

CNA Course – Snow College West Campus, Ephraim UT & Juab Campus

*If you have any questions or concerns or need assistance getting started PLEASE contact Jennifer Bushman!

1. Registration Form

Fill out above the asterisk line and return to Jennifer Bushman: jennifer.bushman@snow.edu / High Tech Building #160. *You will not be registered for class until this page is turned in.

2. CNA Order Form

Have all items ready for the first day of class. Supplies do not have to be bought through the Snow College Bookstore, but the color of your scrubs must match. If you have your supplies delivered to West Campus from the Richfield Bookstore (*Ephraim*: which is recommended because it tends to be the fastest) Jennifer will call you when they arrive.

3. CNA Course Information

This packet can answer most of your questions. Consult it first. *Please note TB results must be turned in to Jennifer by the first day of class.

4. Campus Police Contact Page

This has the location of the campus police station where you can go to do your Background Check. You don't have to use this station; any police station can take your fingerprints.

5. Background Check Instructions

Read thoroughly and follow carefully. *Results must be turned in to Jennifer by the first day of class!

6. Background Check Application

Complete at the police station, then mail to Taylorsville.

7. Background Check Third Party Release Form

Sign then Send with Background Check Application to Taylorsville.

Jennifer Bushman
Administrative Assistant – Snow College Nursing Department
jennifer.bushman@snow.edu
435-283-7588
West Campus, Ephraim UT
High Tech Building – Office #160
MTWR 8:00-1:00

CNA

West Campus – High Tech Building – Room 127

Days: _____ Time: _____



CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant classes are offered on both the Richfield and Ephraim campus as well as our outreach sites in Piute, Wayne, Nephi, Delta and Fillmore.

GENERAL INFORMATION:

- Class enrollment is limited to 20 students (college, high school, and adult non-credit).
- All students must be enrolled at Snow College through Admissions and have a Badger ID, which is issued upon enrollment.
- Registration is completed by Student Success or the Administrative Assistant on the Ephraim campus on a first come, first serve basis. There is no online registration for this course.
- Students must complete a background check before registration is completed.

REGISTRATION: Before the student is eligible to register for a CNA class, they must complete/submit the following:

1. Proof that the applicant will be 16 years of age and a high school junior by the time the selected class begins.
2. Complete the Snow College admissions process and provide proof of student enrollment, including current Badger ID number issued by Snow College.
3. All students applying for the CNA program must provide the following:
 - High school students: a copy of their ACT with a score of 16 or higher in Math and 15 or higher in reading **or** a copy of your high school transcript with a GPA of 2.5 or higher.
 - College students: must provide proof of current or past enrollment as a college student.
 - Adult/non-credit students: proof of current or past enrollment as a college student **or** a copy of an ACT with a score of 16 or higher in Math and 15 or higher in reading **or** a high school transcript showing a GPA of 2.5 or higher.
 - GED students: Students must score 14 or above in the ALEKS Placement, Preparation and Learning (ALEKS PPL) Assessment. You can find more information regarding ALEKS PPL Assessment at: https://www.snow.edu/academics/science_math/math/aleks/index.html
4. Proof of current PPD (tuberculosis or TB skin test). TB test must have a negative reading and be within the year. TB tests are given at health clinics or a board of health. A time frame of 48 hours is needed to confirm test results.
5. Background check (students are responsible for all applicable fees)

All background checks must be received by the “Last day to add or withdraw from a regular semester course”. This is determined by Snow College and is usually the third week of the class. You can contact Melissa, Jennifer, or Student Success for this date. If your background is not received by this date, you will be dropped from the class. If you have a felony on your background, you will not be able to attend class; misdemeanors will be considered on a case by case basis.

 - **Utah students** must apply for a criminal background check with the Utah Bureau of Criminal Identification. An application will be provided at time of registration or you can find it online at www.snow.edu/nursing. *The Allied Health Office Manager or Administrative Assistant must receive all background check results in the mail directly from the Utah Bureau of Criminal Identification.* A third party release form is included with the background form.
 - **Out-of-state students** must apply with the FBI.
 - FBI background check procedure: FBI background check must be submitted by the student and is only returned to the person submitting the request. Students are responsible for the application with law enforcement for individual background checks and for any applicable fees. *Please return the background check in a sealed envelope to the Allied Health Office Manager or Administrative Assistant.*
 - FBI application: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.
 - Background check with the FBI may take up to 6 months to get back.
 - If you are applying within the 6-month time frame you will need to complete your background through Tiburon. Call Melissa at (435) 893-2232 for more information.

A background check that is hand delivered in an unsealed envelope will not be accepted!

ENROLLMENT:

On-line enrollment is NOT available for this class. Enrollment must be done in person at Student Success or with the Administrative Assistant on the Ephraim campus.

TUITION AND FEES: Tuition and fees are based on the current school year's Tuition and Fees Schedule; **all fees are subject to change without prior notification.**

- **High school:** Concurrent Enrollment fees for the CNA class are \$5.00 per credit hour per semester (i.e.: 6 credit hours; \$5 X 6= \$30); Students must work with high school counselors for high school credit.
- **Full-time Snow College student:** see the Snow College Tuition and Fee schedule <https://www.snow.edu/admissions/cost.html>
- **Adult non-credit:** Approximately \$250.00 (out of state student: \$900.00).

TEXTBOOK INFORMATION Please bring textbooks with you on the first day of class. Textbooks can be purchased at snow.textbookx.com. The course is AHNA 1000.

The required textbook for the course is:

ISBN: 9781496339560 Lippincott's Essentials for Nursing Assistants, 4th edition

ISBN: 9781496344250 Workbook for Lippincott Essentials for Nursing Assistants, 4th edition.

IN-PROGRAM EXPENSES: Students are responsible for all program expenses. Supplies can be purchased at the Ephraim or Richfield Bookstore. Textbooks are not available for purchase at the Bookstores.

Required Expenses	
Text & Workbook	TB Testing
CNA fee (covers CPR Certificate & name badge)	Utah Criminal Background check
Stethoscope & Blood Pressure Cuff	Royal blue scrubs - top and bottom
Water proof watch with second hand	White shoes (clean gym shoes ok), white socks

Richfield, Piute, Wayne, Delta, or Fillmore CNA classes

Student Success

Mailing address: 800 W. 200 S. Richfield, UT 84701

Phone (435) 893-2211

Melissa Blackner

Allied Health Department Office Manager

Office: Washburn Building, rm. 108

Mailing address: 800 W. 200 S. Richfield, UT 84701

melissa.blackner@snow.edu Phone (435) 893-2232

EPHRAIM OR NEPHI CNA CLASSES:

Jennifer Bushman

Allied Health Department Administrative Assistant

Office: High Tech Building, rm. 160 West College Ave. - Ephraim UT

Mailing Address: 150 East College Avenue, #1001, Ephraim, UT 84627

jennifer.bushman@snow.edu Phone: (435) 283-7588

CNA Supervisor

Karen Carter

Phone (435) 893-2254

karen.carter@snow.edu

Note: Students must complete the course with a B- or higher to be eligible for the State Certification skills test and the knowledge test at \$40 and \$35 (not included in tuition).

<p>Any person with a disability who feels that he or she needs accommodations may contact the Americans with Disabilities Act (ADA) Coordinator at 435-283-7321 on the Ephraim campus or 435-893-2216 on the Richfield campus.</p>
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Snow College Nursing Department Jennifer Bushman
West Campus - High Tech Building Office, #160
435-283-7588
jennifer.bushman@snow.edu

Welcome to Snow College! Any Snow College employees or students who are required to submit a Criminal History / Background Check can contact the Snow College Public Safety Office: 151 South Main Street Ephraim, Utah

This is the former Ephraim Elementary School located on the east side of Main Street just south of Jorgensen Chevrolet. We are open for business: Monday – Friday 8:00 – 5:00

We ask that you call ahead to insure that we are here and not out of the office on other business. You can reach campus police at: 435-283-7170

You will need to have your driver's license or other official state issued photo ID and we will need you Social Security number in order to submit the fingerprints.

Thanks for your cooperation! Campus Police
Snow College Public Safety
151 S. Main St., Ephraim, Utah 84627
435-283-7170

*Background Checks do not have to be completed through the Snow College Police Department: any Police Department or Sheriff's Office can help you!



Instructions for Application for Criminal History Record

Enclosed is an application for Criminal History Record from the State of Utah, Department of Public Safety, Bureau of Criminal Identification. Please complete all of the steps described below. Failure to properly complete one of the steps may cause a delay in processing your application.

1. Fill out the top portion of the application. List all of your previous names including married and maiden names. Be sure to read and sign the application.
2. Take the application to a law enforcement agency such as your city police department or county sheriff's office. Request that they print the four fingers of your right hand on the space provided. Make sure the law enforcement official who takes your fingerprints fills out the portion of the application labeled "OFFICIAL TAKING PRINTS." Valid government-issued photo ID must be provided to the official taking your prints (for example, passport, state ID card, consulate ID card, and driver license.) **"Utah Driving Privilege Cards" WILL NOT be accepted by BCI as valid ID. Driving Privilege Cards state on them that they are not to be used as ID. NOTE:** The fingerprints may be taken at our office, Bureau of Criminal Identification, 3888 West 5400 South, Taylorsville, Utah.
3. The application fee is \$15.00. Select a method of payment by making a check mark in the appropriate box. Checks and money orders must be US Currency and be made payable to "Utah Bureau of Criminal Identification." To pay by credit card (Visa, MasterCard, Discover Card or AMEX), please fill out the requested information on the application. Credit card numbers must include: the signature of the cardholder, the three-digit control number located on the back of the card, the expiration date, and the zip code of card billing address; **sorry we cannot accept credit cards outside of the US.** Cash is accepted only when applying in person. **DO NOT SEND CASH IN THE MAIL.**
4. Your report will be mailed to the mailing address indicated on the application form. If the information needs to be sent to a third party, the third party release form must be filled out and submitted along with your application.
5. Mail the application, fee and release form (if applicable) to:

UTAH BUREAU OF CRIMINAL IDENTIFICATION
3888 West 5400 South
Taylorsville, Utah 84129

The report cannot be faxed or sent by e-mail.

If you have questions you may call (801) 965-4445 from 8:00 AM - 5:00 PM Monday-Friday.

Our office is closed weekends and holidays.

You may also visit our website at <http://publicsafety.utah.gov/bci/>

**The Bureau of Criminal Identification does not maintain juvenile offender records.
Requests for such records must be made directly to the Juvenile Court.**

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APPLICATION FOR CRIMINAL HISTORY RECORD

Utah Department of Public Safety • Bureau of Criminal Identification
3888 West 5400 South, Taylorsville, Utah 84129 - Telephone: (801)965-4445

form 98-1-03, Rev 12/2017

WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT IN BLACK INK. Your application will not be processed unless all sections of this form are filled out completely. You will need a valid form of government issued picture ID and \$15.00 fee.

NAME: _____ **DATE OF BIRTH** _____
(Last Name) (First Name) (Middle Name)

PREVIOUSLY USED NAME(S) (Maiden, etc.): _____

MAILING ADDRESS: _____
(Street/Box number) (City) (State) (Zip)

PHYSICAL ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE NUMBER: _____ **DAYTIME PHONE NUMBER:** _____

SOCIAL SECURITY: _____ **DRIVER LICENSE # AND STATE:** _____

PHYSICAL DESCRIPTION: HGT/ _____ WGT/ _____ EYE COLOR/ _____ SEX/ _____ RACE/ _____

I hereby declare that I am the person listed above and am entitled to my criminal record as provided by Utah Code Ann. § 53-10-108(9)(a). The information contained in this written statement is true and correct to the best of my knowledge and I understand that any false statements I make that I do not believe to be true may subject me to criminal punishment as a class B misdemeanor pursuant to Utah Code Ann. § 76-8-504.

Signature of applicant: _____ **Date:** _____

FINGERPRINT INSTRUCTIONS: (OFFICIAL TAKING PRINTS) Confirm identity of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of government issued ID used and the ID number in the space provided below. Fingerprint the four fingers of the applicant's right hand simultaneously in the box located in the lower right portion of this form.

This Area must be completed by OFFICIAL TAKING PRINTS

Type of identification used: _____
*(Utah Driving Privilege Cards are **not** valid ID and will not be accepted)*

Identification number: _____

Name on ID: _____

Fingerprints taken by: _____
(PRINT NAME)

Agency Name: _____

Badge # _____ Date Printed: _____
(If applicable)

BUREAU USE ONLY AFIS Confirmation _____

SID# _____ R&F _____

FINGERPRINTS

\$15.00 APPLICATION FEE - DO NOT SEND CASH IN THE MAIL

METHOD OF PAYMENT - FOR MAIL IN ONLY (Check appropriate box for payment)

- Check, Money Order or Cashier's Check (Payable to "Utah Bureau of Criminal Identification" in the amount of \$15.00)
- Credit Card (cannot use foreign credit cards) must be Visa Master Card AMEX Discover **Fill info below to pay by credit card.**

PRINT NAME (As it appears on the card): _____

TOTAL AMOUNT OF PURCHASE: \$ _____ CREDIT CARD BILLING ZIP CODE: _____

CARDHOLDER SIGNATURE: _____ DATE: _____

Credit Card Number 15 digit AMEX or 16 digit Visa, Mastercard or Discover

* 3 or 4 digit control #

Expiration Date

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THIRD PARTY RELEASE FORM

Utah Department of Public Safety • Bureau of Criminal Identification
3888 West 5400 South, Taylorsville, Utah 84129

WHEN FILLING OUT THIS FORM, TYPE OR PRINT IN BLACK INK. If you wish to have your criminal history record or certificate of eligibility sent to an individual other than yourself, you must indicate the name of the person or agency to whom you would like the document sent and the mailing address.

NAME: Jennifer Bushman - CNA
(Name)

AGENCY: Snow College - E *(if applicable)*

MAILING ADDRESS: 150 East College Ave. # 1001 Ephraim UT 84627
(Street/Box number) (City) (State) (Zip)

I request that the criminal history record or certificate of eligibility for which I applied be released to the individual or agency indicated above at the listed address. I hereby release the Bureau of Criminal Identification from any liability resulting from such release.

Name of applicant (Print): _____

Signature of applicant: _____ **Date:** _____