



## APPLICATION INSTRUCTIONS - Nurse Assistant Training Program

Students are selected on a **first come-first serve basis** and applications must be submitted in their entirety before a student will be accepted into the program.

**All of the following documentation *MUST* be submitted in order for your application to be considered complete:**

### 1. Program Application:

- Form A: Nurse Assistant Training Program Application
- Form B: Student Demographics Sheet
- Form C: West Hills College Release of Information
- Certified Background Check (CBC) Disclosure and Release Form
- Clearance Certification
- Form D: Health Examination Form
- Form E: Emergency Treatment Consent
- Form F: Private Vehicle Authorization

### 2. Copy of TB Test and Results (Valid for only 6 months)

- If you have a history of positive TB test results, please provide an updated copy of your chest x-ray, (valid for only one (1) year).

### 3. Copy of Valid Driver's License or State ID

### 4. Copy of Signed Social Security Card

### 5. Copy of High School Diploma (or GED) or Proof of Equivalency (i.e. AS Degree)

### 6. Proof of Valid Vehicle Insurance

### 7. Copy of valid CPR Card: (No on-line courses accepted. The CPR course must only be through the American Heart Association, (BLS for Health Care provider). You can contact the American Heart Association at: 1-800-AHA-USA-1 to find a location near you.)

### 8. You will be provided background check and drug clearance information upon receipt of your completed application.

### 9. Copy of Certified Background Check and Drug clearance receipts:

- Once you have completed the Background portion, you should receive a confirmation email with a reference number on it. Print that page and bring it in to our office as soon as you complete it along w/ your completed application and all required documentation. We will then release to you the Chain of Custody form and give you instructions on how to complete the Drug Screen portion of your background. \*You will only have 48 hours to complete the drug screen portion after finishing the Background Report.

