



**Riverside Certified Nursing Assistant Apprenticeship:
Growing Your Future**

Applications due 5/5/2023 for Summer 2023 Semester

A Unique Opportunity for Riverside Employees

Application & Information Packet

4/2023

Riverside HealthCare–Certified Nursing Assistant Apprenticeship Program

Purpose

The *Growing Your Future* Certified Nursing Assistant (C.N.A.) Program is intended to promote the professional growth of Riverside employees who wish to become a C.N.A., while maintaining their Riverside employment. You can EARN while you LEARN!

Certified Nursing Assistants (CNA) are very important members of our Riverside healthcare team. Their role is to help all the clinical team and patients too. The compassion and skill of a C.N.A. in giving patient care helps reduce stress for those who are sick and unable to care for themselves. We employ C.N.A.s at the hospital, Miller Rehabilitation, and our Assisted Living and Memory Care areas. Being a C.N.A. is hard work—and very rewarding. The Summer Certified Nursing Assistant Apprenticeship is an 8 week, competency-based program in which students attend classes at Kankakee Community College and complete hands-on clinical experiences at Riverside. Between classes and clinicals, the employee would be in school for four, 8 hour days per week.

Upon successful completion of the program's coursework and meeting State of Illinois requirements including passing the NATCEP exam, you will become a registered State of Illinois C.N.A. If you are offered a C.N.A. job at Riverside, you are required to accept the position, and work in the role for a minimum of 18 months or pay the educational funding you received towards your C.N.A. back to Riverside.

Your registration fees, course fees, and books or related materials to attend the Kankakee Community College (KCC) C.N.A. program, if accepted into the program, are all paid. Interested employees must meet all KCC admission requirements for the C.N.A. program to be eligible to participate in the apprenticeship program and must be in good standing as a Riverside employee. In addition, you must have worked at Riverside a minimum of 6 months before the program starts.

Program Schedule

Riverside employees accepted into this program should plan to attend school four, 8 hour days per week from 6/5 to 7/27 (32 hours per week). If you are a full-time employee accepted into the program, we will arrange with your manager to work the necessary hours to maintain your full-time status at Riverside while attending school. Details of class schedule are on the final page of this application packet.

More specifically:

- May 25th at 9A to 4:30P, KCC will conduct orientation with you and complete any outstanding admissions paperwork. This session will be onsite at Riverside's ODL Department located at the Hoover Building; 1905 West Court Street
- Classes at the KCC Riverfront Campus begin on 6/5 and end on 7/27 with final grades in by 7/31 at noon.
- Instructor-led Classes are conducted at the main KCC Riverfront Campus in Room M112 for M, T, W, TH from 8-1:30pm for the first two weeks (6/5/2022 – 6/15/2022) with paid study lab time from 2P to 4:30P.
- Starting 6/19 to 7/20, didactic classes and self-study lab time will be conducted at the KCC Riverfront Campus M and Th from 8-1:30pm with self-study time from 2pm to 4:30pm and clinicals on T and W from 7-2:30pm followed by self-study time for 3p to 3:30pm (schedule on last page of application).
- If you are unable to attend this summer but are interested in this program for the fall semester (classes meet two days per week instead of four days per week), please proceed with completing this application and submit it.

Selection Criteria

The selection of students is based on several criteria, including work performance, attendance, recommendation/approval from current leader, a written statement, and ability to demonstrate readiness for this program.

Application Process

Completed applications for Riverside employees interested in being part of the C.N.A. apprenticeship must be submitted to Riverside's Organizational Development and Learning Department by 5/5/2023 by 5PM (scan to rhcscholarships@rhc.net). Further review of your attendance records, past performance evaluations along with discussion and approval of your application by your Riverside leader will be completed by Riverside Human Resources as part of the decision process. If you have a corrective action, you may be ineligible for the program. We anticipate making final decisions on applicants by 5/15/2023. You will be notified along with your leader via Riverside Outlook email. We will notify KCC if you are joining the program on 5/18, with orientation at Riverside's Hoover building on 5/25/2023.

Incomplete applications will not be considered.

For Additional Information re: The Program

Organizational Development and Learning Department at extension 22701 or 815-935-3276.

Riverside HealthCare C.N.A. Apprenticeship Program

Directions for Completion: Please complete all sections of the entire application.

Check the box that applies below:

- ☐ Applying for Summer 2023 (applications due by 5/5/2023)
☐ Applying for Fall 2023

Section I: Personal Information

Name _____ Previous Name _____

Address _____

City, State, Zip _____ Home Phone_(_____) _____

Email _____

Please circle any/all degrees/diplomas you have obtained:

High School Diploma/GED Other: _____

Section II: Employment History and Background *(Please include any breaks in employment)*

RMC Hire Date _____ Current FTE Status _____

Current RMC Department _____

List all employment, starting with the most recent, up until employment at RMC.

Employer	City/State	Dates
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Section III: Written Statement

Please attach a **maximum one-page typed response** to the questions below. Include any other information that you feel is important to know.

1. Why do you want to become a C.N.A. at Riverside?
2. Tell about a time when you went above and beyond to help a team member or patient.
3. Patients are not at their best. Describe a time where you dealt with someone else's stress. What did you do to care for yourself while you helped them?

Section IV: Certificate Completion Agreement

Checklist:

- ___ Copies of non-Riverside grant and scholarship funding are attached.
- ___ Written statement is attached
- ___ Sections I. through IV. are complete.
- ___ Authorization Review section is complete and signed by applicant.
- ___ Application has been signed by department manager or director.
- ___ I have worked at Riverside for a minimum of six months.

Authorization Review:

By signing this application form, I attest the information provided on this application is true and accurate. I hereby authorize review of all information so my eligibility for this program may be determined.

Please check any/all of the boxes below that apply:

- ☐ I have verified, to the best of my ability, that this application form is complete.
- ☐ I understand I may be asked to participate in any award ceremonies /publicity as requested by Riverside.
- ☐ I understand it is my responsibility to submit a copy of my final grade reports/proof of course completion to Riverside and any book / course supplies receipts for reimbursement. *Failure to either complete the course and/or failure to achieve a passing grade may result in denial of funding and may require repayment of any funds received.*
- ☐ I understand acceptable academic standards may be considered for future funding.
- ☐ I understand that upon successful completion of the program and passing of the Nurse Aide Training and Competency Evaluation Program (NATCEP) exam, that I may be offered a C.N.A. position at Riverside. If I decline the position, I may be expected to re-pay Riverside any educational funding provided. If I accept the position, I am to continue working at Riverside for a minimum of 18 months following completion of the program in order to avoid repayment of any educational funding. If Riverside does not offer me a C.N.A. position upon program completion, I am not obligated to repay any educational funding I received for my C.N.A.

Print Applicant Name

Signature of Applicant

Date Signed

My signature below represents I have checked this application for completion and discussed the application with my employee. My signature also represents my full support and recommendation of this employee for funding, my willingness to accommodate their work and school schedule, and that this employee is in good standing at Riverside:

Signature of Riverside Leader/Supervisor/ Director or Designee

Date Signed

APPLICANT: After meeting with your leader, please send the application and any/all attachments to Riverside Human Resources where signature for the following area will be obtained.

My signature below represents that I have reviewed this application and acknowledge this employee is in good standing.

Signature of Human Resources

Date Signed

Summer 2023 - Riverside Nursing Assistant Apprenticeship Program Schedule – Notice to you by 5/15 - Orientation is 5/25; Classes are 6/5 to 7/27/2023

<i>Class Dates</i>	<i>Times</i>	<i>Locations</i>	<i>Instructor</i>
5/25/23 – Orientation	<p>9A to 4:30P. (most done by Noon)</p> <p>All of the below will be completed on the same day.</p> <ol style="list-style-type: none"> 1. TABE Test 2. Accuplacer 3. College Application 4. FAFSA Application <p>Students must bring the following with them.</p> <ol style="list-style-type: none"> 1) Driver's License or State ID or SS Card and Riverside ID Badge 2) Resume (can be hand written) 	<p>Riverside Hoover Building – ODL Department; 1905 West Court Street, Kankakee, IL 60901</p> <p>Please enter Hoover via Entrance A at the front of the building closest by Court Street/Rt 17</p>	KCC Staff
6/5 – 6/15 Monday through Thursday (Lecture/Discussion)	<p>Monday, Tuesday, Wednesday, Thursday</p> <p>8:00 AM - 1:30 PM Lab/Lab Discussion at Main KCC Campus</p>	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty
	<p>Monday, Tuesday, Wednesday, Thursday</p> <p>2p - 4:30p – Self-Study</p>	On own	
6/22 – 7/20 on Mondays and Thursdays (Lecture/Discussion Classes all 8 weeks)	<p>Monday and Thursday</p> <p>8:00 AM - 1:30 PM - Class Lecture/Discussion at Main KCC Campus</p>	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty
	<p>Monday and Thursday</p> <p>1:30p - 4:30p – Self-Study with your Riverside Cohort</p>	On own	
6/20 – 7/19 on Tuesdays and Wednesdays (Clinical Rotation in Scrubs - followed by Self-Study)	<p>Tuesdays and Wednesdays</p> <p>7:00 AM - 2:30 PM Clinicals</p>	Long-Term Care Clinical Rotation – Site to be determined by KCC based upon student numbers (preference is Riverside Miller Rehabilitation)	KCC Faculty
	<p>Tuesdays and Wednesdays</p> <p>2:30P - 3:30P – Self-study</p>	On own	
Week of 7/24 – 7/27 - final exams Final Grades due by 7/31 at noon	<p>Monday, Tuesday, Wednesday, Thursday</p> <p>8:00 AM - 1:30 PM Lecture/Discussion at Main KCC Campus</p>	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty

Time to attend all of these sessions will be coded using the Education timecode and expensed to cost center #18050. Schedules will be built in WFM and maintained by HR/ODL Staff for apprenticeship Hours only. Be sure to clock in/out for clinicals at Riverside.

College is closed on following dates: 6/9 – 6/11; 6/16- 6/18, 6/19; 6/30-7/2; 7/4; 7/14-7/16; 7/21-23, 7/28-7/30. Final Grades due by Noon on 7/31—semester ends.