

Directions for Submitting a Complete Application for the Precertification Nursing Assistant Training Course

All applications are evaluated for the elements listed below. Twelve (12) qualified students and ten (10) alternates will be chosen via random selection for the Spring 2010 Precertification Nursing Assistant Training course. Qualified students not selected are placed on a "wait list" for future courses. It is very important that your application is legible and complete.

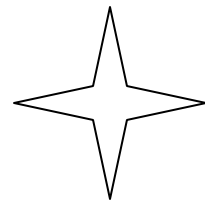
A complete application consists of the following:

- 1. Unofficial Transcripts of all colleges from which pre-requisites were met or Assessment results if using to meet pre-requisite. Sierra College students - transcript information downloaded from your MySierra account is acceptable.
- 2. If Assessment tests were taken at another school, applicant must have assessment evaluated by Sierra College Assessment center and submit a copy of the Sierra College Assessment Equivalency form.
- 3. A completed & signed "Conviction/No Conviction" status report.
- 4. A complete, and signed, application (2 pages) for the Spring 2010 Precertification Nursing Assistant Training course.
- 5. Submitting all forms with a "star" in the right upper corner, completed and signed, to the Nursing Office **by November 16, 2009.**

Please note: If any item is missing, the application packet will not be processed. Students will receive notification of application status by mail. Notification occurs approximately 2 weeks after the submission deadline. No telephone verification is provided by the nursing department or the counseling department.

Admission into the Certified Nursing Assistant course is contingent upon a clear background check, drug screening, and health screening.

It is imperative that applicants review the "Disqualifying Penal Code Sections" prior to submitting an application. Applicants who have been convicted of any of the listed violations may be ineligible for certification as they may not receive the required criminal background clearance for participation in this program and subsequent employment in long term care environment. Certification of applicants with convictions listed may be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitations has been obtained for felony convictions. Any other convictions other than minor traffic violations must be reviewed by ATCS.



Applicant Name _____

Sierra College Certified Nursing Assistant
Prerequisite Course Work Verification

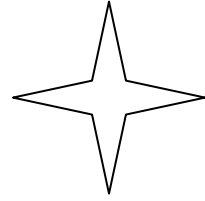
ATTENTION: Prerequisites must be completed, with a grade posted to applicable transcript at the time application is submitted. If using an Assessment to meet the pre-requisite, a copy of the Assessment result must be submitted.

Prerequisites

- Completion of English 50 and English A with grades of "C" or better or placement by approved score on assessment test
OR
- Completion of E.S.L. 540W, 540R, 25G and 25L with grades of "C" or better or placement by ESL matriculation assessment process

Prerequisite	College where course was completed	Assessment Score	Date Completed Semester/Yr	Grade

**SIERRA COLLEGE
NURSING DEPARTMENT**



**Nursing Assistant Course
Declaration of Conviction/No Conviction**

In order to be considered for admission to the precertification Nursing Assistant Training Program (NA 3) students must submit this completed form.

The State of California requires that all persons preparing to be a CNA, prior to registering, acknowledge whether or not they have been convicted by any court of a crime other than a minor traffic violation.

You must complete the following form:

Name: _____ Sex: F _____ M _____

Mailing Address: _____

Social Security Number: ____ - ____ - ____

Date of Birth: _____

Phone Number: _____

Have you ever been convicted by any court of any crime, other than a minor traffic violation?

* Yes _____ No _____

I hereby certify that all statements made on this form are true and complete.

Signature: _____ Date: _____

* If you answered Yes to this question, you must supply the following information to the California Department of Public Health, Nurse Assistant Section when you send in your application:

1. Dates and nature of the incident(s).
2. Disposition of the case. (Provide court papers)
3. Current status.
4. Letters from probation officer (if applicable).
5. Letters of recommendation (if available).

Disqualifying Penal Code Sections

If they have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD, DDH OR DDN applicants will be denied employment.

All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

Section

187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False Imprisonment
211	Robbery (includes degrees 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (includes degrees (a) – (d))
245	Assault with deadly weapon, all inclusive
261	Rape (includes degrees (a) – (c))
262	Rape of spouse (includes degrees (a) – (e))
264.1	Rape of penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering

267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (includes degrees (a) – (c))
273d	Corporal punishment/injury to a child (includes degrees (a) – (c))
<u>Section</u>	
273.5	Willful infliction of corporal injury (includes (a) – (h))
285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or development or physical disability
288	Lewd or lascivious act acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288(d)	Voluntarily acting in concert with or aiding and abetting
288(f)	Oral copulation with unconscious victim
288(g)	Oral copulation with victim with mental disorder or development or physical disability
288.5	Continuous sexual abuse of a child (includes degree (a))
289	Penetration of genital or anal openings by foreign object (includes degrees (a) – (j))
289.5	Rape and sodomy (includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (includes (b) – (f))
451	Arson (includes degrees (a) – (e))
459	Burglary (includes degrees in 460 (a) and (b))
470	Forgery (includes degrees (a) – (e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (includes (a) – (c))
484	Theft
484b	Intent to commit theft
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (includes degrees (a) – (d))
488	Petty theft
496	Receiving stolen property (includes (a) – (c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor have been dismissed by a court of law or a Certificate

of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.

Reporting Prior Convictions

Applicants are required under law to report all convictions unless they are only minor traffic violations. ("Driving under the influence" convictions must be reported.) Convictions must be reported even if they have been expunged under Penal Code Section 1000.

When reporting prior convictions or disciplinary actions, the applicant is required to provide a full explanation of: the underlying circumstances, date of incident, date of conviction/disciplinary action, specific violation (cite section of law if conviction), court location or jurisdiction, sanctions or penalties imposed and completion dates. Court documents should also be included.

The burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation. Examples of rehabilitation evidence would include, but not ne limited to:

1. Recent, dated letter from applicant describing rehabilitation efforts or changes in life to prevent future problems.
2. Letters from professional counselors, instructors, employers, probation or parole officers on official letterhead.
3. Letters from recognized recovery programs or counselors attesting to current sobriety, if there is a history of alcohol or drug abuse.
4. Proof of community work, schooling, self-improvement efforts.
5. Court-issued certificate of rehabilitation of evidence of expungement.
6. Current mental status examination by clinical psychologist or psychiatrist, if applicable.