



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

Applications due 4/5/2021 for Summer 2021 Semester

Applications due 4/30/2021 for Fall 2021 Semester

A Unique Opportunity for Riverside Employees

Application & Information Packet

3/2021

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 6/1 to 7/22 (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.

More specifically:

- May 11th at 9A to 5P, a virtual online orientation will be conducted.
- Classes are conducted at the main KCC Riverfront Campus for M, T, W, TH from 8-1:30pm for the first two weeks (June 1-June 14) with coaching and study lab time from 1:30P to 4:30P.
- Starting June 15th through July 22, 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 lab time from 1:30pm to 4:30pm and clinicals on T and W from 7-2:30pm followed by self-study lab time for 2:30 to 3:30pm (schedule on last page of application). Details of schedule are on the final page of this application packet.
- 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 April 5, 2021 at 5PM (scan to olieeducation@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 4/16/2021. You will be notified along with your leader via email.

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 2021 (applications due by 4/5/2021)
- Applying for Fall 2021 (applications due by 4/30/2021)

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

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: Degree 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 Vice President, Human Resources or Designee

Date Signed

Summer 2021 - Riverside Nursing Assistant Apprenticeship Program Schedule (Fall 2021 schedule will be two days per week—schedule will be provided at a later date)

<i>Class Dates</i>	<i>Times</i>	<i>Locations</i>	<i>Instructor</i>
5/11/21 – Online/Virtual Orientation	9A to 5P. Link will be emailed to you if accepted All of the below will be completed on the same day. 1. WIOA Orientation 2. WIOA Application 3. TABE Test 4. Accuplacer 5. College Application 6. FAFSA Application Students must bring the following with them. 1) Driver's License or State ID or SS Card 2) Resume (can be hand written)	Virtual/Online	Workforce Investment Board staff
5/11 – 5/26 (check college openings/closings)	Go to main KCC Campus on own to purchase class books for program	KCC Main River Rd Campus – Bookstore on east end of campus on 1st floor: Bookstore hours are: <ul style="list-style-type: none"> • 8:30 a.m. - 5 p.m. Monday – Thursday • 8:30 a.m. - 1 p.m. Fridays 	N/A
	Student, on own, reports during day hours to complete Background check and finger printing on KCCs Riverfront Campus	KCC Main River Rd Campus	N/A
6/1 – 6/14 Monday through Thursday (Lab/Lab Discussion)	Monday, Tuesday, Wednesday, Thursday 8:00 AM - 1:30 PM Lab/Lab Discussion at Main KCC Campus	KCC Main River Rd Campus, Health Careers Center - Room TBD or Virtual depending upon COVID/State restrictions	KCC Faculty
	Monday, Tuesday, Wednesday, Thursday 1:30p - 4:30p – Self-Study with your Riverside Cohort	KCC North Extension Center – Room N102 or Virtual depending upon COVID/State restrictions	
6/15 – 7/22 on Mondays and Thursdays (Lecture/Discussion Classes all 8 weeks)	Monday and Thursday 8:00 AM - 1:30 PM - Class Lecture/Discussion at Main KCC Campus	KCC Main River Rd Campus, Health Careers Center - Room TBD or Virtual depending upon COVID/State restrictions	KCC Faculty
	Monday and Thursday 1:30p - 4:30p – Self-Study with your Riverside Cohort	KCC North Extension Center – Room N102 or Virtual depending upon COVID/State restrictions	
6/15 – 7/22 on Tuesdays and Wednesdays (Clinical Rotation in Scrubs - followed by Self-Study Lab)	Tuesdays and Wednesdays 7:00 AM - 2:30 PM Clinicals	Long-Term Care Clinical Rotation – Site to be determined by KCC based upon student numbers	KCC Faculty
	Tuesdays and Wednesdays 2:30P - 3:30P – Self-study with your Riverside cohort post-clinicals	KCC North Extension Center – Room N102 or Virtual depending upon COVID/State restrictions	
Week of 7/22 - final exams Final Grades due by 7/26 at noon			

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

College is closed on following dates: 6/11 – 6/13; 6/18- 6/20; 6/25-6/27; 7/2-7/5; 7/16-7/18; 7/23-25.