**Requirements for entry into the 2018 CNA program:**

1. Must be graduating in **May of 2018**. There are no restrictions on age for graduating.
2. Access the one stop portal on the KPBSD web site and fill out the Google form. http://www.kpbsd.k12.ak.us/OneStop/Onestop.aspx?id=30681
3. Attend the mandatory informational CNA meeting at Workforce Development Center/KCHS (A-750 Lawton Drive) **on Thursday, October 12th at 5:00pm in room v1. Sign up for interview. If not able to attend, must have a representative.**
4. Go through an interview/selection process at Workforce Development Center/KCHS (A-750 Lawton Drive) **Thursday, October 19th from 3:00 to 8:00 in v1. Bring a resume to interview.**
5. First class will begin **Jan. 9th from 4:00 to 9:00** and end on April 24th. There will be no class the week of KPBSD spring break. There will be additional courses scheduled for CPR and First Aid. There will be a 5 hour skills lab scheduled this week of May 14-18th at the Heritage Place.
6. Must attend all classes in order to complete the state requirements for certification. Attendance is mandatory!!!!!
7. Complete the distance delivery course, **Employability Skills by December 15th. Sign up with local counselor.**
8. Pay the optional tuition to KPC on the second night of class, if staff at KPC is available. Tuition is approximately $25 per credit for six college credits. Notification of exact cost will be announced prior to first night.
9. The school district will provide the textbook/workbook for you (normally an $80 fee).
10. Each student is responsible for paying for the **Background check ($72)** and **finger printing ($47**). These charges are an estimate. The cost may have increased and will let you know.
11. Be committed to going through the 80-hour practicum (at The Heritage Place) during the first two weeks of the summer. M-F from 6:00-2:30
12. To be certified as a CNA the student will have to take a State Test at the end of the program. The cost of the State test (within a year of completing the program) is **$260** (estimate), which the student will be responsible for paying.