOA Questionnaire**, complete it, save it again and email it to us at: lmattedi@calprepcollege.com. If you are eligible, Sutter or Yuba County One Stop will contact you for an appointment..

- In your phone call or email of the previous step, tell them you are interested in the "California Preparatory College/ADVENTIST HEALTH CNA program," have filled out a CalJobs account and are looking for next steps for scholarship info.
- Email Marissa Dobs, Adventist Health, to say you have completed the above scholarship application steps. Email: lupoma01@ah.org

PHYSICAL EXAM & VACCINATIONS

- Medical Exam & TB test (Have the practitioner complete this form: **Medical Exam Form** (click). Scan & email us the completed form. If you don't have vaccination records, you will need to get a "Titer" test.
- Proof of vaccinations or Titer Test. Covid-19 vaccinations are no longer required.

ZOOM VIDEO SESSION WITH CPC

- Schedule and attend a Zoom video conference with CPC staff to answer your questions, assist with forms & documents, discuss your student accounts, and explain next steps.

IN-PERSON OR ZOOM INTERVIEW WITH ADVENTIST HEALTH

- Schedule and attend an in-person or video conference with the Adventist Health team to explore possible employment and scholarship opportunities.

CNA PROGRAM ENROLLMENT PART 2 - CHECKLIST



CONDITIONAL ACCEPTANCE

Following the AH interview, you will receive an email informing you that you are conditionally accepted into the program and to begin Part 2 of the Enrollment Checklist

ENROLLMENT FORM

- Read, complete and sign CPC's online enrollment & commitment form (link emailed to you by CPC counselor in acceptance email)

LIVESCAN BACKGROUND CHECK

- Complete and submit LiveScan background check. We will email you the required form and instruct you where to go to in your area to complete the form and get fingerprinted.
- Scan and email us the completed form.

DRUG TEST

- Complete the digital Drug Testing Consent Form. This will be emailed to you via DocuSign.
- Schedule and complete your drug test. Drug testing information and where to get your test will be emailed to you.

ADVENTIST HEALTH ONBOARDING

To be allowed to access patients and conduct your clinical training at Adventist Health, you need to do the following:

- Student Badge Picture: Take and upload a passport type photo of yourself and email it to us. Follow these directions to take the photo (Yes, this link is meant for passport photos - but it is the same rules!) There is even a photo tool that you can use.
Photo Instructions (click)
- Read and sign the required reading and forms from AH. A DocuSign email will be sent to you with the documents for you to read and sign. You may also be asked to watch required videos (follow the links in the email).

GOOGLE CLASSROOM

- If you don't have a free Google Gmail account, sign up for one. You need one to access our online learning platform - Google Classroom.
- Email or text us your Gmail email address.
- Accept the invitation from the Google Classroom email (using your Gmail acct) to join our online CNA class.
- Go to the Google Classroom "Stream" page and "Classwork" page for all further instructions and info for the class.