Ossining Extension Center  
Certified Nursing Assistant Program  
Summer 2013(Monday,Wednesday,Friday)

Thank you for your interest in Westchester Community College’s Certified Nursing Assistant Program (CNA).

Our New York State approved training program provides students with the skills necessary for employment as a Certified Nursing Assistant in hospitals, nursing homes, and other healthcare settings. This 8-week (approx.) course includes over 90 hours of classroom instruction and 30 hours of hands-on clinical experience in a healthcare facility.

**Course topics include:**
- Medical terminology
- Anatomy and physiology
- Infection control
- Personal patient care
- Subacute care
- Pre and postoperative care
- Death and dying
- Communication with patients
- Employment skills training
- Clinical skills

**Cost:** The cost for the program is $1433.25, which may be paid in full or in three payments paid before the start of each module (see payment schedule on the next page).

The non-refundable application fee is $25 and must be submitted with the completed application. The following costs can also be expected: $15 for malpractice insurance (required) which is included in the first module payment. Uniforms and textbooks, and the fee for the New York State exam.

**Schedule-Summer 2013**

**Module I: CNA**  
June 3- June 14: Monday, Wednesday, 9:00 am – 3:30 pm; $493.25  
Fridays 9:00am-12:00pm

**Module II: CNA**  
June 17-July 12; Monday, Wednesday, 9:00 am – 3:30 pm; $470.00  
Fridays 9:00am-12:00pm

**Module III: CNA Clinical Externship**  
July 15-August 9, Monday, Wednesday 9:00 am – 3:30 pm; $470.00  
Fridays 9:00am-12:00pm  
(Mod. 3 may include one 8-hour weekend day at externship site)

*This schedule is tentative; any adjustments to the schedule will be announced in class.

**You must successfully complete all three modules, and pass a NY State exam to become a Certified Nursing Assistant.**
Certified Nursing Assistant Program
Directions for Completing the Application
Summer 2013

1. Complete and mail application for admission with non-refundable $25 application fee. Checks or money orders should be made out to “Westchester Community College.” The application for the summer 2013 Certified Nursing Assistant Program is due on or before May 9th, 2013. The recommendation may be submitted at a later date, but must be received before the first day of class. Mail the completed application to

Westchester Community College
Ossining Extension Center
22 Rockledge Avenue
Ossining, New York 10562
Attn: CNA Program

2. Complete top half of recommendation form and submit to individual who will be completing the reference, along with an addressed, stamped envelope. The envelope should be addressed to the address identified in #1 above.

3. Obtain a physical examination from a licensed physician and submit the physical examination record by the first day of the interview. You do not need to mail the physical examination record with the application.

4. Once your application is received, you will be scheduled for an interview and, if necessary, a reading exam. All candidates must successfully complete the screening interview prior to acceptance to the program.

5. Tuition Payment Options: The tuition for the Certified Nursing Assistant Program is $1418.25 This tuition may be paid in full by June 3, 2013* or may be paid by module according to the following schedule:

- Module 1 Payment Due on or before 06/03/13*
- Module 2 Payment Due on or before 06/17/13
- Module 3 Payment Due on or before 07/15/13

Refunds
- For requests received at least 2 business days prior to the start of the class: 100% refund.
- There are no refunds after that.

All refund requests must be made to the college in writing or emailed to ossining@sunywcc.edu. If you paid by check, please allow 6-8 weeks for your refund to be processed. Credit card refunds are processed in 1-2 weeks.

Students must successfully complete all three modules and fulfill all financial responsibilities to Westchester Community College in order to be eligible to take the New York State Certified Nursing Assistant Examination.

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*The number of individuals accepted into the CNA Program is limited. Acceptance is based on date of program application and the personal interview. Payment for Module 1 is due no later June 3, 2013. If payment is not made by 06/03/13, your seat in the CNA Program will not be held."
Certified Nursing Assistant Program
Westchester Community College-Ossining Extension Center
Application for Admission Summer 2013 (Mon, Wed, Friday)

Please complete all of the following, and print or type clearly.

Today’s Date: __________________________

Social Security Number __________________ Date of Birth __________________ Sex: Male or Female

Last Name __________________ First Name __________________ Middle Initial __________________

Legal Street Address __________________

City __________________ State __________________ Zip Code __________________

Home Phone Number (Area Code + Number) __________________ Business or Cell Phone Number (Area Code + Number) __________________

$ __________ Application Fee Enclosed($25.00)

Are you a U. S. Citizen? □ YES □ NO

Do you have a permanent resident card? □ YES □ NO

Authorization to work or stamped passport? □ YES □ NO

Do you have a high school diploma/GED? □ YES □ NO

If yes, date issued: __________________

List college(s) or institution(s) attended and degree earned: __________________

Degree/Credits: __________________

______________________________
Certified Nursing Assistant Program
Recommendation Form

TO THE APPLICANT:
Fill in all information in this section and forward this form to the recommender. The recommender must return the completed form to Westchester Community College, Ossining Extension Center, 22 Rockledge Ave, Ossining, NY 10562, Attention: CNA Program. For the convenience of the recommender, you should include an addressed, stamped envelope. The reference must be from someone who is familiar with your professional work and/or career goals. References are not acceptable from relatives, in-laws, or friends.

Please print:

Name: __________________________________________________________

Last                      First                      M.I.

Applicant’s Signature: __________________________________________

TO THE RECOMMENDER:

Thank you for providing information regarding the individual above; she/he is applying for enrollment in the Certified Nursing Assistant Program at Westchester Community College-Ossining Extension Center.

Please Print: __________________________________________________

Last Name                      First Name                      M.I.

Organization: __________________________________________________

Address: ______________________________________________________

(Area Code) Phone #: ____________________________________________

Relationship to the applicant: __________________________________

Signature: _____________________________________________________

Please see reverse side
Name of the applicant: ________________________________________________________________

Please evaluate the applicant by checking the appropriate spaces below:

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<thead>
<tr>
<th>Qualifications</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
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<tbody>
<tr>
<td>1. Ability to work with adults &amp; children as clients in a health care setting</td>
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<td>2. Perseverance</td>
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<td>3. Verbal communication skills</td>
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<td>4. Written communication skills</td>
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<td>5. Punctuality</td>
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<td>6. Ability to work with others as a team (co-workers)</td>
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Please feel free to add any additional comments:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Signature  ________________________________________________  Date: ________________