



**HEALTH SCIENCES DIVISION
HYBRID CERTIFIED NURSING ASSISTANT PROGRAM
Offered only at the Gulf / Franklin Center (GFC) in Port St. Joe**

Dear Applicant:

Thank you for your interest in the **Hybrid Certified Nursing Assistant Program**. Upon successful completion of this four (4) month, part-time certificate program, you will be eligible to take the state examination to become a Certified Nursing Assistant (CNA).

Enclosed you will find an application packet that you will need to read and complete to begin the application process. There is also a checklist that gives you information on how to proceed.

If you have any questions after reading the enclosed information, you may contact Craig Wise, our Assistant Coordinator of Health Sciences Admissions at 850-913-3311, or e-mail him at cwise@gulfcoast.edu or myself at 850-227-9670, ext. 5521 or 1-800-311-3685, or e-mail at smilner@gulfcoast.edu. Nursing program information is also available on our website at: http://www.gulfcoast.edu/health_sciences/nursing/cna/degree_plan.htm.

I am looking forward to hearing from you.

Sincerely,

Sharon A. Milner, R.N., B.S.N.
Assistant Coordinator, Practical Nursing Program

The National League of Nursing Accrediting Commission can be contacted at telephone number 1-404-975-5000 or 3343 Peach Tree Road NE, Suite 500, Atlanta, Georgia 30326, if you would wish further information regarding our accreditation.

SAM: pw
Revised: 07.12.11

**GULF COAST STATE COLLEGE – CERTIFIED NURSING ASSISTANT
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues • Cope effectively with high levels of stress • Cope with anger/fear/hostility of others in a calm manner • Cope with confrontation • Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> • Explain treatment procedures • Initiate client education
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> • Move around in patient's rooms, workspaces, and treatment areas • Administer cardio-pulmonary resuscitation procedures • Walk the equivalent of 5 miles per day • Remain on one's feet in upright position at a workstation without moving about • Climb stairs • Remain in seated position
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> • Calibrate and use equipment • Position patients/clients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift and carry 25 pounds • Exert 20-50 pounds of force (pushing/pulling)
Hearing	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help • Hear tape recorded transcriptions • Hear telephone interactions
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> • Observe patient/client responses • Identify and distinguish colors
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Adapt to shift work • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded

SOURCES:

1. Red Alert: The Americans With Disabilities Act Implications for Nursing Education Core Performance Standards for Admission and Progression Framework. Southern Regional Education Board, Southern Council on Collegiate Education for Nursing, March 1993.
2. Dictionary of Occupations and Professions, Vol. II, 4th ed. 1991, Nurse, General Duty.

GULF COAST STATE COLLEGE
Certified Nursing Assistant Program

Admission Requirements:

The ***initial*** application process to enter the Certified Nursing Assistant Program includes:

- _____ 1. **Apply for general college admission:**
 Complete a general college application from GCSC Enrollment Services. Applications are also available on the Gulf Coast State College website www.gulfcoast.edu. **Students must pay the application fee: Failure to pay the college application fee at the time of submission can result in your ineligibility for program consideration.**

- _____ 2. **Complete a Nursing Health Sciences Division application:**
 Return the completed application (in this packet) to the main desk at Gulf/Franklin Center or Building D-101.

- _____ 3. **Provide high school transcript and any college transcripts:**
 Applicants should have high school transcripts or equivalent and any college transcripts sent to GCSC Enrollment Services on main campus.

- _____ 4. **Take the Test of Adult Basic Education (TABE) (*optional*): Scores must be active (scores more than 2 years old will not be accepted)**
 TABE tests are given at the Gulf/Franklin Center and the Testing Center on the Panama City Campus. A **minimum score of “9”** is required in each category to enter the program and **a score of “11” or above is required to exit** the program. Call the Gulf/Franklin Center to schedule your TABE test at 850-227-9670, ext. 5522.

If you have acceptable TABE scores on file with another institution and wish to have those scores considered, an electronic version or a sealed envelope from the institution that administered the test may be forwarded to GCSC for evaluation. The information should include the date the test was taken, the level of the TABE administered and the scores from each subtest along with the complete battery score.

-OR-

Equivalent College Placement Test (CPT) or Post-Secondary Education Readiness Test (PERT) scores may be substituted; however, TABE scores are strongly recommended. Check with your advisor for further information.

Based on above test scores students may be referred to a counselor for advising on remediation or some other preparatory work to help strengthen reading, English, and arithmetic skills, before entering into the program.

- _____ 5. **See Nursing Faculty Advisor:**
 After meeting the above criteria (1-4), **it is necessary** that the applicant see the Assistant Nursing Coordinator for advising. Contact the Gulf/Franklin Center to schedule an appointment at (850) 227-9670, ext. 5521. **All criteria must be completed before the deadline date in order to be considered for the program.**

NOTE: Space in the program is limited.

<OVER>

UPON CONDITIONAL ACCEPTANCE into the Certified Nursing Assistant Program, the applicant will need to meet the following additional requirements.

_____ 1. **Satisfactory Fingerprint/Criminal Background Check**

_____ 2. **CPR Requirement:**

It is mandatory that each student be certified in adult, infant and child CPR to attend clinical rotations in the hospitals, nursing homes, etc. The requirement for our program is to be certified from either the American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support) or the American Red Cross CPR for the Professional Rescuer. The American Heart Association is usually a 2-year certification and the American Red Cross is only a 1-year certification. Students are expected to present a current CPR card on the FIRST DAY OF CLASS.

_____ 3. **Medical Examination – With Satisfactory Results:**

An applicant **must** submit a **complete** physical exam report signed by a physician (MD), Physician assistant (PA), or an Advanced Registered Nurse Practitioner (ARNP). A form will be provided and applicant will be given a deadline date for submission.

_____ 4. **Current TB Test or Declination with X-Ray Results**

_____ 5. **Current Immunization Record**

An applicant **must** submit a **complete** and current immunization record **signed** by a primary care physician or Health Department Staff. A form will be provided and applicant will be given a deadline date for submission.

Upon completion of all admission requirements, and acceptance into the CNA Program, the student must maintain a 2.0 GPA to continue in the program.

Applications must be completed (with all the above information) prior to October 15th. **It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.** Those residing within the service area will be given additional consideration.

IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN COMMUNICATION WITH HIS/HER ADVISOR TO ENSURE THAT THE APPLICATION PACKET IS COMPLETE AND UP-TO-DATE WITH CURRENT ADMISSION REQUIREMENTS.

GULF COAST STATE COLLEGE – HEALTH SCIENCES DIVISION APPLICATION FOR ADMISSION

HEALTH SCIENCES DIVISION
5230 West U.S. Highway 98
Panama City, FL 32401-1058
(850) 872-3827 or 913-3311
FAX – (850) 747-3246

GULF FRANKLIN CENTER
3800 Garrison Avenue
Port St. Joe, FL 32456
(850) 227-9670 or 227-9671
FAX – (850) 873-3524

Hybrid Certified Nursing Assistant (CNA) Program

Answer ALL Questions: Please TYPE or PRINT – (Please submit form as soon as possible)

Name: _____
First
Middle
Last
Maiden Name

Home Address: _____
Street & Number
City
State
Zip
County

Social Security Number: _____ Male Female

Permanent or Mailing Address (If different from above): _____

E-Mail: _____ Home Phone: () _____

Business Phone: () _____ Cell Phone: () _____

EDUCATION

OFFICIAL TRANSCRIPT(s) must be received by the Office of Admissions & Records.
ALL schools and colleges attended must be listed for the application to be complete. **Use additional sheets if necessary**

Name of School	Location of School	From Month/Year	To Month/Year	Did you Receive Diploma, Degree or Certificate?	What was your Major/Minor?
High School or GED:					
Vocational / Other Technical Program					
College or University:					
College or University:					

LICENSES AND CERTIFICATION

Type	Issued by Which State or Agency?	License Number	Date Issued

**GULF COAST STATE COLLEGE
CERTIFIED NURSING ASSISTANT PROGRAM
COST SHEET**

Tuition - \$87.87 per vocational hour (in-state rate)
Tuition rates are subject to change.

LAB FEES AND INSURANCE approximately - \$37.00/semester

COURSE TITLE	VOCATIONAL HRS	TUITION (IN-STATE)
Health Careers Core	3	\$263.61
Basic Nursing Care	2.5	219.68
Approximate Total for CNA Courses	5.5	\$483.29

REQUIRED BOOKS: <i>(prices are approximate – subject to inflation – do not include tax)</i>		
TITLE	EDITION	COST
Textbook of Basic Nursing	9 th	97.95
Approximate Total for <u>Required</u> Text :		\$ 97.95

NOTE: *Approximate* cost of **supplemental (optional) books and Learning Activity Guides (LAG's)** is **\$65.00**. You are encouraged to purchase supplemental books, as they are books that will assist you throughout your nursing education. LAG's and textbooks are available through the Gulf Coast State College Bookstore at the Gulf/Franklin Center.

UNIFORM Students are required to wear a standard white uniform.		
Uniforms are special order.		Approximate Cost of Two Uniforms
Male	Two Uniforms (shirt and slacks)	98.00
Female	Two Dress Uniforms	65.00
	Two Pantsuit Uniforms	81.00
	One Dress and One Pantsuit	73.00
ACCESSORY ITEMS <i>The following items may be purchased at a variety of vendors.</i>		
White Hose, duty shoes <i>(cost variable depending on style, etc.)</i>		60.00
Stethoscope (style must have bell & diaphragm)		25.00
Black Ballpoint Pen		1.50
Watch with second hand <i>(cost variable depending on style, etc.)</i>		and up 20.00
Warm-up jacket <i>(optional)</i>		25.00
Protective Eye Goggles <i>(optional)</i> (OSHA approved)		(approx.) 6.00
MISCELLANEOUS		
Hepatitis B Vaccination Series		170.80
Physical Exam required at beginning of nursing program		150.00

NOTE: Fees are approximate and subject to change

IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

Applicants to the Nursing Programs in the Health Science Division of Gulf Coast State College work very hard to meet the entry requirements for selection. Our programs make every effort to accept as many academically qualified students as possible. In addition to meeting basic entry requirements, however, applicants must also consider how their personal history and background may affect their ability to meet admission and clinical requirements, sit for various state licensure exams, and ultimately gain employment.

Some of our Health Science Programs will require students to submit to a background screening and/or drug screening before being officially accepted into the nursing program. The health science program/s must follow state mandated laws for profession practice which will extend to admission and acceptance. State laws may mandate that student/s who have an unfavorable background screening (certain felonies) must have a clean record for 15 years or more past the initial incident before being allowed to take state licensure exam/s. Certain clinical sites may require a clean background screening in order for students to attend clinical and work with their patients. Students who cannot produce a favorable background check and/or drug screening may not be able to meet their program's admission requirements and clinical obligations, which would jeopardize their ability to successfully complete that program.

Students who graduate from our programs must also pass state licensure exam/s in order to be employable in their program of study. The various state entities that provide testing and licenses for Health Professionals, oftentimes, require background checks / drug screening prior to sitting for the exams and applying for licensure. State laws may mandate that student/s who have an unfavorable background screening (certain felonies) must have a clean record for 15 years or more past the initial incident before being allowed to take state licensure exam/s. It is possible to have successfully graduated from a health science program but be denied the opportunity for licensure because of an unfavorable background check and/or drug screening.

Employers of licensed health professionals can also have a variety of requirements that must be met prior to the granting of employment. These can include background checks of varying depths, and/or drug screenings. It is possible to graduate from a program and obtain the health professional license, but be denied some employment options due to an unfavorable background check or drug screen.

We offer this information so that you can make an informed decision concerning making application to one of our programs.

CRIMINAL BACKGROUND CHECKS

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (www.doh.state.fl.us/) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully:

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations.

456.0635 (2) Medicaid fraud; disqualification for license, certificate, or registration

Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:

- (a) Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
- (b) Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (c) Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.

GULF COAST STATE COLLEGE
Important Information: Future Application for Florida Nursing License

When you make application for your Florida License to practice nursing, you will be required to complete a section on the application relative to a prior arrest record. You will be requested to answer the following questions:

Q. Have you ever been arrested – regardless of adjudication - for any felony offense?

If you answer yes, you must provide the following information:

- A. Date of Arrest**
- B. State and County**
- C. Country Outside of the U.S.**
- D. Charges**
- E. Disposition**

You must have arrest and court records of final adjudication for each offense sent to the State Board of Nursing. Your application will not be considered complete until these records are received. If the records are no longer available, you will be responsible for having certification of their unavailability sent directly from the arresting jurisdiction.

At the June 7, 2003, Board Meeting, the Board of Nursing established the following policy:

Applicants for licensure who have been convicted of a felony and civil rights have not been restored are not eligible for licensure and are not eligible to take the licensing examination. The application is considered to be incomplete. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

On July 1, 2009, Pursuant to Section 456.0635 – Florida Statutes, the health care board of the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

- 1). Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss 801-970 or 42 U.S.C. ss 1395-1396 unless the sentence and any probation or parole ended more than 15 years prior to the application.***
- 2). Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five year).***
- 3). Terminated for cause of any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).***

This policy does not refer to applicants with felony arrests and adjudication was withheld:

You need to consider the above stated licensure requirements when making application to the program. However, the Florida Board of Nursing Office will not accept calls from pre-nursing students with arrest records to determine if you are eligible for licensure. The determination can only be made after graduation, when your application and all supporting documentation is received, reviewed by the Board Staff, and then presented to the Board.

The following information is excerpted from Florida Department of Professional Regulation, Board of Nursing; Chapter 464.008 Licensure by Examination in the Nurse Practice Act and is provided to inform applicants to the nursing program the legal criteria for licensure. If you have a concern as to whether you would be able to meet the criteria, please arrange to discuss this with the Coordinator of Nursing or the Chairman of Health Sciences prior to submitting your application.

464.008 Licensure by Examination

- (1) Any person desiring to be licensed as a Registered Nurse or Licensed Practical Nurse shall apply to the department to take the licensure examination. The department shall examine each applicant who:
 - (a) Has completed the application form and remitted a fee set by the board not to exceed \$150 and has remitted an examination fee set by the board not to exceed \$75 plus the actual per applicant cost to the department for purchase of the examination from the National Council of State Boards of Nursing or a similar national organization.
 - (b) Has provided sufficient information on or after October 1, 1989, which must be submitted by the department for a statewide criminal records correspondence check through the Department of Law Enforcement.
 - (c) Is in good mental and physical health, is a recipient of a high school diploma or the equivalent, and has completed the requirements for graduation from an approved program for the preparation of registered nurses or licensed practical nurses, whichever is applicable. Courses successfully completed in a professional nursing program which are at least equivalent to a practical nursing program may be used to satisfy the education requirements for licensure as a licensed practical nurse.
 - (d) Has the ability to communicate in the English language, which may be determined by an examination given by the department.
2. Each applicant who passes the examination and provides proof of graduation from an approved nursing program shall, unless denied pursuant to s. 464.018, be entitled to Licensure as a Registered Professional Nurse or a Licensed Practical Nurse, whichever is applicable.
3. Any applicant who fails the examination three consecutive times, regardless of the jurisdiction in which the examination is taken, shall be required to complete a board-approved remedial course before the applicant will be approved for reexamination. After taking the remedial course, the applicant may be approved to retake the examination up to three additional times before the applicant is required to retake remediation. The applicant shall apply for reexamination within 6 months after completion of remediation. The board shall by rule establish guidelines for remedial courses.

History – ss. 1, 6, ch. 79-225; ss. 2, 3, ch. 81-318; ss. 6, 17, 28, ch. 86-284, s. 12, ch. 83-205; s. 10, ch. 88-219; s. 34, ch. 89-162; s. 58, ch. 91-137; s. 5, ch. 91-156; s. 4, ch. 91-429; s. 94, ch. 92-149; s. 5, ch. 96-274; s. 78, ch. 97-264; s. 116, ch. 99-397; s. 95, ch. 2001-227.