

# Certified Nurse Assistant Checklist

## *In chronological order*

*At this point in time, the tuition is being waived for in-district students and in-district students are given registration preference. The student is responsible for \$305.00 in student fees which is due by the tuition due date. You should be prepared to spend approximately \$550 for this class from start to finish. This amount will be more if you decide to purchase any of the optional equipment, the Hepatitis B series vaccine, or if you must take remedial classes. This amount does not include the cost of transportation to SIC/Clinical sites.*

- Take the Reading portion of the Accuplacer Placement test**
  - This is a **free** test that is taken in the Testing Center (**A 145**). You can call (252-5400 ext. 2383) to check availability.
  - If you haven't passed a prior reading requirement, you will take the NextGen Accuplacer and will need a minimum score of 236. If you have taken the SAT test, you can enroll with a score of 480 on the reading and writing portion or a composite score of 1020. If you do not meet any of these requirements, you must contact the Registration Office to determine what remedial class(s) you must take before CNA. The remedial classes are not tuition waived.
  - Complete the Student Information Form
  - You could apply online: [www.sic.edu/apply](http://www.sic.edu/apply); or fill out this form with the Nursing Office, or the Carmi campus, when you come to register.
  
- Provide proof of residency**
  - If you have questions regarding residency requirements, contact Enrollment Services. Call 618-252-5400 ext. 4120 or email [admissions@sic.edu](mailto:admissions@sic.edu)
  - The address listed on your proof of residency must be current and where you live.
  - All potential students must have valid residency on the day of registration in order to register or be put on the waitlist.
  
- Register for CNA 131** (*Section "A" is at Harrisburg and section "X" is at Carmi*)
  - Go to the Nursing Office (**T 236**) to register for the "A" section. Go to the Carmi Campus to register for the "X" section.
  - ***In-district students are given registration preference, contact SIC Admissions if you do not know if you are considered in our district or not.***
  - Registration is done on the first-come, first-served basis. We will not hold a slot for anyone. We also do not keep a list of previous waitlists, each semester is a clean slate and the list starts over. So, if you were on the waitlist and did not move into the class list you will have to come back out to register for the next semester if you want to try to get into the next class.
  - If you have an outstanding balance or a parking ticket with Southeastern Illinois College, there will be a hold on your account and you will not be allowed to register for any classes, including CNA. Waitlisted students who have holds on their accounts will be skipped if an opening in the class becomes available. If you think you may owe a balance, call the business office (252-5400 ext. 2501) to get this taken care of.
  - The class cap is 8 students. If there is enough interest in the program and we have enough instructors, we will possibly open other sections in groups of 8. It is imperative that you register to either get on the class list or wait list for this class. If an opening comes up, the first one on the waitlist is given the opportunity to be added to the class.
  - If you do get placed on the waitlist, make sure that we have the correct contact information for you. We cannot contact you if we have a wrong phone number or mailing address.
  - You can register up UNTIL the mandatory orientation. You must either be on the class list or the waitlist before orientation begins.
  - Those who are on the waitlist for the Harrisburg campus class can call the Nursing Office to check on their status in the progression of the waitlist. Just call 618-252-5400 ext. 2331. Those who are on the waitlist for the Carmi campus will need to call 618-382-8869 for informatio
  
- Pay for the class**
  - Tuition is currently waived but the student is responsible for fees associated with this class. Currently the fees are \$305.00 and the fees must be paid in full by the tuition payment deadline, to the Business Office, in order to remain in the class.
  - This class is **NOT** payable by State or Federal grants.

- **The CNA Plus Annual Scholarship:** This is an outside source scholarship and is not associated with SIC. For more information, visit their website: <http://cna.plus/scholarship/>
- Come to the Mandatory Orientation**
- ***Even if you are waitlisted***, show up for the mandatory orientation just in case you can get into the class. ***If you do not show up, you will not be allowed to attend class.***
  - Do not be late, and do not expect to leave before the orientation is over.
  - The first day listed on your schedule is the date of the orientation. However, if you are still unsure as to when this is, you can call the Nursing Department for the date and time (ext. 2331) of the Harrisburg class, or call the Carmi campus for their orientation date (618-382-8869).
- Get a 2-step TB test**
- A 2-step TB skin test is required. The results should be given to the Nursing Department at SIC.
  - If you are on the class list, you will need to do this in order to stay in the class. If you are on the waitlist, you may want to wait and see if you are able to get into the class before getting this done.
  - The student will need to make arrangements to have this done ASAP after registering for this class. This absolutely must be done before clinical. Either make an appointment with your doctor or call the Egyptian Health Department in Eldorado at 618-273-3326. The Egyptian Health Department Charges \$20 for students living out of Saline County. It is free to those living in Saline County.
- Get the 3 shot series Hepatitis B vaccine (optional)**
- All students are urged to have the Hepatitis B 3 shot series. This is not mandatory, but if the student chooses not comply, they must sign a waiver stating they understand all risks associated with not having this done in the healthcare field. If you have not been vaccinated, you can get the series started by making an appointment with your doctor or by going to the Egyptian Health Department. The current cost at Egyptian Health Department is around \$68 per shot (\$204 total).
- Take your fingerprinting form you received at orientation to a Live Scan vendor**
- You will complete a background check authorization form at orientation. You must know your social security number, or bring your social security card with you to orientation. Students who are under age 17 must have this authorization form signed by a parent or guardian.
  - Fingerprinting is done through Accurate Biometrics (<http://www.accuratebiometrics.com/index.asp>) and currently costs \$35-\$50. *This is an approximate cost amount, be sure to contact Accurate Biometric for the exact cost.* The student will be given specific instructions at the mandatory orientation and will also be given a form that must accompany them when they get fingerprinted. Current accepted forms of payment include: all major credit cards, money order, cashier's check.
  - This must be initiated within 10 days of the CNA mandatory orientation.
- Pick up your book**
- Currently, books can be borrowed free of charge from the bookstore, but this is subject to change. Prices will vary depending on whether you buy this book new or used. You can find the cost of this book online at [www.sicbookstore.com](http://www.sicbookstore.com). An estimated costs is anywhere between \$55-80.
- Buy your uniform before clinical begins**
- The student will be required to purchase a uniform before they attend clinical. Information regarding what is and what is not acceptable will be given at orientation. The costs of this could be around \$75.00 depending on what you need. The SIC CNA student clinical attire will consist of: scrubs and nursing shoes or solid white tennis shoes (colors to be determined by the instructors), lab coat, wrist watch with a second hand and is waterproof, stethoscope (optional), blood pressure cuff (optional), and white socks. Again, all of this information will be in more detail at the orientation. **Do not buy any items until after you have attended the orientation.**
- Take the Nurse Aide Competency Exam**
- At the end of the class, all students that have successfully passed the theory and clinical portions with a "C" or higher are able to sit for the state testing. The fee of this test is \$75 and the student

is responsible for this fee made payable to SIU-C. After SIU-C has processed the information, they will send out letters on when you will be testing. Testing can be done at SIC.