



**AMERICAN RIVER COLLEGE
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.

WHAT IS THE COURSE SCHEDULED FOR FALL 2024?

For your planning considerations: The **FALL 2024 Nurse 101** course will begin on **December 4th, 2024** and will conclude **December 18th, 2024** with certificate.

The applicant must enroll as an ARC student to take the N101 course, and have completed a CNA course with proof of college transcript, and/or provide copy of current and active CNA License.

The N101 will have lecture (theory), lab practice and patient care or what is called “clinical.” The N101 course 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. Monday, Wednesday, and Friday (see **FALL 2024** weekly calendar for dates)

Theory Modules: All (3) theory modules will be on the ARC campus, in a classroom setting. NOTE See full schedule posted with the application for more details. You **must** be able to attend all scheduled days to pass the course. Each day 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. All labs will be on the ARC campus. Clinicals are located within a local skilled nursing facility. There are (3) theory/labs 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 N101 approved for course student, you must have already completed a CNA Program and/or have a current and active CNA license.

APPLICATION:

1. Download and/or print out the HHA Online Application. 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. Both your application and copy of your current and active CNA license must be electronically submitted to Dr. Ingrid Marr, DNP RN PHN: marrd@arc.losrios.edu. Before you press the “send button” make sure your documents are complete, in full form and are readable.
3. 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 N101 course as well.

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. If another type of email address is used other than an ARC email address, communication for the application process will not continue and will cease in all further communication. If your documents are incomplete, you will not be notified, so double check that everything you submit follows the directions and meets the deadlines.

What happens after the application and a copy of your current and active CNA license 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. Do not do this now.
2. Submit a negative TB test (tuberculosis). Again, instruction will follow. Do not do this now.
3. Criminal Background Check (CBC) and fingerprinting. Instruction will follow. Do not do this now.

The Fall Application Process begins May 18th – June 30th for consideration of the HHA-N101 course, please submit the HHA application and a copy of your current and active CNA license. Additional information, instructions, and steps to continue with the application process for HHA N101 course will be provided as needed. ARC looks forward to receiving your application for the HHA Spring N101 course.

If these instructions do not answer all your questions, please review the file: Frequently asked 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 the FALL 2024 course.

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. After fingerprints, what's next?

After it is verified that you have completed the criminal background check, you will be an official HHA student for the course. Please note that if a negative criminal background check is revealed (usually takes 4-8 weeks) you could be dropped from the course.

How do I register?

Once your application, medical documents and fingerprints 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?

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 Home Health Aide Program at ARC is known for its excellence in education, helping you toward your future as a Home Health Aide. 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 *Emails sent prior to June 14th, 2024 will receive a prompt response within 48 hours/2 days. Emails sent after June 14th, 2023 will be answered on or after August 19, 2024. The HHA Program Director is not available during the summer session of ARC.*