

Application Packets are due  
no later than June 27, 2019  
at 4:30 p.m. to the Lively Tech Health  
Education Center (Bldg 15)



# Lively Technical College



## **Certified Nursing Assistant Program**

### **Application Packet**

500 North Appleyard Drive | Tallahassee, FL 32304  
850.487.7555 | [www.Livelytech.com](http://www.Livelytech.com)



# Mission Statement

**Lively Technical Center's Mission is to provide career-oriented education to the community.**

## Our Vision

- We aim to be the first choice for community career and technical education.
- Through education, we will contribute to the betterment of our society.
- Students will be able to enhance their lives through our educational offerings.
- We will support diverse learning styles.
- Industry driven instruction will be the standard for our programs.
- We will support student, community, and institutional goals.

**Approved:**

Faculty and Staff: August 6, 2018

Public Hearing: September 18, 2018

School Advisory Council: September 18, 2018

---

The Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; 770.396.3898.

AdvancED Florida (SACSCASI) University of West Florida, 11000 University Parkway, Pensacola, FL 32514 800.865.9068

Lively is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida Board of Cosmetology, The Florida State Board of Nursing, The Federal Aviation Administration, The Florida Real Estate Commission, The Florida Department of Insurance, The Florida of Business and Professional Regulation, The American Heart Association, The Florida Department of Transportation, The Department of Highway Safety and Motor Vehicles, The Florida Rider Training Program, The Motorcycle Safety Foundation, The HVAC Excellence for Heating & Air, ASE Certified, NATEF and The Lively Technical Center Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, 727.210.2350

\*\*Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.





500 North Appleyard Drive  
Tallahassee, Florida 32304

LEON COUNTY SCHOOLS SUPERINTENDENT  
Rocky Hanna

LEON COUNTY SCHOOL BOARD MEMBERS  
Rosanne Wood (Chair)  
DeeDee Rasmussen (Vice-Chair)  
Georgia "Joy" Bowen  
Darryl Jones  
Alva Striplin

DIRECTOR OF CAREER, TECHNICAL AND ADULT EDUCATION  
Shelly Bell

LIVELY ASSISTANT PRINCIPAL  
Randy Free

DIRECTOR HEALTH EDUCATION  
Yolanda Graham, BSN, RN

*No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law. No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

*Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.*



# Certified Nursing Assistant Program Application Packet

## **PROGRAM DESCRIPTION:**

The Certified Nursing Assistant program prepares students for employment as nursing assistants, nursing aides, and orderlies, nurse aides in nursing homes or nurse aides, orderlies & attendants. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. Clinical and simulated laboratory learning experiences must correlate with didactic instruction. For nursing assistant completion a minimum of 40 hours of clinical experience must be obtained. Twenty hours of this clinical experience must be in a licensed nursing home. This course prepares individuals for the CNA certification.

<b>PROGRAM BEGINS</b>	<b>Classes begin on August 12, 2019</b>
<b>PROGRAM LENGTH</b>	165 Hours
<b>PROGRAM HOURS</b>	<b>Day Program</b> Monday – Thursday: 8:00 am – 4:00 pm  <b>Evening Program</b> Monday–Thursday: 6:00 pm-10:00 pm
<b>PROGRAM LOCATION</b>	Lively Technical Center Health Education Department, Building 15 500 North Appleyard Drive Tallahassee, FL 32304 (850) 487-7449 (Clinical locations vary)

## **GENERAL REQUIREMENTS**

Applicants seeking admission to the Certified Nursing Assistant (CNA) Program must:

- Be at least 18 years of age at projected time of program completion.
- Have a high school diploma or equivalent.
- Pass random drug screenings throughout the program. Students with positive drug screen results will be withdrawn from the program.

To apply for acceptance into the CNA Program students must:

1. Complete the **Lively Student Online Application**. (This application is required for all Lively students)  
This application can be completed at: <https://lively.focusschoolsoftware.com/focus/apply>
2. Complete the **CNA Application Packet (see below)**

The CNA Application Packet must include:

- **Health Education Student Information Sheet.** The Student Information Sheet is included as an interactive PDF. A printed copy must be submitted with the application packet.
- **Three current reference letters:**
  - Two professional references (recent employers, former teachers, counselors, etc.)
  - One personal reference (may not be family member)
- **Receipt of payment for a Level 2 criminal background to Leon County Schools.**  
This must be completed prior to submitting the application, at the student's expense\*. In order to participate in the mandatory clinical practicum, as well as to obtain licensure, students must have a clear background.

***\*No refunds will be issued.***

## **ORIENTATION**

After being accepted into the LTC Certified Nursing Assistant Program, applicants will be notified about attending a mandatory orientation. The date(s) and time(s) of this meeting will be given to all accepted students within their acceptance letter. For further information, please contact the Health Education Department at 850-487-7449.

## **DRUG SCREENING**

**Drug screening is not required prior to admission into the program.** However, all students must submit to and **pass** two random drug screenings after entering the Certified Nursing Assistant Program and prior to having access to the clinical health care facilities utilized in the Program. This is a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirement demanded of all acute care facilities in Florida. Students who do not pass a random drug screening will be withdrawn from the program.



## **DISABILITY SUPPORT SERVICES**

If you have question regarding adult students with disabilities and accommodations, please contact LTC Student Services in Building 9 or at 850-487-7473.

## **FINANCIAL AID**

Financial Aid is available for this program based on eligibility. Qualifying students may be awarded a Federal Pell Grant based on their current FAFSA submission provided through the Federal Student Aid, U.S Department of Education. Lively does not provide loans. Third party loans and other personal financial arrangements are a personal decision of the student and not handled at Lively Technical Center. Additionally, Lively accepts other funding options (Florida Prepaid, CareerSource, VA, etc.). The Financial Aid Office is located in Building 8, phone number 850-487-7431 or 850-487-7421 and/or via email at [LTCFinAid@leonschools.net](mailto:LTCFinAid@leonschools.net). Please direct all financial aid questions directly to their office.

## **ACCEPTANCE INTO PROGRAM / REGISTRATION**

Lively Technical accepts applicants into all Health Education programs on a rolling admission basis. As we receive applications, potential students are scheduled for an interview with the Health Education Director or their assignee. Once an applicant has completed the interview, they will be notified of their admission status. Accepted applicants will be given an acceptance letter, which will allow them to register for the program they have applied to. Lively Tech Health Education programs may be closed prior to the posted application deadline date once that program has reached capacity. Questions regarding the application process should be directed to Ms. Yolanda Graham, Health Education Director or her secretary Ms. Tracy Blomeley.

### **Late and/or incomplete packets will not be considered**

**The Florida Board of Nursing is responsible for protecting the public. In carrying out this responsibility, the Board of Nursing reserves the right to deny licensure to anyone who has been convicted of a crime other than minor traffic violations. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Nursing shall refuse to issue a license, certification or registration and shall refuse to admit a candidate for examination if the applicant has been:**

- Convicted or plead guilty or nolo contendere (no Contest) to a felony violation regardless of adjudication of chapters 409, 817 or 893, Florida Statutes; or 21 U.S.C. ss. 801- 970 or 42 U.S.S. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
- Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

**Upon notification of admission, you are required to complete the following prior to the start of the program course:**

- Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (form to be provided upon notification of admission).
- Florida Department of Law Enforcement fingerprinting to be scheduled before classes begin.
- Drug screen, information provided upon notification of admission.



# Lively Health Education Student Information Sheet

## PERSONAL INFORMATION

Date \_\_\_\_\_

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

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone# ( ) \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_ City/State \_\_\_\_\_

Highest grade completed \_\_\_\_\_ Year \_\_\_\_\_ Circle one: High School Diploma GED

Previous Nursing School \_\_\_\_\_ City/State \_\_\_\_\_

College \_\_\_\_\_ Degree awarded \_\_\_\_\_ City/State \_\_\_\_\_

Military \_\_\_\_\_

Education as Certified Nursing Assistant, Patient Care Assistant, Patient Care Technician or Medical Assistant

Name of School \_\_\_\_\_

Certification Awarded Yes No Date the Certificate Awarded \_\_\_\_\_  
*Proof required at time of application.*

## EMPLOYMENT RECORD

Present \_\_\_\_\_ Title/Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Previous \_\_\_\_\_ Title/Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Previous \_\_\_\_\_ Title/Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

**The information on this application is true and factual.**

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

Completed required enrollment process to Lively Tech. Advisor Initials: \_\_\_\_\_

## Level 2 Background Screening Instructions

Level 2 screening standards (Fingerprints) return criminal history results on arrests (including juvenile) nationwide. Under Florida Statute 1012, persons with specified access require level 2 screening. Offences outlined in Florida State Statute 435.04 (crimes of moral turpitude) can be disqualifying when persons have been found guilty of or entered a plea of nolo contendere (no contest). FDLE Level 2 Background Screenings must be done for prospective students who wish to enroll in any of the following Health Education Programs:

- Medical Assisting
- Nursing Assistant
- Patient Care Technician
- Practical Nursing

### Instructions:

1. Go to the Fingerprinting Office at the Leon County Schools District main office, located at 2757 W. Pensacola St., Building 1 (to the right of the main district office). The hours for the Fingerprinting Office are: Monday-Friday, 8:00 am-5:00 pm - Take this form with you.
2. The cost of the background screening is \$61.00 and is payable via credit card or money order.
3. Obtain a **receipt** for the screening.

Submit the receipt of the background screening along with the Health Education program application.

If your background screening does not come back "clear," you will be notified. Additional information may be required.



## LEVEL 2 Background Screening Request Form

The following individual needs to obtain a Level 2 Background Screening, per Florida Statute 1012:

**IMPORTANT:**  
The ORI number for the screening is V37020031

### PLEASE PRINT

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER LICENSE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

The above individual will be at Lively Technical Center/Externship/Clinical Site for the following purpose:

\_\_\_\_\_ Student

Entity/Individual from Lively Technical Center making this request: Lively Administration

Please submit print results to:

**ATTENTION:**  
**Shelly Bell, CTE Director**  
**Lively Technical Center**  
**500 North Appleyard Drive**  
**Tallahassee, Florida 32304**  
**Fax: 850.487.7478**

*Any questions regarding this request, should be directed to Health Education Director: 850.487.7443*