AMERICAN RIVER COLLEGE
N100 CERTIFIED NURSE ASSISTANT PROGRAM (7 Units)
N101 HOME HEALTH AIDE PROGRAM (1.5 Units)
FALL 2024 APPLICATION & INSTRUCTIONS

The California Department of Public Health (CDPH) has specific requirements to attend our accredited program. Read the instructions carefully! There will be multiple steps to qualify and students that do not follow each step correctly will not be able to enroll in the course. Therefore, it is not uncommon for this process to be extended into early August 2024.

WHAT ARE THE COURSES SCHEDULE FOR FALL 2024?

For your planning considerations: The **FALL 2024** Nurse 100 course will begin on **August 26th, 2024** and will conclude **December 2nd , 2024** with certificate and graduation. The **FALL 2024** Nurse 101 course will begin on **December 4th , 2024,** and will conclude **December 18th , 2024** with certificate. The following two weeks after December 2nd , 2024 should be reserved for taking the State Certification Examination, so please do not plan out of town trips before December 18th, 2024.

 The **first option** provided is to take both N100 and N101 courses concurrently.

 The **second option** is to take only N100 course, **_only_** if you are not interested in receiving a N101 certificate.

The **third option** is to take only, N101 course, and provide copy of current CNA certification.

 The N100 course and N101 will have lecture (theory), lab practice and patient care or what is called "clinical." The N100 course is Monday, Wednesday, and Friday. Lab hours are from 10:30 a.m. to 3:30 p.m. Clinical hours are from 8:00 a.m. to 5:00 p.m. The N101 course schedule is Monday, Wednesday, and Friday. Theory/Lab hours are from 9:30 a.m. to 4:30 p.m. Clinical hours are from 8:00 a.m. to 5:00 p.m.

Theory Modules: There are seventeen (17) theories modules for N100 that are required and will prepare you to take the State Certification Examination. All theory modules will be on the ARC campus, in a classroom setting. See full schedule posted with the application for more details. You **must** be able to attend all scheduled days to pass the course. Each week will have different modules(s) with activities and quizzes all presented in class and **all** must be completed with a score of 74% (each) to continue into the following modules and weeks.

Labs & Clinicals: Labs are hands on practicing skills as well as testing skills and skill knowledge. There are seven (7) labs for the N100 that are required and one that will prepare you to take the State Certification Examination. All labs will be on the ARC campus. Clinicals are located within a local skilled nursing facility. There are thirteen (13) clinicals for the N100 and (3) clinicals for the N101. You must be able to attend **ALL** lab and clinical dates. See the schedule provided.

HOW DO I BEGIN THE APPLICATION PROCESS?

To be considered as an N100 and/or N101 approved for course students, you must be currently enrolled or have already <u>completed</u> the AH 311 (previously called AH 110) **medical terminology course** or an approved equivalent, demonstrating a letter grade of "C" or better for N100 consideration.

APPLICATION:

1. Download and/or print out the <u>CNA and/or HHA Online Application</u>. Please fill out the application neatly, in black ink and do not leave any area of the application blank. Submit the completed application with signature electronically (***by email only). Do not physically submit the application to the ARC Nursing Department. Do not mail the application to the college.*** **All applications must be submitted** ***by email only.*** Please note that all communication regarding your application process ***MUST BE*** with an **ARC college email address.** An ARC college email address begins with the letter "W" with 6 numbers to follow ***example: W1234567.*** If you do not have an ARC college email address, **apply to the college first before completing the application. Please do not use your personal email address for any email communication.** Please make sure you print or type your **ARC college email address** neatly. Note: You may type directly on the PDF application form if it does not alter the one-page document.
2. Submit an unofficial transcript showing you are currently enrolled into the AH 311 medical terminology course or have completed the AH 311 (AH 110) medical terminology course with a "C" or better to qualify as a N100 student. On the application please highlight or make a star (*) on the unofficial transcript so that the AH 311 course is easily identified. Your unofficial transcript must be submitted together on your application for first consideration for a N100 & N101 student, or only a N100 student.
3. Both your application and your transcript must be electronically ***(by email only)*** submitted to: <u>marrd@arc.losrios.edu.</u> Before you press the "send button" make sure your documents are complete, in full form and are readable.
4. The deadline to apply for first consideration is **June 30th, 2024**. After June 30th, 2024, there will be other students invited to apply for the NURSE 100 and NURSE 101 course as well.

<u>All communication regarding your position in the application process will be through the ARC email address you provided on your application. If we cannot read your ARC email address correctly, you may not receive notifications.</u> **If another type of email address is used other than an ARC email address, communication for the application process with not continue and will cease in all further communication.** <u>If your documents are incomplete, you</u> **will not** <u>be notified, so double check that everything you submit follows the directions and meets the deadlines.</u>

What happens after the application and transcripts are received?
To move to the next step, you will be invited to submit medical documents and a criminal background check with fingerprints. See below:

1. Submit a physical exam by your medical provider. Instructions/forms to follow. <u>Do not do this now.</u>
2. Submit a negative TB test (tuberculosis). Again, instruction will follow. <u>Do not do this now.</u>
3. Criminal Background Check (CBC) and fingerprinting. Instruction will follow. <u>Do not do this now.</u>

The Fall Application Process begins May 18th – June 30th for consideration of the CNA-N100 course, please submit the CNA application and your college transcript (online). Additional information, instructions, and steps to continue with the application process for CNA N100 course will be provided as needed. ARC looks forward to receiving your application for the **CNA FALL 2024** course.

If these instructions do now answer all your questions, please review the file: <u>Frequently asked</u>

Questions (below). If you still need additional clarification, email Dr. Ingrid Marr, DNP RN PHN at: marrd@arc.losrios.edu

LATE SUBMISSIONS

Applicants that apply after June 30th. 2024, may have an opportunity to apply pending space availability. Only **15 students** can be selected for each of the FALL 2024 courses.

FREQUENTLY ASKED QUESTIONS

Why can't I go do my physical exam & fingerprinting now instead of waiting?

1. The California Department of Public Health has a **time restriction** on the physical exam and fingerprints.
2. You need our forms to document your physical exam and for the state fingerprinting requirements.

3. Fingerprinting and Live Scan is offered during 1st Day of Course/Orientation Day on Monday, August 26th, 2024. Please note that if a negative criminal background check is revealed (usually takes 4-8 weeks) you could be dropped from the course. If you have been convicted of an offense, it is recommended that you review the list of Penal Codes *(review weblink below)* that prevent a person from applying for certification as a nursing assistant.

https://www.cdph.ca.gov/Programs/CHCQ/LCP/CDPH%20Document%20Library/DisqualifyingPenalCodeSections.pdf

How do I register?

Once your application and medical documents are confirmed, you will be notified, via email, with a **permission to add to course number.** You will need to be able to register and pay the tuition by **June 30th, 2024.**

What will happen if I cannot register by June 30th, 2024?

Any unfilled seats on **June 30th,** will be filled by students on the waiting list. We cannot hold registration slots, which is why we publish all deadline dates early so that each applicant is aware in advance of required attendance.

Application requirements are in place to meet CDPH requirements and to ensure student success. The Nurse Assistant program at ARC is known for its excellence in education, helping you toward your future as a Certified Nurse Assistant. Please read all of the above information and if you still have questions, email Dr. Ingrid Marr, DNP RN PHN at marrd@arc.losrios.edu *prior to June 14th, 2024 for a prompt response. Emails sent after June 14th, 2024 will be answered on or after August 19th, 2024. The CNA/HHA Program Director is not available during the summer session of ARC.*