

# Certified Nurse Assistant (CNA)

Please mail, fax or email all application materials to:

**Stefani Eads**

State Fair Community College

3201 West 16th St.

Fielding Building, Office

Sedalia, MO 65301

Email: [seads2@sfccmo.edu](mailto:seads2@sfccmo.edu)

Phone: (660) 596-7434

Fax: (660) 530-5827

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Dear Applicant:

Thank you for your interest in State Fair Community College's Certified Nurse Assistant (CNA) Course. In addition to the SFCC enrollment requirements, students must meet the Department of Health and Senior Services (DHSS) requirements, which include being at least 18 and employable. DHSS defines "employable" as not being listed on the Disqualified list and pass a background check.

Students who meet the DHSS requirements and choose to enroll are admitted to the college on the same basis as other students. However, admission to the college does not ensure admission into the CNA course.

### **Title IV and Licensure Information**

The State Fair Community College Certified Nurse Aide Program is designed to meet educational requirements for a Certification in Nurse Aide required for employment as Certified Nurse Aide in Missouri, Kansas and Illinois. If you have questions about certification requirements in a specific state, contact the program directly or view the information listed in Consumer Information at <https://www.sfccmo.edu/about/consumer-information/>. The information will be reviewed and updated on an annual basis prior to the start of fall semester.

If a student is determined to be located in a state where the Certified Nurse Aide Program does not meet educational requirements, in order to enroll in the Certified Medication Technician program, the student will be required to complete an attestation prior to starting the program indicating plans to work in a state where the Certified Nurse Aide Program meets educational requirements.

To apply for the CNA course, each applicant must complete the following items.

#### **Checklist of Required Materials begins here:**

Please check off as you complete each task. For your application to be considered, each bulleted item must be completed accurately. This checklist is provided for your benefit and should **not** be submitted with your application packet.

**Step One: Meet State Fair Community College Admission Procedures:** (If you are currently attending SFCC you should have already completed the tasks listed in this section.)

- \_\_\_\_\_ Submit an online admission application at [What Kind of Student Are You?](#)
- \_\_\_\_\_ If you plan on using financial aid or A+ funding, you'll need to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). SFCC's school code for the FAFSA application is **007628**. This step is **strongly recommended**.
- If you are eligible for food stamps, you may qualify for SkillUp funding. Ask Beverly Marquez for details.

#### **Step Two: Complete eligibility application:**

- \_\_\_\_\_ Read through this entire application packet.
  - \_\_\_\_\_ Complete eligibility form located at the end of this packet and submit completed form to Stefani Eads.

Once your application has been received you will be invited to join the program and given a pending status until all program requirements are met. A detailed list of the requirements will be sent as part of your welcome packet. Under no circumstances will the student be enrolled in the class until ALL requirements are met.

The first 15 students who have completed all requirements will be enrolled in the next available class offering.

There are only two required courses to complete the CNA program at SFCC, classroom and clinical. All students enrolled in this program are expected to complete the required courses in 8 weeks.

All students will be required to participate in a clinical rotation at the clinical site assigned by the instructor. Students are responsible for their own transportation to and from the clinical site. Students will not successfully complete the course if this requirement is not met.

These classes are required for all students interested in furthering their education to receive a Nurse Aide skills certificate, professional certificate, or an AAS Health Care Specialist degree with an emphasis in Nurse Aide.

**For program acceptance and enrollment in the class, students will be required to complete the following:**

- a. Application
- b. Proof of High School Diploma or GED certificate
- c. Color copy of driver's license
- d. Color headshot photo
- e. Pass background check (\$64)\*
- f. Copy of current immunizations
- g. Copy of 2-Step TB skin test (must be within the current year)
- h. Confidentiality agreement
- i. SFCC drug testing policy acknowledgment sheet
- j. Pass drug test (\$35)
- k. Purchase a set of navy blue scrubs for clinicals
- l. Purchase a pair of light colored, closed toe, soft sole shoes for clinicals
- m. Purchase required textbook

\* All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. **Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application.**

**The charges and fees to complete the background check and drug screen are included in the tuition for the course. If at any time prior to the payment for tuition for this course the student decides not to take the course or does not meet the requirements for the course these charges and fees will be billed to the student's SFCC account. By registering with Castle Branch the student acknowledges that they are responsible for these fees either by tuition or charge to the student's SFCC account.**

Applications are not kept on file once the current semester begins. The student will have to submit an application for each semester unless the student is put on a waiting list.

If you have questions, please feel free to contact Beverly Marquez, Program Director, at 660-596-7259 or [bmarquez@sfccmo.edu](mailto:bmarquez@sfccmo.edu).

## **STUDENT SUCCESS CENTER**

The mission of the Student Success Center is to work with students to help them **define, clarify and achieve** their academic, personal and professional goals. The Student Success Center connects students who have difficulty in their courses with the support and resources they need to succeed.

[Counseling](#), [navigator advising](#) and [disability services](#) are available at SFCC to help students achieve their educational goals. Students who have questions or concerns about their ability to succeed at SFCC should contact the center at [success@sfccmo.edu](mailto:success@sfccmo.edu) or **(660) 530-5831** or stop by **Hopkins 754**. The Student Success Center can help with:

- educational problems
- campus and community resources
- social environment problems
- housing resources
- economic barriers to your education
- career development and referral
- transfer services and referral

### **IMPORTANT FINANCIAL AID INFORMATION FOR STUDENTS WITH AN ASSOCIATE OR HIGHER DEGREE**

Already having a degree impacts your eligibility for federal and state financial aid programs. This is especially true if you are planning on taking pre-requisite courses prior to being accepted into one of the allied health programs. If this is the case for you, please contact the Financial Aid Services Office. They will be more than happy to review your situation and discuss your options. You may reach them by the following:

Phone: (660) 530-5834

Email: [finaid@sfccmo.edu](mailto:finaid@sfccmo.edu)

**\*\*\*Please complete the following page and email or mail to Stefani Eads\*\*\***

State Fair Community College  
CNA (Certified Nurse Assistant)  
Eligibility Form

**PLEASE PRINT**

Do you have a SFCC student ID#? Yes \_\_\_\_ No \_\_\_\_

Name: (First, Middle, Last) \_\_\_\_\_

Preferred Name: \_\_\_\_\_ If Married, Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Preferred Phone # \_\_\_\_\_

Are you a high school graduate? \_\_\_ Yes \_\_\_ No If no, provide GED # \_\_\_\_\_

SFCC email address: \_\_\_\_\_

Personal email address: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**Place of employment**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

*Submission of this application indicates your acknowledgment of the following statements:*

- ✓ *All students will be required to participate in a clinical rotation at the clinical site assigned by the instructor. Students are responsible for their own transportation to and from the clinical site. Students will not successfully complete the course if this requirement is not met.*
- ✓ *I acknowledge I have read and understand I am responsible for all charges and fees associated with the background screening and drug testing process. Initial*

**After acceptance, only your SFCC student email account is used to communicate with you; be sure to check it regularly.**