Anchorage School District
Certified Nurse Aide (CNA): Student Application

Students must complete a multi-step application that requires students to apply to UAA as Non-Degree Seeking students, complete two placement tests, and provide two letters of recommendation, immunization records, and copy of American Heart Association: BLS CPR-AED -or- American Red Cross: Professional Rescuer CPR-AED. **This process will take a week or more to complete, please do not procrastinate.**

Before starting this process, please confirm you meet the following criteria:
- You will be a **Senior** (12th) starting the fall semester.
- You will be 18 years of age **BEFORE** December 2022.
- You are able to attend AM and PM sessions at King Tech High School (KTHS).
- You have your own transportation to local health care facilities for clinical rotations.
- You are able to cover the below mandatory **costs.** If you are experiencing financial hardship, please contact Ms. Tunley to discuss scholarship opportunities**:**
  - Tuition (6 x $234 =$1404) – covered by ASD
  - Books – covered by ASD
  - Certification exam ($330) – covered by ASD
  - Scrubs - $75
  - Background check ($50-100)
- You are able to pass a State of Alaska Background check.
- You will need to provide your own transportation to clinical sites.

Also, you must qualify for the program with the following UAA placement test scores:
- Math - ALEKS ≥ 17
- Writing – Accuplacer ≥ 470

If you meet these initial requirements, reference the application process flowchart below to assist you in advancing through the process.

Step 1: Information Night

Information Nights is an opportunity for parents/guardians and students to learn about the CNA program, admission requirements, expectations, course scheduling, and support services. You can find a recording of the Information Night on the **CNA website.**

Step 2: Complete CNA and UAA Applications

UAA requires students to officially apply to the University of Alaska Anchorage which will generate a UAA ID and allow them to enroll in college courses. Also, the University requires completion of the Secondary Student/Parent Authorization form. The generation of your ID number takes **5 days** to generate and is shared via the email address you entered on the application.

Draft answers to the following essay questions. Each answer needs a minimum of 100-300 words and must follow grammar and punctuation rules. You will copy and paste your responses into the online application. Please **do not** email them to KTHS staff.

1. The Certified Nurse Aide (CNA) class curriculum is focused on training students to work as CNAs. Describe why you chose to apply for the CNA class.

2. The CNA course is a combination of online lecture (didactic), skill practice (classroom), and clinical learning experiences (clinical rotations). The CNA course success requires a dedicated student with time management skills. Describe how you will manage your time to be successful with:

   a. online learning (supported with workbook and quizzes),
   b. in-class (skill development), and
   c. clinical rotations (4-scheduled-dates of 12-hour shifts):

Link to UAA application: UAA Secondary Student Application

- Please make sure to select the fall semester.

Link to ASD application: CNA Application

Step 3: Prep for Tests

<mark>While waiting for your ID number, begin studying for the placement test and drafting a response to two short answer questions that you will submit as part of your application. **Do not take the tests without refreshing your understanding of concepts.**</mark>

Accuplacer Information and Resources

Overview

The test contains two parts: **Reading Comprehension and Sentence Skills**.

Reading Comprehension will assess your ability to derive the meaning of words and phrases in different types of texts (i.e., passages from literature, non-fiction, history, careers, social studies, humanities, and science). After reading these sample texts, you will answer a series of multiple-choice questions.

Sentence Skills will assess your ability to revise and edit a passage for effective expression of ideas while adhering to standard spelling and grammar rules. Excerpts are from similar sources as the Reading Comprehension section.

Study Materials

The following links are to study guides from CollegeBoard and will present the passages and demonstrate how questions are asked. The document provides answers with explanations.

Accuplacer Reading Study Guide

Accuplacer Writing Study Guide

Also, the following links are to websites that offer additional sample Reading Comprehension and Sentence Skills practice tests:

- https://www.test-guide.com/free-accuplacer-practice-tests.html
- https://www.accuplacerpracticetest.com/

ALEKS Information and Resources

Overview

UAA uses ALEKS to assess your mathematical skills. UAA allows you to take the exam up to four times with a three-hour time limit. Once you complete the exam, ALEKS presents you with review modules based on the questions you missed. Go through these modules and retake the test. Most students are getting better scores.

Study Materials

Before taking the ALEKS, you should review the concepts below. Here are some study sites:

Math Help: https://www.mathhelp.com/aleks-math-test-prep/

Study for ALEKS: https://www.youtube.com/watch?v=_BbXfSOQt-4

Math.com: http://www.math.com/

Concepts covered in ALEKS: Depending on what math class you are completing this semester, you may not have learned some of the concepts.

- Real Numbers and Integers
- Proportions, Ratios, and Percent
- Algebraic Expressions
- Equations and Inequalities
- Linear Functions
- Exponents
- Polynomials
- Functions Operations
- Quadratic Functions
- Radical Expressions
- Geometry and Solid Figures
- Statistics and Probability
- Complex Numbers
- Exponentials and logarithms
- Trigonometric Functions

Step 4: Complete Placement Tests

<mark>DO NOT TAKE THE TESTS WITHOUT STUDYING, see Step 2 for resources.</mark> **STOP!** Do not proceed until you have your UAA ID, username, and password set up.

Set Up UAA Password

Once you receive your UAA ID number and username, you must set up your student account and password. To access your UAOnline for the first time:

1. Visit **ELMO**.
2. Choose Option 3 to find your username and ID number.

3. Click "Go ELMO!"
4. Provide at least five pieces of information from the provided options. Then click "Confirm."
5. Choose your desired level of account security and establish three security questions. Click "OK."
6. Your username and ID number will be displayed on the left side of the page.
7. Set your password on the right side of the page.
8. Wait at least 15 minutes before logging into **UAOnline.**

Student/Parent Agreement

Once the password has been set, complete the **UAA Student/Parent Authorization form**. The form must be on file before UAA permits the student to enroll in classes. The student needs to start the form with their name and email address and the student will email the form for the parent/guardian to sign.

UAA Student/Parent/Guardian Authorization Form

Accuplacer

Make an appointment to take the test today as UAA Testing Center's testing calendar is filling up. Also, please consider taking the test at UAA Testing Center (in person) due to the remote testing software experiencing technical difficulties that delay the completion of the test. *You are required to wear a face mask and present a picture ID before entering the testing area.*

1. Go to appointments.uaa.alaska.edu
2. Choose your location: Select University of Alaska -E-Learning and Distance Education
3. Chose an exam: Select Proctoring Services 2 hours
4. Choose a Date: For example 5/4/2022
5. Choose a Time: 11:30 am
6. Who is taking the exam? First Name, Last Name, Email, Verify Email,
7. Agree to terms and conditions
8. Needed Information:

   - Student ID: Use ASD ID if no UAA ID and add zeros to the end to make it eight digits,
   - Phone Campus: UAA
   - CRN: 00000
   - Check the box if there is a documented disability (we will contact the student)
   - Instructor Name: King Career Center
   - Course: CNA
   - Exam Name: Accuplacer

UAA Testing Center website, https://www.uaa.alaska.edu/students/testing/index.cshtml

ALEKS

Math Placement: The ALEKS test is proctored at King Tech High School during the following times.

- Monday - Friday: 9 am - 12:30 pm or 12:30 - 3:30 pm (except for Thursdays)
- Thursday (only): 2:45 pm - 6 pm

<u>Register here to take the ALEKS test.</u>

Please arrive at the KTHS on time to allow enough time to check-in, and please bring the following items.
- Mask
- UAA ID number and password
- Government photo ID
- Name of the last math course you COMPLETED, not what you are currently enrolled in

You have three hours to complete the test.

At the bottom of the link there is a Vow of Integrity:

NO OUTSIDE HELP as you take the ALEKS! All you need is a pencil/pen and scratch paper...the test will provide a calculator if/when necessary. No clicking outside of ALEKS while testing to Google questions. No books. <u>Just use what you know, because you want a place in a Math course that you can complete successfully.</u> Discrepancies will be addressed.

Once you are logged in, you will see "My Classes" with one active block. Click on the block to proceed. ALEKS will ask you to fill out a brief survey. Two survey questions where students have consistently requested clarification: When asked about your last completed math class, enter the last math class you fully completed (or the closest match you can find in the drop-down box) - not the one you are currently enrolled in. When asked which math class you would like to test into, click the MATH105 option.

Please note, you need a score of 30 or higher to place in a college-level math class. Remember, the learning modules are there for your benefit and will reinforce the concepts specific to areas where ALEKS determines you could use some extra support. After completing each test, record your placement score on the checklist form as you will need this information while completing the application.