



Valley Regional Occupational Program

## SUMMER 2019 – EARLY REGISTRATION ADULT CERTIFIED NURSE ASSISTANT COURSES

### Early Registration – February 19<sup>th</sup> through April 26<sup>th</sup>:

- Download, complete and return Early Registration form to Valley ROP, 1305 Q Street, Sanger, CA 93657, with valid California Photo ID and **Original** Social Security Card **or** Individual Tax ID Number.
- \$100 **non-refundable deposit** to secure a spot at preferred class site – cash, credit card, cashier’s check or money order made out to Valley ROP will be accepted. **No personal checks.**
- Must read, write, and speak English
- Must pass entrance exam with 70% or better

### Mandatory Orientation:

- Must attend orientation to complete enrollment. Failure to attend the **MANDATORY** Orientation will result in loss of reserved spot and non-refundable deposit.
- Remaining balance due: \$750.00 – cash, credit card, cashier’s check or money order made out to Valley ROP will be accepted. **No personal checks. NO REFUNDS.**
- Cost includes textbook, skills workbook, 1 uniform and fingerprinting fee
- Uniform sizing
- Must show proof of fingerprint clearance

Must provide valid California Photo ID and **Original** Social Security Card  
**or** Individual Tax ID Number at Orientation

**Sanger High School**  
Mon., April 29, 2019  
3:30 p.m. - 6:00 p.m.  
Room 710

**Selma High School**  
Tues., April 30, 2019  
3:30 p.m. - 6:00 p.m.  
Room 1003

**Palm Village, Reedley**  
Thurs., May 2, 2019  
3:30 p.m. - 6:00 p.m.  
VROP Classroom

**Accepting 17 students at each site listed above**

**DO NOT ARRIVE PRIOR TO 2:45 P.M. AT ANY OF THE SITES**

### First day of class Requirements:

- Must show proof of a negative tuberculosis immunization or chest x-ray
- Must show proof of physical exam

### Schedule:

Monday – Friday

7:00 a.m. – 3:30 p.m.

6/10/19 – 7/12/19

(No class July 4<sup>th</sup>)

### State Certification:

Red Cross exam scheduled for July 12<sup>th</sup> for Sanger High & Selma High sites and July 15<sup>th</sup> for Palm Village, Reedley site (Student will be responsible for \$110.00 exam fee)

Questions? Call 559-876-2122 or visit our website [www.valleyrop.net](http://www.valleyrop.net)

Complete and return to:  
Valley ROP Office  
1305 Q Street  
Sanger, CA 93657  
Ph: (559) 876-2122



## EARLY REGISTRATION Summer CNA

**PLEASE PRINT**

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

Home Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

A Basic Entrance Exam will be given at the Valley ROP office. **Must bring original California ID and Social Security Card or Individual Tax ID Number.**

Class sites, choose order of preference 1-3 (First come, first served)

\_\_\_\_\_ Reedley                  \_\_\_\_\_ Sanger                  \_\_\_\_\_ Selma

I have received my Early Registration Packet. I understand that failure to attend the **MANDATORY** Orientation will result in loss of my reserved spot and non-refundable deposit. **I also understand the tuition of \$850.00 is non-refundable.**

Date: \_\_\_\_\_  
\_\_\_\_\_ Student Signature

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### FOR VROP OFFICE USE ONLY

Cards will be copied in the VROP office. **Must bring original documents.**

Copy of Social Security Card or ITIN

Copy of CA Driver's License or CA ID

Entrance Exam: Pass with 70% or more  Yes  No

\$100.00 non-refundable deposit (\$750.00 balance due at Orientation – non-refundable)

Credit Card       Money Order       Cash       Cashier's check



### CRIMINAL BACKGROUND CLEARANCE

Students who wish to enroll in a CNA program are required to be Live Scan fingerprinted to determine if the student has any criminal convictions.

The California Department of Public Health (CDPH) evaluates criminal convictions for any offense and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants, or information gathered by CDPH in relation to criteria outlined in the Health and Safety Code Section 1337.9.

Valley ROP is informing you that any conviction you may have receives an evaluation by the CDPH. Due to longer processing times and the possibility that the student may complete the CNA training program, pass the competency examination (Red Cross test), pay tuition and testing fees, you still may not obtain background clearance. Failure to obtain background clearance prohibits students from obtaining CNA certification. Valley ROP is responsible for providing you with this information and will not refund any tuition/testing fees paid for the course due to failure to obtain background clearance.

For potential students who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an "inquiry" with the Department by doing the following:

1. Fill out the top two sections of the CDPH 283B form and sign the applicant signature line. At the top of the form, write the following: "CLEARANCE ONLY WITH LETTER". The school does not fill out any information on the form.
2. Write at the top of the Live Scan form (BCIA8016) "CLEARANCE ONLY WITH LETTER", when filling out the form at the Live Scan vendor site.

CDPH will review the Live Scan/DOJ results and determine if the individual is "cleared" or not "cleared" and send the individual a letter explaining the results.

Students who submitted the CDPH 283B application and Live Scan to the DOJ and want verbal acknowledgement regarding "clearance" may call the Aide and Technician IVR line at 916-327-2445 and request information from the ATCS phone representative.

**Parent and/or Student will sign an acknowledgement of receiving and reading this letter.**



CRIMINAL BACKGROUND CLEARANCE ACKNOWLEDGEMENT

I \_\_\_\_\_ acknowledge that I have been informed of the process of  
Student Name

obtaining criminal background clearance for any conviction that I may have.

I also acknowledge that tuition/testing fees for the CNA course that I paid is non-refundable for the lack of obtaining criminal background clearance.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (If under the age of 18)

\_\_\_\_\_  
Date



# Valley ROP



## Health Careers

*A Tradition Of Excellence*

### SUMMER SCHOOL POLICIES

PLEASE BE AWARE OF OUR POLICIES FOR SUMMER SCHOOL

1. Summer CNA students will be limited to a 2 hr. absence during theory training and/or 1 day absence during clinical and/or 2 tardies anytime during the course. If any of these occur during the program it is cause for automatic termination and without a refund of tuition.
2. Please note that Valley ROP is unable to provide special accommodations for students in our Summer CNA Program.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature  
(If under the age of 18)

\_\_\_\_\_  
Date



September 2018

Dear Parent/Guardian,

The main goal for the student who is taking the Certified Nurse Assistant class is to be successful in the class and become eligible to take and pass the optional Red Cross State Certification exam at the end of the school year. The certification that the student receives allows them to apply for CNA positions in a variety of health care settings. The cost of this exam is \$105 payable in the month of April.

It has just been brought to my attention as the Health Career Coordinator for all of the VROP CNA programs that Red Cross will no longer accept the high school ID as a form of a picture ID as it has done in the past. The picture ID's that they will accept are listed below from their guidelines.

- **Two (2) Legal IDs** : The IDs listed below, along with the State Application or State Approval Letter, are required by the State of California Department of Public Health (CDPH) for testing, as well as re-testing.

**One (1) ID MUST be your "Photo ID", as listed below :**

1. Driver's License or a State ID Card issued by a governmental agency or entity thereof provided it contains a photograph and information including, but not limited to, date of birth, sex, height, eye color, hair color, and address.
2. U.S. Military ID Card
3. Military Dependant's ID Card
4. U.S. Coast Guard Merchant Mariner Card
5. Native American Tribal Document
6. U.S. Passport or Foreign Passport
7. Alien Registration Card

In addition they must also have a Social Security card or a Tax ID number form. The Social Security card must be signed and not laminated. The name on the photo ID needs to also match the name on the Social Security card/Tax ID number form.

Both the picture ID and the Social Security card/Tax ID number form are brought by the student to the testing site. Without these items, the student will not be allowed to test. If the student does not have any of the above photo ID's, it is suggested that they get a state issued ID which has the information on it that is required by Red Cross. These can be obtained at your local DMV and it must be done prior to the testing dates in May.

If you have any questions, please contact the student's Instructor.

Thank you,

Pam Backhaus RN  
Health Careers Coordinator/Instructor  
Valley ROP/Sanger High School