

2019 Certified Nursing Assistant Application Procedures
 TN College of Applied Technology-Crossville
Application Schedule for Certified Nursing Assistant Class
 Application Procedure:

1. Submit Application Packet which includes the following:
 - ✓ Application for Enrollment
 - ✓ Must provide copy of high school diploma or GED/HiSet
 - ✓ **Immunization records for MMR and chickenpox**
 - ✓ Verification with TCAT Financial Aid Office that financial aid process has been initiated
 As part of your Application Packet, you must show proof that you have initiated the financial aid process. Use the free site at www.fafsa.ed.gov. TCAT's code is **004026**. If you have questions, contact Financial Aid in Student Services, 931.484.7502 x126.
2. Attend General Information Session on designated dates.

The following schedule is for CNA students only.

Failure to meet a deadline will result in your application becoming INACTIVE.

General Information Session/Background check -Mandatory Interview with PN Director Additional Documents (Booklist, Immunization/Physical/CPR/ Letters) Application List posted on website Student responds to List by Financial Aid Class starts/Orientation-Mandatory	Tuesday, February 19th @ 10AM, CST, Building Thursday, March 7th at scheduled time due on Thursday, March 7 th during scheduled interview by Monday, March 11 th by Wednesday, March 13 th , 2019 @ 9AM CST by Wednesday, March 13 th , 2019 by 9 AM Monday, March 18th, 2019 at 8 am CNA
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The mandatory General Information Session (GIS) is the time to ask questions. You will receive detailed information about the nursing program from the Nursing Coordinator. **You will do a mandatory Background Check. Cost may be as much as \$35.00. You will also pay for mandatory Drug Test at this time. Cost may be as much as \$26.00.** The drug test will be at random during class, but must be paid for in advance.. Bring a VISA/MasterCard credit or debit card. By completing the background check early, issues may be addressed before any fees are required. *NOTE: If you have pled guilty to a misdemeanor or any felony charges/convictions, you should request an interview with the Nursing Coordinator prior to doing your background check.* Rhonda Potter, RN, 931.484.7502 x138, rhonda.potter@tcatcrossville.edu. Results from the background check are used by clinical site to determine eligibility to be at the clinical site. Students who do not have approval from the clinical site will not be able to complete the program.

2019

TN College of Applied Technology-Crossville
Certified Nursing Assistant Documentation Procedures

- Your Additional Documentation Packet is due on the designated day or during your nursing interview
 - Rhonda Potter, Nursing Coordinator, will approve/reject the Packet during your interview session-**all paperwork due at this time-No exceptions!**
 - Please staple and submit these documents at the same time
 - Staple documents in the order they are listed below.
 - The following costs are **not** covered by FAFSA. Other agencies may not cover these costs.
 - Any questions should be answered by nursing personnel, 931-484-7502 x 138
1. **Immunizations** – Staple your proof from the health department or healthcare provider to the completed Immunization Record form. If you cannot find proof of your immunizations, you must retake the shots, or have a titer blood test done to indicate you have the immunity. We must have proof. Even though you submitted the MMR and Varicella with your Initial Documentation, those records will remain in your permanent file in Student Services. You must also supply a copy of your MMR and Varicella for your Practical Nursing Packet. Begin your Practical Nursing Packet with these documents. NOTE: Your Practical Nursing Immunization Record must contain proof of six immunizations: **1) MMRx2; 2) Varicellax2; 3) Tetanus; 4) current TB skin test; and 5).Hepatitis B series 6) Flu vaccine in Oct. of each year** for clinical site rotation and will need to be on the **TCAT-Crossville form**. Forms can be found at www.tcatcrossville under Full-Time Programs, Practical Nursing on the first page.
 2. **Physical** – Your healthcare provider must complete the Physical Examination form on the **TCAT-Crossville's form** in its entirety. Submit this completed and signed documentation as document #2 in your CNA Packet.

3. **Letters of Recommendation** – Using the **TCAT forms**, have three (3) people complete a Letter of Recommendation. These Letters should be stapled as document #3. If the individual does not want you to see the completed Letter, they may put it in a sealed envelope for you to submit. Relatives are not acceptable references. Additional forms may be printed at www.tcatcrossville.edu.

4. **Background Check** – If you have pled guilty to a misdemeanor or any felony charges/convictions, you should request an interview with the Nursing Coordinator prior to doing your background check. *Results from the background check are used by the clinical site to determine eligibility to be at the clinical site. Students who do not have approval from the clinical site will not be able to complete the nursing program.* The computerized background check will be done during the General Information Session. Bring a VISA/MasterCard credit or debit card. Submit a copy of your confirmation as document #4.

COST: about \$35.00

5. **Drug Test** – Must be paid for during the General Information Session. Bring a Visa/Mastercard credit or debit card. Submit a copy of your confirmation during scheduled interview as document #5.

COST: about \$26.00

6. **CPR** – Your CPR certification – **American Heart Association Basic Life Support for Healthcare Providers** must be current. Locally, you might use: Industrial Medicine of CMC 931.459.7246; TCAT-Crossville nursing alumna Hannah Cox 931.335.3005; Ruthie Fadnek 865.437.6054 or ruthiefadnek@yahoo.com; or Lindsey Talley, American Heart Association Instructor, 931-510-2876, lindsey.talley@me.com. Submit a photo copy of your certification card as the last document in your Document Packet.

COST: between \$10.00 and \$40.00

6. **How Are You Going To Pay For Your Education?** Check with a financial aid advisor in Student Services, 931/484-7502 x126 to verify that your financial aid requests are complete. **YOU WILL HAVE OUT-OF-POCKET EXPENSES NOT COVERED BY FINANCIAL AID.** Do you have extra money to pay for these supplies?

7. **Register and Pay Tuition** -- You will be given a specific time and date during the week before class starts to officially register and pay tuition. You will be instructed to come to TCAT's Business Office in Building 2 and officially register for the first term. You will pay your tuition and nursing fees at that time. Those receiving financial aid will sign credit memos for the amount covered. There may be out-of-pocket expenses. You will not purchase your books and supplies for the term until after you start class.

8. **Urine Drug Screening** – Your drug screening will be done after you start class and before you start clinical training. Professionals will come unannounced and at random to TCAT-Crossville to complete these tests. TCAT-Crossville **cannot** be involved in this process. COST: Paid when initially doing background check through Certified Background, information given at GIS.

TCAT - 931/484-7502

Student Services Extensions:

Financial Aid	ext. 126 and 129
Admissions	ext. 125 and 127

Class will start on Monday, March 18th, 2019
Class meets Monday through Thursday from 8 am-3:30 pm