



Danville Area Community College

CNA PROGRAM APPLICATION AND CHECKLIST Part 1

IMPORTANT: PLEASE READ!!!

- ☐ **APPLYING TO THE CNA PROGRAM IS A 2 PART PROCESS. THEREFORE, IT CAN TAKE 1-2 MONTHS FROM START TO FINISH.**
- ☐ **THIS FORM IS THE FIRST PART OF THE PROCESS ALONG WITH MEETING ONE-ON-ONE WITH THE CNA PROGRAM COORDINATOR.**
- ☐ **THE SECOND PART OF THE PROCESS BEGINS AFTER YOU HAVE MET WITH THE PROGRAM COORDINATOR AND INCLUDES COMPLETION OF FINGERPRINTING, HEALTH PHYSICAL, TB TEST, AND DRUG TEST. YOU WILL RECEIVE ALL THE REQUIRED FORMS AND INFORMATION AT THE MEETING.**
- ☐ **APPLICANTS WHO HAVE COMPLETED ALL OF PART 1 AND PART 2 WILL RECEIVE FIRST CONSIDERATION FOR ENROLLMENT IN A CNA COURSE.**
- ☐ **CNA CLASSES ARE FILLED ON A FIRST COME, FIRST SERVE BASIS.**
 - **YOU WILL NOT BE APPROVED TO ENROLL UNLESS ALL FORMS AND TESTING HAS BEEN COMPLETED WITH SATISFACTORY RESULTS.**

Step 1

- ☐ Apply and be accepted to Danville Area Community College
 - Should receive DACC Student ID# at this time

Step 2

- ☐ Send **official** transcripts showing proof of a United States high school diploma or GED
 - If currently a United States high school student who is 16 years of age or older, then you must show evidence of completing an 8th grade reading and math course to DACC.
 - Official transcripts must be sent from your school directly to DACC (records@dacc.edu)
 - Click hyperlink below and follow steps for sending transcripts
 - ☐ [Send Your Transcript | Danville Area Community College \(dacc.edu\)](#)
 - If English is not your first language, then you will need to complete the TOEFL exam and achieve specific scores in each section (reading 20, listening 22, speaking 26, and writing 20) prior to moving to Step 3 below.

Step 3 – Do not complete this step until Steps 1 and 2 have been completed!

- ☐ Schedule appointment with CNA Program Coordinator [HERE](#) at Mary Miller Office 133.
 - Bring to your appointment:
 - ☐ Student Information Sheet (attached)
 - ☐ State Issued ID (i.e., driver's license)
 - ☐ Official Social Security card (copies are not acceptable)
 - ☐ Proof of United States high school diploma or GED
 1. If still in high school, must show proof of completion of 8th grade reading and math courses.
 - ☐ Bring DACC Student ID# given to you upon being accepted to DACC in Step 1
 - ☐ Your parent/guardian if you are younger than 17 years of age
 - ☐ TOEFL exam results (if English is not your first language)
 - If eligible, then applicant will receive a LiveScan request for fingerprinting.

Note – All costs associated with applying to DACC's CNA program is the applicant's responsibility.



Danville Area Community College

STUDENT INFORMATION FORM CNA PROGRAM

Please print legibly.

Preferred class location:

Danville

Hoopeston

Either location

<i><u>LAST</u> Name</i>	<i><u>FIRST</u> Name</i>	<i><u>MIDDLE</u> Name (put N/A if no middle name)</i>

<i>Date of Birth (MM/DD/YYYY)</i>	<i>Social Security Number (xxx-xx-xxxx)</i>

<i>DACC Student ID #</i>		<i>Phone Number (including area code)</i>	
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PERSONAL email address (Do **NOT** use your school email address...must be a **PERMANENT** email address where you will receive information from the State of Illinois regarding your certification).

<i>Street Address</i>	
<i>City</i>	
<i>State</i>	
<i>ZIP Code</i>	

FOR COLLEGE EXPRESS STUDENTS ONLY:

<i>Name of High School</i>	<i>Grade Level</i>

<i>Parent/Guardian Information</i>	
<i>First Name</i>	
<i>Last Name</i>	
<i>Phone Number</i>	