

CERTIFIED NURSE AIDE

St. Philip's College
Academy of Health Career Training
Division of Continuing Education
www.alamo.edu/spc/admin/ce



Would you like a career in the health care field? You can become a CNA in about 6 weeks!

The Certified Nurse Aide Program is a 108-hour course that includes lecture and clinical components, and prepares students to take the State of Texas examination to become a Certified Nurse Aide by the Texas Department of Aging and Disability Services. The program prepares students to become entry-level nursing assistants by achieving a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities/nursing homes.

PROGRAM REQUIREMENTS

- You must be free of previous felony convictions.
- You must be free of communicable diseases, and in suitable physical/emotional health to safely care for patients.
- You must be able to speak, read, write, and understand English.
- You must not be listed on the Texas Nurse Aide Registry in a revoked status.
- You must not be listed on the Employee Misconduct Registry.

For additional information please contact

Pam Rendon - (210) 486-2287
Regina M. Graves - (210) 486-2786
Aurora M. Medina - (210) 486-2835
Or visit us online at
www.alamo.edu/spc/admin/ce

APPLICATIONS AVAILABLE

online or at St. Philip's College
Continuing Education Building
1801 Martin Luther King Drive
San Antonio, TX 78203



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE

The Alamo Colleges is an EOE. For any special accommodations issues or an alternate format contact Educational Support Services at (210) 486-2020.

APPLICATION PROCEDURE AND SELF-CHECKLIST

1.) Determine Eligibility The Texas Department of Aging and Disability Services requires that all CNA trainees meet the following criteria prior to admission into the training program:

1. Can you speak, read, write, and understand English? Yes No
2. Are you free of previous felony convictions? Yes No
3. Are you free of communicable diseases, and suitable physical/emotional health to safely care for patients? Yes No
4. Are you currently listed on the Texas Nurse Aide Registry in a revoked status? Yes No
5. Are you currently listed on the Employee Misconduct Registry? Yes No

If you answered 'yes' to questions 1-3, and 'no' to questions 4 & 5, then you qualify for admission to the CNA Program, and can proceed to the following steps.

2.) Apply to the Program Applicants who submit a complete application packet, and meet the requirements below, will be accepted into the CNA Program. The 7 items below must be included in your packet for it to be considered complete and eligible for review.

1. **Application for Admission**
2. **2 doses of Varicella** (Chicken Pox Vaccine) - Proof of having obtained both doses, **OR** physician documented history of the disease, **OR** a serum titer confirming immunity.
3. **3 doses of Hepatitis B** - Proof of having completed the series, **OR** serum titer confirming immunity. This is a 3-dose series and can take up to 6 months to complete, so please plan accordingly. Proof of all 3 doses is required at the time of application.
4. **Measles, Mumps, Rubella (MMR)** - Proof of having obtained the complete MMR immunization, along with a second dose of the Measles, **OR** serum titer confirming immunity to each disease. If you were born prior to January 1, 1957, then you are exempt from showing proof of the MMR vaccine, but you must show proof of your date of birth.
5. **Tetanus** - Proof of having been immunized within the last 10 years.
6. **TB Test** (Tuberculosis) - Proof of negative reading from skin test or chest x-ray. Cannot be more than 1 year old on the first day of clinicals.
7. **Background Check** - Initiate a background check by visiting www.precheck.com. This will be due 2 weeks before the first day of clinicals, but can be submitted up front. Do not initiate the background check more than 3 months before the first day of class, as **background checks older than 3 months will not be accepted**. Results will be directly reported to the Academy of Health Career Training.

3.) Acceptance or Denial Applicants who submit a complete application packet by the stated application deadline, and meet the above listed requirements, will be accepted into the program. If your packet is not complete by the deadline, you will not be accepted into the program; however, you may be eligible to keep your application packet active for the next cohort; any expired immunizations and/or background check will have to be resubmitted for review.

4.) Attend Student Orientation If accepted, you will be mailed a formal acceptance letter from the College, and information regarding the mandatory student orientation will be provided in that letter. **Orientation is mandatory.**

5.) Register and Pay for the Program All students **must register and pay for each class at least 5 days prior** to the first day of class. Your seat in any class will not be reserved until full payment has been received.

Once you have completed your application packet, return it by the required deadline by fax, mail, or in person to:

**St. Philip's College
Continuing Education Department
Academy of Health Career Training
1801 Martin Luther King Dr
San Antonio, TX 78203
Fax: (210) 486-2816**

About Financial Aid: Financial aid is available for students who qualify. In order to receive funds, you must first apply for financial aid at www.fafsa.ed.gov. If your application is approved, you will then be required to apply for TPEG-CE funds. TPEG-CE covers 100% for classes under \$499, and 50% for classes over \$500. The application process for financial aid can take anywhere from 2 weeks to 3 months, so apply early. Eligibility is determined by the St. Philip's College Financial Aid Office, and questions regarding funds and/or eligibility should be directed to their office at (210) 486-2600.



Review this form carefully and complete it in its entirety. Please type or print clearly.

Student Information

Name (Last, First, Middle)
List Any Former Names
Social Security Number
Street Address
City/State/Zip/County
Phone Number
Alternate Phone Number
Course and Section Number
Email
Course Location: St. Philip's College, CTTC (New Braunfels)
Primary Language
Date of Birth

Additional Requirements

The Texas Department of Aging and Disability Services and the Alamo Community Colleges mandate the Certified Nurse Aide student requirements. St. Philip's College Department of Continuing Education strictly adheres to these policies. Please initial the items below indicating you acknowledge and meet the requirements as listed.

- I am free of communicable diseases, and in suitable physical/emotional health to safely care for patients.
I am able to read, write, speak, and understand English.
I am free of previous felony convictions.
I am not listed on the Nurse Aide Registry in a revoked status.
I am not listed on the Employee Misconduct Registry.

In addition to the preceding requirements, certain items must accompany this application. Complete applications will be given first consideration and submission of an incomplete application will result in a delay in processing.

The following items are required:

- Complete immunization record from a physician or clinic (please see list of required immunizations).
Criminal background check (may be submitted up front, but is due 2 weeks before the first day of clinicals).

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission to the Certified Nurse Aide Program. I understand that the faculty and staff of the Academy of Health Career Training will read the information contained in this application.

Applicant Signature

Date

Continuing Education Office Use Only
Reviewed By
Date Received
Date Reviewed
Accepted, Denied
Date Student Notified of Status
by: Letter, Phone, Email



**INSTRUCTIONS FOR OBTAINING YOUR CRIMINAL BACKGROUND CHECK FOR CLINICAL EDUCATION PROGRAMS
ALAMO COMMUNITY COLLEGES – ST. PHILIP'S COLLEGE DEPARTMENT OF CONTINUING EDUCATION**

The hospitals and facilities associated with our clinical education programs require background checks on incoming students to ensure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the facility prior to starting your clinical rotation. A background typically takes 3 business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Instructions:

- 1.) Visit www.precheck.com and select 'StudentCheck' from the bottom right hand side of the screen.
- 2.) Select 'Order Student Background Check'
- 3.) 'Select 'St. Philip's College Continuing Education' as the school, then select 'Continuing Education' as the program.
- 4.) Provide necessary information
- 5.) Submit Payment information
- 6.) Print confirmation page for your records.

The payment of \$48.50 + tax can be made securely online with a debit or credit card authorization. You can also pay by money order, but that will delay the processing of your background check until the money order is received by mail at the PreCheck office. You will be provided an order confirmation number and instructions on how to check the status on the completion of your report by email.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any other business entities.

If you should require additional assistance, please contact Pre Check at StudentCheck@PreCheck.com, or by calling 1-800-999-9861.

Frequently asked Questions:

Q.) How long does the report take to complete?

A.) Most reports are completed within 3 business days.

Q.) Do I get a copy of the report?

A.) No. Only the hospitals or schools in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.

Q.) Does PreCheck need every street address where I have lived for the past 7 years?

A.) No. PreCheck only needs the city and state.

Q.) I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?

A.) Call PreCheck's Adverse Action Hotline at 1-800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported in it.

Q.) I have a criminal record. What should I do?

A.) Disclose the crime on your application.

Q.) My criminal background was recently checked by another entity, can I submit that report for this program?

A.) Maybe. If your recent background check was conducted by PreCheck, you can request that it be forwarded to the training facility of your choice. If a business other than PreCheck conducted the background check, it cannot be substituted. Please keep in mind that background checks may not be more than 90 days old.