

CNA ADMISSION REQUIREMENTS

The admissions requirements are as follows:

1. All applicants must have a valid social security number and a valid photo identification card or driver's license that shows the applicant is 18 years of age or older.
2. All applicants must pass an Entrance Test (Basic 8th grade English and Math).
3. All applicants must possess a current American Heart Association BLS Provider CPR Card.
4. All applicants must present proof of a physical exam completed within 90 days of their first day of class performed by a physician, physician's assistant or nurse practitioner.
5. All applicants must submit the results of a Urine Drug Test and purified protein derivative, intermediate strength intradermal skin test for tuberculosis (TB Test) and if a positive reaction was indicated have a chest x-ray taken.
6. All applicants must complete a Live Scan to capture digital fingerprints for a criminal background screening by the Department of Justice for submission to California Department of Public Health.
7. Applicants must complete CDPH 283B CNA/HHA Initial Application Form for submission to California Department of Public Health.

MANDATED REQUIREMENTS

1. Valid social security number and photo identification.
 - A valid social security number is required for employment and must be on the CDPH 283B CNA/HHA Initial Application Form to be sent to the California Department of Public Health (CDPH). All CDPH records are maintained under the social security number. Failure to provide a valid social security number will result in the return of the application. Please be advised that most Social Security Cards will only list your name and Social Security Number, unless you have restrictions. If you have restrictions, you will need to have "for employment" printed on your social security card. A valid social security number and photo identification is required to take the Nurse Assistant Certification Examination. Only these cards or documents will satisfy the prerequisite for photo identification:
 - i. Driver license
 - ii. Non driver identification card
 - iii. Passport
 - iv. Department of Defense identification card
2. Current American Heart Association BLS/CPR provider card.
 - Applicants must possess a current (less than a year old) American Heart Association BLS Provider CPR Card (formally known as American Heart Association HealthCare Provider CPR Card). Only this card will satisfy the prerequisite. A letter from the instructor will not suffice.

3. Physical Examination

- As a Certified Nurse Assistant, you shall be required to be in daily contact with patients and residents. There can be absolutely no restrictions, physical or mental, which would hinder your ability to function fully as a CNA.

Each student enrolled in the certification program shall have a health examination which includes a medical history and physical examination, a purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. A report signed by the examiner shall indicate that the student does not have any health condition that would create a hazard to themselves, fellow employees, or patients. This examination is completed and documented prior to the student having direct patient care contact in the clinical setting.

This information shall be provided to the nursing facility prior to patient contact. The physical health examination must be done within 90 days prior to clinical training/direct patient contact.

If there is any change in your physical/mental ability that occurs during the program (pregnancy, etc.), you may need to update your physical examination form. Pregnancy requires a letter on letterhead from your obstetrician stating that there are no restrictions for lifting. If you are pregnant, request a written clearance from your physician or midwife permitting “unrestricted nursing activities” and submit it to the administrator before the end of the first trimester of pregnancy.

4. Live scan fingerprints and background check.

- *All applicants must complete a Live Scan to capture fingerprints for a criminal background screening by the Department of Justice for submission to California Department of Public Health.*

Live Scan is a digital fingerprinting process that replaces traditional ink fingerprinting in states where it's available. An applicant's fingerprints are securely transmitted to a government agency, which performs a criminal history background check using an Automated Fingerprint Identification System (AFIS). Live Scan is often required by statute, such as California for certain types of state-issued licenses, employment, and volunteer work. It has many advantages over ink. The Department of Justice is able to process up to 95% of live scan fingerprint submissions in 72 hours or less. Only live scan fingerprints done specifically for the NATP will be accepted. Fingerprints done for another agency or purpose will not be accepted.

The administrator will give you the Live Scan **BCIA 8016** form and assist you to fill it in correctly. The administrator will also provide you with an [extensive list of locations](#) where you can have the live scan performed.

Upon completion of the Live Scan, the Live Scan Operator will keep the original BCIA 8016 form and return two copies to you. Keep one copy for your records and please return the other copy to the administrator.

It is a requirement in the state of California for all potential providers to get a criminal background clearance. As it is part of the program to conduct a Live Scan for our students during their enrollment period, we are not to determine any students background status. Students are responsible in communicating their background status with their respected program coordinator, to avoid rejection from state licensure. If after a criminal background check has been conducted through a Live Scan and the state rejects the CNA initial application, Los Angeles Career College is not responsible for the outcome. Students are not eligible for any refund at this point of their enrollment. If you believe that you have a background status that may interfere with your career program completion, please contact CDPH-Background Check Department before beginning your program.

5. CNA/HHA Initial Applications

- The administrator will assist you to fill out sections I, II, and III of the CDPH 283B CNA/HHA Initial Application Form and sign section V. The administrator will complete section IV with the school's information and NATP ID number. You should understand that Section VI will be signed by the RN Program Director when you successfully complete all the NATP requirements and that will be when you become eligible to take the Nurse Assistant Competency Examination.

NOTE: The school cannot guarantee that you will become a CNA, even if you successfully complete the course and pass the State Board Exam, if you have a conviction that bars you from becoming certified or if you use an invalid social security number.

CNA ATTENDANCE

It is important that the school has a record of attendance for each student. It is your responsibility to sign the sign in and sign out sheet every day of every in-person class. Specific hours of attendance are part of the graduation requirement. Failure to meet the required hours of training will result in denial of graduation status. You must be on time to class every day and complete the required work to the best of your ability.

A graduate must complete 60 hours of classroom theory.

A maximum of one day of absence for classroom theory is allowed. Absences more than that will lead to termination from the program.

Students who are absent from classes due to illness, death in the family, jury duty, military, annual training, or other uncontrollable circumstances must contact the administrator to arrange for make-up classes for the missed theory.

Tardiness

Students are expected to be on time for each class session. A student is tardy if they are not present at the start of class. A tardy of less than one hour will be counted as one hour of absence. A tardy of more than one hour will be rounded to the next hour.

Two tardies (late arrival of more than 10 minutes) will be considered as one absence. Arriving late by over 1 hour is an absence for the day.

Leaving Early

A student who leaves class or clinical early will be counted as absent for the day.

Absence

A student is marked absent when he or she does not attend a scheduled course session. A student absent for more than 15 hours of the total contact hour will be dismissed from the program.

CNA REFUND POLICY

A student has the right to receive a full refund when cancelling the enrollment agreement they signed for a course of instructions, including any equipment such as books, material, and supplies, or any other goods and services included in the agreement any time before the first day of instruction.

The \$75 deposit to reserve the student's seat is non-refundable.

If the student attends the first day of instruction and decides to cancel, the student will be refunded according to the enrollment agreement.

Proportion of Total Program Taught by Date of Withdrawal	Tuition Refund
Less than 9%	90%
10% up to but not including 19%	80%
20% up to but not including 29%	60%
30% up to but not including 39%	40%

40% up to 49%	20%
More than 50%	No Refund

Cancellation shall occur when the student gives written notice of cancellation via email. If Los Angeles Career College has given them any equipment, including books or other material, they shall return them in new condition to the center within 30 days following the date of their notice of cancellation. The refund amount will be processed within 30 days of their written cancellation.

* Business day – defined as Monday through Friday 8:00am – 5:00pm, excluding weekends and national holidays. Cancellation notice after 5:00pm shall be considered as next business day.

** Los Angeles Career College Credit cannot be used in conjunction with any other offer and is redeemable at the location of Los Angeles Career College towards any classes and equipment, including books and other material, offered at Los Angeles Career College. The Credit cannot be used to pay for taxes, shipping and handling or other charges. Taxes, shipping, handling and other charges will apply to total charges prior to your current promotion. The Credit on a student's file will expire in 6 months after the date of issuance and cannot be replaced afterwards.

CELL PHONE POLICY

Students must turn off cellular devices during class. They may be used during any breaks that are given by the instructor. Students who are participating in an externship must comply with their site's cell phone use policy.

Failure to comply can result in academic probation and even termination from the program.

Students are prohibited from taping/video recording on any capable device while on-campus without consent from the school and/or the instructor.

DRESS CODE

Students are required to wear their designated uniforms while attending their program. Students must maintain a neat/clean appearance while on-campus and during their externship/clinical sites.

For safety reasons, open-toed shoes, shorts, and other clothing materials that expose skin are not permitted.

NON-DISCRIMINATION

The school fosters equal employment opportunity for all applicants and employees, without regard to race, color, sex, religion, national origin, age, handicap or veteran status, except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard.

CODE OF ETHICS AND CONFIDENTIALITY

Confidentiality of Resident/Patient information is one of the most important concepts in the health care code of ethics. As students, you are to preserve the privacy, dignity and confidentiality of information related to the Resident/Patient.

Many Residents /Patients do not want it known that they are ill or hospitalized. Some may wish to keep their diagnosis confidential.

Breach of confidentiality is a violation of residents/patients' rights. Residents/patients may lose trust in their healthcare team and will not disclose necessary information that can be essential to their care.

Appropriate communication is to be directed privately among health care workers involved in the residents/patients care. Conversations about residents/patients must never be held in public (break room, hallways, elevators, cafeteria, outside the facility etc.)

CONFIDENTIALITY STANDARD

Students will not discuss personal information about residents/patients that they come in contact with within the clinical observations and or clinical experiences, except with authorized medical and or clinical personnel.

Students will not put Resident/Patients' names, initials or identifiable information specific to any residents/patients on papers handed in class. Items used for clinical purposes containing residents/patients' names or identifiable information will remain or be shredded at the clinical site.

GROUND FOR DISMISSAL

Students in the classroom or in clinical practice are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice:

- Error not reported immediately to Instructor or Charge Nurse. Failure to perform clinical skills appropriate to their level of training.

- A student behavior that presents a threat to patient safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissal for Drug Use

- Giving medications to patient
- Failure to inform Instructor/director of use of prescribed medications that could alter student's behavior.
- Unauthorized drug use

General Grounds:

- Failure to meet course requirements as previously stated.
- Cheating or allowing another student to copy an exam answer during a test.
- Exhibiting anger in rage or curse words or gestures, or disrespectful behavior.
- Violation of any of the rules and regulations or violating the California Codes.

PLAGIARISM AND CHEATING POLICY

Plagiarism and cheating are unacceptable conduct and considered serious breaches of academic discipline. Students graduating for the Nursing Assistant program are prepared to enter the health care communities and assume positions that require the utmost in integrity and honesty. Therefore, instructors are obligated to report instances of suspected plagiarism and cheating to the RN Program Director.

Examples of plagiarism and cheating will include, but is not limited to:

- Presenting another student's work as his/her own.
- Using prepared materials not specifically allowed by the instructors during an examination.
- Use of crib notes (cheat sheets).
- Collaborating during an examination.
- Stealing, using or transmitting verbally or otherwise actual test or test questions before the time of the examination.
- Aiding or abetting any act of cheating.
- The punishment for any offense may result in dismissal of the student from the program.

REPORTING ABUSE, INCIDENTS AND UNUSUAL OCCURANCE

Students and instructors are to report any incident or unusual occurrences they may observe at the clinical site. If the student is the observer, the initial report is made to the Clinical Instructor, who will then report to the Charge Nurse, who will contact the Director of Nursing and /or the administrator.

All reported occurrences will be followed up by the facility immediately, in accordance with established facility policies and in accordance with State and Federal Regulations. The student is a mandated reporter, as designated by the California Department of Justice and the California Attorney General.

ANTI-HARASSMENT POLICY

If a student believes that she or he has been subjected to illegal harassment, the student must bring the matter to the immediate attention of the instructor. All reports of harassment will be promptly investigated and, if appropriate, remedial action will be taken.

NO WEAPON POLICY

Los Angeles Career College is committed to creating a safe and secure environment for every individual on our campus. Our policy prohibits any individual who enters our college from possessing, manufacturing, distributing, or selling any type of weapon which includes any firearm, knives, explosives, tasers and any other item that is capable of harming another individual.

Anyone who is in violation of this policy shall be subject to disciplinary action and/or criminal prosecution.

Individuals should immediately report those violating the policy to administrative staff, complex security (by dialing 562-370-0528) or by calling 911 if they feel they are in an immediate threat.