



# Anchorage School District

## Certified Nurse Aide (CNA): Student Application

**Spring 2022 Application: Deadline: November 24 2021 at 1 PM**

Please email Evelyne Tunley ([tunley\\_evelyne@asdk12.org](mailto:tunley_evelyne@asdk12.org)) with questions during this process.

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:

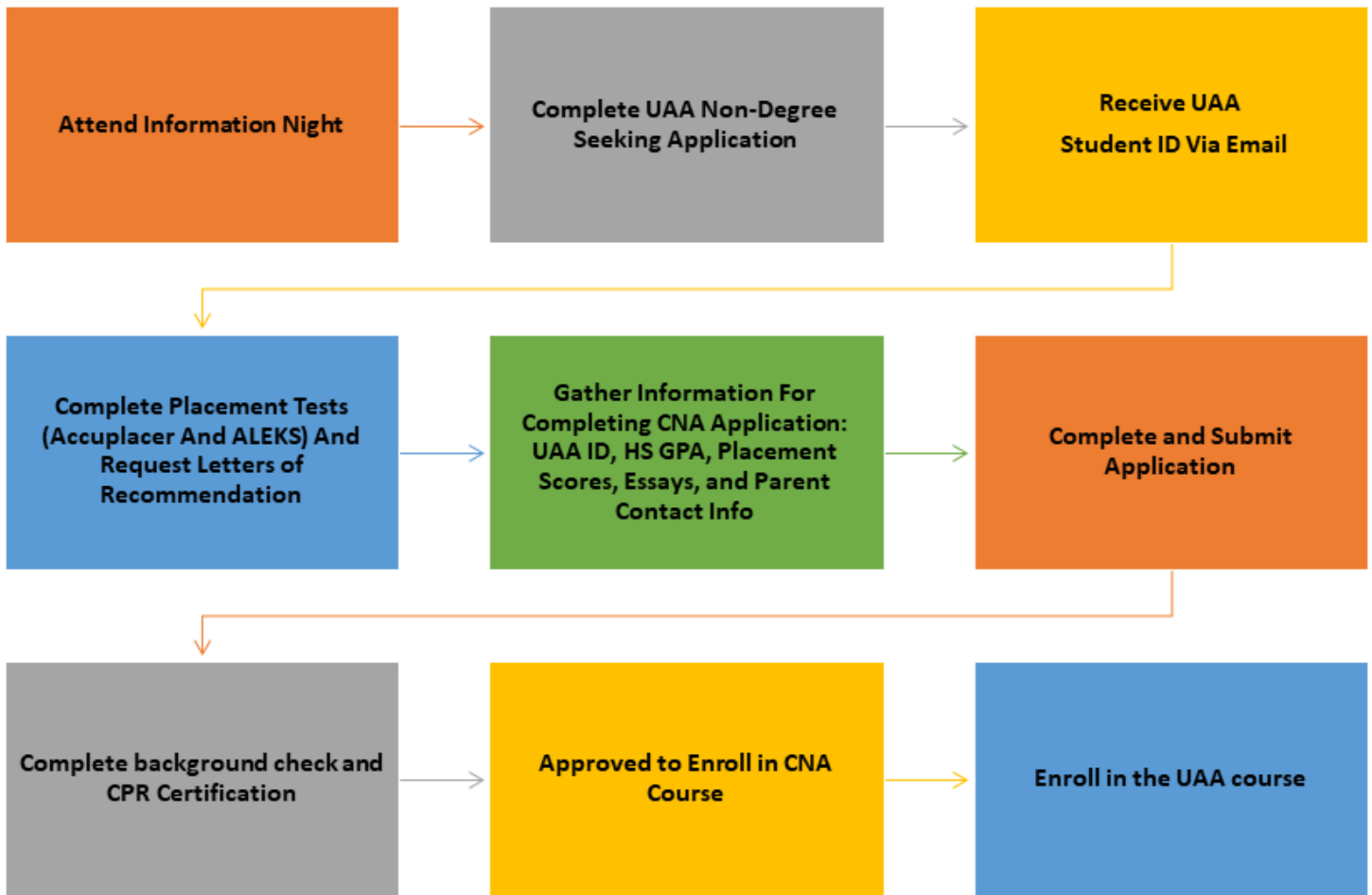
- You will be a **Senior** (12<sup>th</sup>) starting fall 2021 semester.
- You will be 18 years of age **BEFORE** May 31, 2022.
- You are able to attend AM and PM sessions at King Tech High School (KTHS).
- You have your own transportation to local health care facilities for clinical rotations.
- You 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  $\geq 17$
- Writing – Accuplacer  $\geq 470$

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

# Application 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](#).

The Application contains multiple steps a student must complete prior to submitting the final application. We understand you might have questions along the way, and we want to provide you a mentor to assist you

through the process. Please complete this form, [Intent to Apply](#), and a mentor will be in contact with you soon.

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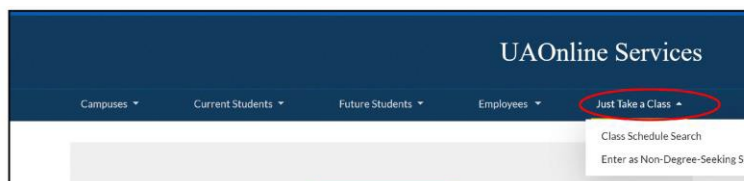
## Step 2: Apply to UAA and Receive Student ID

UAA requires students to officially apply to the University of Alaska Anchorage which will generate a UAA ID and allow you 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.

Link to UAA application: [UAA Secondary Student Application](#)

Link to UAA form: [UAA Parent/Student Authorization form](#)

Follow the instructions as directed on the web page. After clicking on UAOnline you need to click on "Just taking a Class". This link is a bit hidden so here is a screenshot of its location, the right side of the page.



# Step 3: Prep for Tests and Essays

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.**

## Accuplacer Information and Resources

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### 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

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### 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

## **Essay Questions**

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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 a CNA. Describe why you chose to apply for the CNA class.
2. It is important to understand the job description and expectations of a CNA. To the best of your ability, describe the role of the CNA in the healthcare setting. (i.e. job duties and expectations, where you can work as a CNA).
3. The CNA course is a combination of book work (didactic), skills practice, and clinical learning experiences. Success in the class requires a dedicated student with time management skills. How would you describe your SCHOOL ATTENDANCE history? Describe how you practice TIME MANAGEMENT to succeed in your current classes.
4. What volunteer, community service, church or school activities have you participated in while in high school?
5. Please list any Health Career Academy (HCA)/Medical Academy classes or general healthcare related classes you have completed.

# Step 4: Complete Placement Tests and Request Letters of Recommendation

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

## Accuplacer

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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.**

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1. Go to [appointments.uaa.alaska.edu](https://appointments.uaa.alaska.edu)
2. Choose your location: Select University of Alaska -E-Learning and Distance Education
3. Choose an exam: Select Proctoring Services 2 hours
4. Choose a Date: For example 5/4/2021
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

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You will have three hours to complete the test and can take the test up to four (4) more times; however, you will need to complete a learning module between each re-take. Complete ALEKS, [UA ALEKS](#). Log in using your UAA username and password. If you are having issues with the login process, please call IT @ 786-4646 for assistance.

## **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. Just use what you know, because you want a place in a Math course that you can complete successfully. 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.

## **Letters of Recommendation**

As part of the application process, you will need recommendations. Please identify one teacher and one community member to complete a six-question online questionnaire. Please email the following link to your teacher and community member:

[https://asdk12.qualtrics.com/jfe/form/SV\\_6x94BHnRjS9uNts](https://asdk12.qualtrics.com/jfe/form/SV_6x94BHnRjS9uNts)

## Step 5: Collect Supporting Documents

Students must be current on their immunization shots, **including COVID-19 vaccination**. These shots are required to work in local healthcare facilities in which students will be fulfilling their clinical hours. You can get a copy of your records from your health provider. Please email a copy of the record to Ms. Tunley at [tunley\\_evelyne@asdk12.org](mailto:tunley_evelyne@asdk12.org).

## Step 6: Complete CNA Application

Gather the following information prior to starting the application.

- UAA and ASD ID numbers
- Placement scores
- Essay responses to the five questions
- Parent/guardian cell/phone number
- Parent email address (this must be different than the student's email)

If you have all the information above, complete the application found on the [KTHS webpage](#).

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# Step 7: Background Check & CPR Certification

## Background Check

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Students will be working in local healthcare facilities and will need to provide a finger print background check. The cost of processing fingerprint background check is \$35. You will need to download the FD-258 FBI Fingerprint form at:

<https://dps.alaska.gov/statewide/r-i/background/home#:~:text=Currently%20the%20fee%20for%20a,Alaska%20Criminal%20Justice%20Information%20only>

Here is a list of companies/persons that take fingerprints, please note you will need to pay for this service and will need to call for the cost: <https://dps.alaska.gov/Statewide/R-I/Background/Fingerprints> .

Please email a copy of the results to Ms. Tunley at [tunley\\_evelyne@asdk12.org](mailto:tunley_evelyne@asdk12.org).

## CPR Certification

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Students need to provide a current hard-copy of a CPR certification. The following are the approved certifications for the CNA program, no others will be accepted.

1. American Heart Association: BLS CPR-AED. [Find a class.](#)
2. American Red Cross: Professional Rescuer CPR-AED. [Find a class.](#)

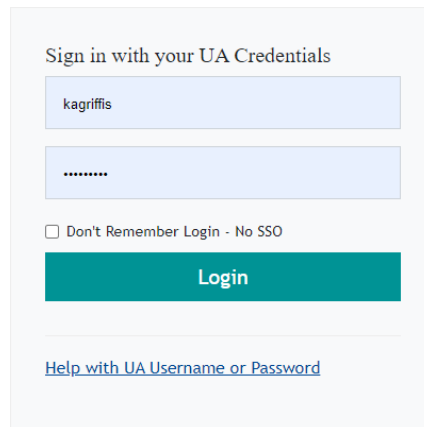
If you cannot find a class, an in person course will be given on August 21, 2021, at KTHS at 9 am - 1 pm. Please contact Ms. Tunley for more information, ([tunley\\_evelyne@asdk12.org](mailto:tunley_evelyne@asdk12.org)).

Please email a copy of the certificate to Ms. Tunley at [tunley\\_evelyne@asdk12.org](mailto:tunley_evelyne@asdk12.org).

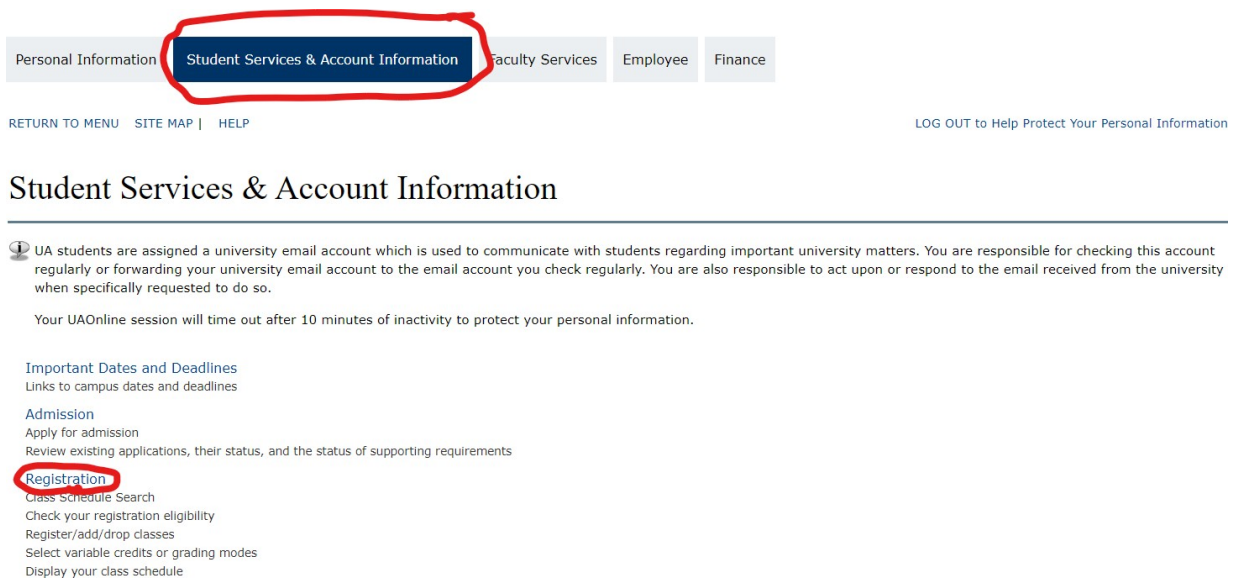
# Step 8: Enroll in UAA Course

Please complete the following steps to enroll in the UAA HCA A105 course.

1. Go to [UAOnline](#) and enter UA username and password (the same credentials for Blackboard or UAA email). Current students who are already using university online resources, such as e-mail and Blackboard, do not need to reactivate their account. New users of online university resources can claim their credentials at [me.uaa.alaska.edu](http://me.uaa.alaska.edu). For assistance contact the UAA Call Center at 907-786-4646 or toll-free at 1-877-633-3888 or email [callcenter@uaa.alaska.edu](mailto:callcenter@uaa.alaska.edu).



2. Once in the secured area, select the "**Student Services and Account Information**" tab, then click on "**Registration.**"



3. In the Registration menu, choose "**Register/Add/Drop Classes.**"

## Registration

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 If you plan to use the **Senior Citizen Tuition Waiver**, [click here](#) to read important information before you register for classes.

### Pre-Registration

[Select Term](#)

[Check Your Registration Eligibility](#)

[Create Your Perfect Schedule / Schedule Planner](#)

[Click here for quick tips!](#)

### Register

[Complete Registration / Schedule Planner Registration Cart](#)

[Class Search](#)

[Traditional and Distance Education courses across Alaska](#)

[Register/Add/Drop Classes](#)

[Change Class Options](#)

4. Select the semester and submit.
5. Scroll down and enter the course record number (CRN). This is the course section number that was given to you in your permission to register email. Click **“Complete Registration Changes”**.


Personal Information **Student Services & Account Information** Faculty Services Employee Finance

RETURN TO MENU | SITE MAP | HELP LOG OUT to Help Protect Your Personal Information

30726734 Kimberly A. Griffis  
Fall Semester 2021  
May 12, 2021 12:06 pm

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### Register/Add/Drop Classes:

 **REGISTER/ADD:** Enter in Course Reference Number (CRN) or press Class Search button below.

**DROP:** Use pulldown menu in the Change area for each course.

Press Complete Registration Changes button to save your changes.

You may use the "Drop-Web" option to remove yourself from a waitlisted course, or you will be automatically removed from the waitlist by the end of the semester with no charge. **DO NOT** use the "Withdrawal - Web" option to attempt removal from the waitlist. This option will add class charges to your account. See the Wait List FAQ for more information.

**Try Schedule Planner!**

Add Classes Worksheet

**CRNs**

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**Due to a system upgrade, some transactions in UAOnline may take longer to complete than normal.**  
If the system freezes when you register/pay fees, let it continue running. If you get locked out, try logging back in later to see if your transaction was processed before attempting to process it again.

6. Read the statement and click **“Accept”**.
7. You are enrolled and should see something like the image below: