



NURSING ASSISTANT PROGRAM
SUMMER/FALL 2012
APPLICATION PACKET

Application Dates:

February 13, 2012 –April 26, 2012

Application must be submitted in the locked drop box in

W2-402 no later than 4 pm on April 26, 2012.

MISSION COLLEGE

NURSING ASSISTANT PROGRAM APPLICATION INSTRUCTIONS

Program Requirements:

1. Eligibility Requirements:

- Eligibility for English 108A, Math 903, and Reading Proficient (Reading 53). If the applicant does not have eligibility, the equivalent courses must be completed with a "C" or better. (There is no expiration for English, reading or math course work.)
- The California Department of Health Services requires a Social Security Number.

2. Application/Selection Process:

- Application must be submitted in locked drop box in W2-402 by **April 26, 2012 at 4 pm**. No applications will be accepted online or mailed. No applications will be accepted after 4 pm on **April 26, 2012**.
- Attach copy transcripts for English 108A, Math 903, and Reading 053 or college placement scores indicating eligibility for the course, including course work completed at Mission College.
- Attach a copy of Social Security card.
- Applicant is required to write a paragraph when submitting the application. Please allow time when dropping off your application to complete this. No dictionaries or computers allowed.
- Applications and all supporting documents must be placed in a sealed envelope after completing the paragraph. Please bring a large enough envelope to place application in.
- Envelope should have applicants name, student ID#, and program name clearly visible.
- Include a one self-addressed stamped business sized (4in x 9in) envelope in application packet for acceptance status to be returned to you. If you do not include the self-addressed stamped envelope no status regarding your application will be returned to you.
- Applications must be complete when submitted. No further documentation will be accepted after packet is submitted.
- Applicants will be notified by mail in **End of April 2012**. No information regarding status will be given over the phone or email.
- Maintain current accurate name, address, email, and phone numbers for notification.
- Incomplete or unsigned applications will not be processed.
- Maintain current accurate name, address, email, and phone numbers for notification.

3. Additional requirements:

- Fingerprinting with SSN trace is completed once applicant is accepted into the program. Clearance by the Department of Justice is required to take the CA State Certification Exam at the completion of the program. The CA Department of Health Services may deny certification to persons convicted of a Felony.
- Once student is accepted into the program there are additional requirements:
 - * Health requirements: Physical exam, titer levels, 2 step TB test, and current Tdap booster. The student must be able to perform the essential requirements of the program with or without reasonable accommodations for disability.
 - * Attend an orientation where information will be provided regarding the additional requirements for the program. Date and time of orientation will be sent with acceptance letter.

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For office use only

SUMMER/FALL 2012 (Select one session time, CIRCLE either Summer or Fall)
NURSING ASSISTANT PROGRAM APPLICATION

NAME: LAST FIRST MIDDLE

ADDRESS:

CITY: STATE: ZIPCODE:

MISSION COLLEGE ID#:

SOCIAL SECURITY #:

CELL PHONE:

HOME PHONE:

EMAIL:

Table with columns: ELIGIBILITY, COURSE GRADE, and rows for ENGLISH, MATH, READING.

U.S. Citizen: Yes No If No, list Country of Citizenship:

If you are NOT a U.S. Citizen: Alien # Type of Visa:

INTERNATIONAL STUDENTS MUST BE CURRENT MISSION COLLEGE STUDENTS. ATTACH MISSION COLLEGE TRANSCRIPTS TO SHOW PROOF OF ENROLLMENT.

ANSWER THE FOLLOWING QUESTIONS:

Are you a current Mission College Student? Yes No

What are the total number of Mission College units you have completed?

Have you ever been convicted of a felony? Yes No

Have you completed H.ED 004? Yes No

If Yes, have you attached a copy of your card? Yes No

Have you taken Standard First Aid and CPR at another facility? Yes No

If Yes, have you attached a copy of your card? Yes No

Have you included a copy of your Social Security Card? Yes No

If No, why have you not included it? This is required prior to starting the program.

Selection of applicants into the Nursing Assistant Program is based upon information stated on the application and the documents attached. I have read and understand the entrance requirements for the Nursing Assistant Program at Mission College. I am aware that because of the number of applicants for the program, completion of entrance requirements does not assure my selection for the program. I understand that the CA Department of Health Services may deny my certification due to felony convictions. I certify that all information included in this application is true and complete. My signature is my certification of accuracy and completeness of the information I have provided. Further, I understand that admission in the Nursing Assistant Program at Mission College may be denied if any information I have provided on this application is found to be incomplete or inaccurate.

SIGNATURE

DATE

NOTE: As part of the application you will be required to write a short paragraph on a topic given to you at the time you submit your application.

**MISSION COLLEGE
NURSING ASSISTANT PROGRAM**

APPLICATION CHECKLIST

Before submitting your application, please read the application directions and eligibility criteria requirements carefully. You must **SUBMIT ALL APPLICATION MATERIALS TOGETHER IN LOCKED DROP BOX IN W2-402.**

Use this checklist to make certain that your application will be processed:

- Application** – must be neat, complete, accurate, and signed (read signature statement carefully). The application packet must be submitted with **ALL** supporting documents and all required paperwork that applies to your application. If application is not legible, it may not be processed correctly.
- Proof of completion of English 0108A, Math 903, and Reading 053 or eligibility for English 0108A, Math 903, and Reading 053** – College placement scores must be attached if courses have not been successfully completed with a “C” or better.
- Copy of Standard First Aid/CPR Certificate** – Include a copy of current certificate for HED004 or other First Aid/CPR Certificate if already completed.
- Copy of Social Security Card** – this is required prior to starting in program.
- Keep a file of all records submitted** – Keep duplicate copies of all materials submitted, including a copy of all transcripts. Order more than one copy of all transcripts or any official evaluations. **Note:** all transcripts and foreign evaluations must be official (sealed envelope from college or evaluation company)
- Information is complete** – Be sure to fill in all areas and answer all questions. If information is excluded, your application may not be processed correctly.
- Bring large envelope to place application and all supporting documents** – Due to budget cuts, no verification of complete application can be done. It is the applicant’s responsibility to assure accuracy and to verify complete documentation is included. Do not include instructions or checklist with application.
- One self-addressed stamped business size envelope** (4in. x 9.5in.) – This is required in order to receive results of acceptance status. If you do not include the self-addressed stamped envelope no status regarding your application will be mailed to you.
- Name, student ID#, and program name is on outside of application packet envelope.**

NOTE: During the selection process, please do not contact the office. Letters will be mailed regarding acceptance in the envelope provided by you. No priority is given to applications according to date submitted.