



Certified Nursing Assistant (C.N.A.) PROGRAM Student Application for Admission

Directions: Complete this application and submit with required materials by the deadline to the Adult Education Office at 310 S Curtis, Missoula, MT 59801. **Only complete application will be considered for admission into the C.N.A. Program. Students accepted will be notified by email.**

1. Personal Information Required

Legal Name (Last) _____ (First) _____ (Middle) _____

Other name(s) used (Maiden Name) _____ Social Security number _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

If you have lived at current address less than eight years provide previous addresses with counties (use the back of this application if necessary)

Cell Phone (_____) _____ Home Phone (_____) _____

Email _____ Birthdate (mo/day/yr) _____

Gender Circle One: MALE FEMALE

Emergency contact: Name _____ Phone (_____) _____ Relationship _____

Because you are applying for a training program that involves working with patients/residents in medical facilities, the following information is required. Please follow the instruction listed to obtain a background check and attached those results to this application.

****Applications without required information are considered incomplete and will not be processed. Required materials must be attached to applications:**

**1. TABE test results within the past year
OR a College Transcript with a passing grade for a minimum of 12 credits**

2. A clear background check

3. Immunization records (TB test within the last year, MMR, Hep B- started or complete series, Diphtheria, Tetanus, Flu (during season Sept. – March every year), and Varicella.

1 Have you served any portion of a criminal sentence or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molesting, adult abuse; or any crime which involves drugs?
 Yes No

If yes, explain the nature of the crime, place, and date of correction or sentence:

2 Have you served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion?

Yes No

If yes, explain the nature of the crime, place, and Date of correction or sentence.

APPLICATION CONTINUES ON BACK

- 3 To complete a background, payment by credit card or e-Check, is required at the time of initiation. The fee is \$14.50 per-background.

To obtain a background from the Montana Department of Justice Division of Criminal Investigation follow these instructions. Connect to this link: <https://app.mt.gov/choprs/>

- Click Public Users "Start Service" button. Move to the next screen.
- Click "Search" button to start a new search. Move to the next screen.
- To search, you must submit individual's complete name, date of birth (Social Security number is optional but encouraged as this allows a more thorough search and will be checked prior to clinical rotation). Up to four alias names may be included (for an individual) without further cost. At the bottom of this screen, enter your name, as Requestor, in order to comply with Section 44-5-215 of the Montana Code Annotated. Click continue.

The report will be sent to your e-mail when completed, which may take up to 72-hours. Attach a copy of the background check to this application prior to submitting. (***Without a clear background, you are not be considered for placement in this program.***)

2. Voluntary Information

Country of citizenship _____

If not a U.S. citizen, are you a permanent resident alien of the United States? Yes No

Do you consider yourself to be Hispanic/Latino? Yes (specify country of origin) _____ No

In addition, please circle one or more of the following racial categories to describe yourself:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

No Response

Other – Unknown

Disability Status: N/A or define _____

I hereby certify that the statements on this application are correct to the best of my knowledge and I understand falsification or omission of information may result in denial or rescinding of admission to the Certified Nursing Assistant (C.N.A.) program or continuation in any of its courses of study.

Student Signature: _____ Date: _____

Office Use Only

<u>Required Application Materials</u>
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Background Check Date _____

T.A.B.E. Results _____

College Transcript w/12 hours _____

TB _____ MMR _____

Hep B _____ Diphtheria _____

Tetanus _____ Varicella _____

FLU SHOT DURING SEASON

_____ (Sept. – March)

Action by Date:

_____ Complete Application

_____ Approved

_____ Notification Letter Sent

_____ Tuition Paid