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**Anchorage School District**

**Certified Nurse’s Aide (CNA): Student Application**

**2023-24 Application: Deadline: March 30 at 5 pm**

Please email Kim Griffis (griffis\_kimberly@asdk12.org) your questions during this process.

Students must complete a multi-step application that requires students:

* Apply to UAA as a Non-Degree Seeking student and share ID number with ASD
* Complete two placement tests: ALEKS (math) and submit a writing sample
* Supply copies of immunization records, including COVID vaccination
* Copy of American Heart Association: BLS -or- American Red Cross: BLS

**This process will take a week or more to complete, please do not procrastinate. We are recruiting 40 students (20 seats for the fall semester and 20 for the spring semester). The recruitment is first come and first completed will have the first choice in their class selection. Applications will only be reviewed if the following is on file with AMCS:**

* + - **AMCS application**
		- **UAA placement scores**
		- **CNA Required Document Form (upload documents)**
			* **Immunization record**
			* **Picture of current COVID vaccination**
			* **Picture of current BLS certification**
			* **Scrub Sizes**
			* **Semester and session preferences**

Before starting this process, please confirm you meet the following criteria:

* + You are a **Senior** (12th) for the 2022-23 school year.
	+ You will be 18 years of age **BEFORE** August 30, 2024.
	+ You have a high school GPA 2.50 or higher and a good attendance record
	+ No major behavior reports.
	+ You are able to attend AM and PM sessions at King Tech High School (KTHS) and have your own transportation to local healthcare facilities for clinical rotations.
	+ You are able to cover the mandatory **costs.** If you are experiencing financial hardship, please contact Kim Griffis to discuss scholarship opportunities**:**
		- BLS certification -$75-$100
		- Scrubs - $50
	+ You are able to pass a State of Alaska Background check.

 **Also, you must qualify for the program with the following UAA placement test scores:**

* + Math - ALEKS ≥ 17
	+ Writing – Accuplacer ≥ 470 or writing sample placement in WRTG A111

## Step 1: Complete AMCS 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.

### **Link to UAA application:**[**UAA Secondary Student Application**](https://alaska.edu/uaonline/)

* **STOP! Do you know your social security number? You need this number to complete the application. Do not start the application until you know your number.**
* Click on “just Take a Class” and select “Enter as Non-Degree Seeking”
* Click enter under UAA
* Scroll to the bottom of the page and click on the “First-time user account creation”
* Create a login ID
	+ Please use your last name with the first initial of your first name – if you have a long name use what the system will allow
	+ The password requires a 6-digit number with no letters or symbols, please use your birthday.
		- The format is MMDDYY
			* Example: Birthday is June 8, 2006, = 060806
	+ Now you should be at the beginning of the application, click on “University Alaska Anchorage”, select Anchorage Middle College and click next.
	+ Select the semester you plan to enroll in the CNA and complete the remaining page. Remember to click submit!

**Link to ASD application:** [**AMCS Application**](https://asdk12.qualtrics.com/jfe/form/SV_9RflEjJ5Rsug1HE)

## Step 2: Set Up UAA Password

**Once you receive your UAA ID number and username, you must set up your account and password. If this process does not work or you encounter problems, contact**the **UAA IT Help Desk at 907-786-4646**.

1. Visit [**me.uaa.alaska.edu**](https://me.uaa.alaska.edu/).
2. Choose Option 3 to find your username and ID number.
3. Enter your birth date, last name, and the last four digits of your Social Security Number.
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 5 minutes before logging into [**UAOnline**.](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.alaska.edu%2Fuaonline%2F&data=04%7C01%7CGriffis_Kimberly%40asdk12.org%7C7713b165cf664818269508da14236998%7C036ce601e95a4e46a3bd6b742ed4bb35%7C0%7C1%7C637844439604851107%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rKWda0F5Kd80gPRghuP21C2nvz6K7d136weFlk8XRoI%3D&reserved=0)

## Step 3:  Placement Tests

While waiting for your ID number, begin studying for the placement test**.** Please visit the[AMCS website for study materials](https://www.asdk12.org/Page/16148)**.  Do not take the tests without refreshing your understanding of concepts.**

**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**](https://powerforms.docusign.net/addf8efb-315c-4507-ba34-446a575383b6?env=na1&acct=53b791d1-5d5b-4282-b568-c3325d21c5e3&accountId=53b791d1-5d5b-4282-b568-c3325d21c5e3)

### **ALEKS**

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

* Tuesdays from 2:30-6 pm (tests must be started no later than 3:15 pm)

**[Register here to take the ALEKS test.](https://calendly.com/griffis_kimberly/application-assistance-and-placment-testing?month=2022-09" \t "_blank)**

Please arrive at the KTHS on time to allow enough time to check-in, and please bring the following items.

* Mask (optional)
* **UAA ID number and password**
* ***Government photo ID*** (driver’s license, school ID, passport, or military ID)
* Name of the last math course you COMPLETED, not what you are currently enrolled in

### **Writing Sample**

Completing the writing sample will take two hours and can be done remotely.  Once completed, the writing faculty at UAA will assess the sample and determine which writing class is best for the student.  Complete the following:

1. Log into the [**UAA Student Success Writing Sample**](https://www.uaa.alaska.edu/academics/office-of-academic-affairs/student-success/writing-samples.cshtml)with your [UA username and password](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Felmo.alaska.edu%2F%3Fsid%3D13787473&data=05%7C01%7CGriffis_Kimberly%40asdk12.org%7C5c7f24fe017f496d027008da3f5461b7%7C036ce601e95a4e46a3bd6b742ed4bb35%7C0%7C0%7C637891928913320113%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=y%2BHMbQ8CGwVJFs17S5FlPL%2FAWESVWSdAolQbxNq10vI%3D&reserved=0).
2. You will also need your UAA email. This is your username@alaska.edu.
	1. Example Kim Griffis’ username is kagriffis; her email address is kagriffis@alaska.edu
3. Read the instructions for preparing, submitting, and completing the Writing Sample.
4. Following the instructions, click “***Click here to begin your Writing Sample***.”
5. Your Writing Sample result will be sent to the student via email within 5-10 business days.
6. Email Kim Griffis (griffis\_kimberly@asdk12.org) you submitted your application.

Having trouble completing the writing sample, schedule a testing appointment with Kim Griffis.

**[Make an appointment.](https://calendly.com/griffis_kimberly/application-assistance-and-placment-testing?month=2022-09" \t "_blank)**

## Step 4: Basic Life Support

Students entering the medical workforce will find most positions that deal directly with patients and must hold a current [Basic Life Support for Health Providers](https://www.redcross.org/content/dam/redcross/training-services/b2b/HealthCare-Resusciation-Brochure-PRINT.pdf) certificate. You have clinical hours in the last few weeks of the CNA course and must have this certificate to work in the facility.  The cost of this certification is not covered by ASD and is the responsibility of the student.

**The following companies and organizations provide BLS training within the Anchorage area.**

* [**American Heart Association**](https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training)
	+ **Basic Life Support for Healthcare Professionals**
* [**American Red Cross**](https://www.redcross.org/take-a-class/bls-training/bls-for-healthcare-providers)
	+ **Basic Life Support for Healthcare Professionals or**
	+ **CPR/AED for the Professional Rescuers**
* [**Team One**](http://www.teamonealaska.com/CourseInformation/CPRfortheProviderCPR_BLS/tabid/2555/Default.aspx)
	+ **CPR-BLS for the Provider**

Earning the BLS certification is the last item that **qualifies** the student for the CNA course.  The student's packet is reviewed, and a recommendation is made for inviting the student to join one of the CNA classes.  The invitation is **conditional**on the student providing a copy of their immunization record, including all COVID vaccinations, and is done thru the [Required Documents form.](https://docs.google.com/forms/d/1twiJm7CBzmD9GCyuHU4ehvRipaDwpmb7Uh2oiRv9S-c/prefill) The student will not be assigned or approved to enroll in the CNA class until these items are on file. Until such time, the student will be **wait listed**.