



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

A Unique Opportunity for Riverside Employees

Application & Information Packet

**Fall Semester Applications due by November 23, 2022 to the
Organizational Development and Learning Department at
Riverside (scan to rhcscholarships@rhc.net)**

11/2022

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 for the summer semester and 2 days/week for the fall and winter/spring semesters.

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

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.

More specifically:

- KCC will conduct orientation with you the month before the start of the semester typically to complete any outstanding admissions paperwork.
 - The winter 2023 semester orientation session will be onsite at Riverside’s ODL Department located at the Hoover Building; 1905 West Court Street starting at 9A to 5P on 12/8/2022.
- Fall and Winter semester meet two days per week for 16 weeks. Summer semester is 4 days per week for 8 weeks.

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 (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. You will be notified along with your leader via email if you are accepted into the program.

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 Winter/Spring 2023
- Applying for Summer 2023
- Apply 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)*

RHC Hire Date _____ Current FTE Status _____

Current RMC Department _____

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

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 and have not received a written warning in the previous 12 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. Good standing means the employee has not received a written warning or greater in the past 12 months:

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 Organizational Development and Learning Department where the signature for the following area will be obtained.

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

Signature of Human Resources

Date Signed

**Winter 2023 - Riverside Nursing Assistant Apprenticeship Program - Classes are 1/9/2023 to 5/12/2023
Orientation is 12/5/2022 at 9AM until 5PM.**

<i>Class Dates</i>	<i>Times</i>	<i>Locations</i>	<i>Instructor</i>
12/5/22 - Orientation	9A to 5P (end time varies based upon personal admission requirements to be completed)	Riverside Healthcare Hoover Campus; 1905 West Court Street; Kankakee, IL 60901—enter via Entrance A at the front of the building – Classroom is Schroeder 3	KCC Staff
1/9/2023 – 5/12/2023 - Mondays (Lab/Lab Discussion)	M 8:00 AM - 1:30 PM Lab/Lab Discussion at Main KCC Campus	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty
	1:30p - 4:30p – Study Lab		
1/11/2023 – 5/12/2023 on Wednesdays (Lecture/Discussion Classes all 16 weeks)	W 8:00 AM - 1:30 PM - Class Lecture/Discussion at Main KCC Campus	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty
	W 1:30p - 4:30p - Study Lab		
2/25/2023 – 5/12/23 (Clinical Rotation in Scrubs at Riverside Senior Life location followed by Coaching) – Week of 5/8 is final exams	7:00 AM - 2:30 PM Clinicals	Long-Term Care Clinical Rotation at Riverside Senior Life (Miller Rehabilitation) or Riverside Medical Center	KCC Faculty
	2:30P - 3:30P - - Study Lab		

Time to attend all of these sessions will be coded using the Education paycode and expensed to cost center #18050.

Note: KCC Closed – you may work in your department on the following dates: 1/16; 2/17; 3/6 to 3/10 – Spring Break.