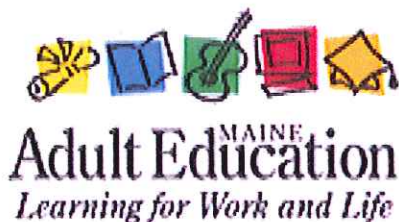


CNA Application

Maine Veterans' Home & SAD 1 Adult & Community Education

- We offer CNA “**Earn While You Learn**” training on an ongoing basis, dependent upon staffing needs.
- Students enrolled and participating in the “Earn While you Learn” program will receive their CNA clinical education and training at Maine Veterans' Home (MVH), **costs and expenses will be paid by MVH.**
- **Students will be employees at Maine Veterans' Home** while they remain in good standing in the “Earn While You Learn” program as CNA unit helpers during non-classroom and/or clinical hours.
- Upon completion of the course, students will be employed as agreed upon shift assignment as a CNA.
- Students will **receive MVH's standard package of employee benefits**, subject to conditions of MVH's employee benefits program during program and continued employment after completion of course.
- There is an interview process; available slots are limited.
- Applications **MUST** be completed and returned to the office of Maine Veterans' Home:
 - Scanned and emailed: pcavagnaro@mainevets.org
 - Faxed: (207) 493-6219
 - Mailed or dropped off: 163 Van Buren Road, Ste. 2, Caribou, ME 04736

STANDARD BENEFITS: Life and disability insurances fully paid by MVH, Medical/Dental insurances fully paid by MVH or low cost sharing for employee coverage, Employee Assistance Program (EAP), Comprehensive Wellness Program, Flexible Spending Accounts, Tax- Deferred 403 (B) retirement Plan, Tuition Loan Assistance, Earned Benefit Time, Employee Loans/Discount Programs.



MAINE VETERANS' HOMES
caring for those who served

QUESTIONS??? Call 498-6074 or 764-4776

**MSAD #1 Adult & Community Education and Maine Veterans' Home
Certified Nursing Assistant Course
Application**

Objective:

The objective of this course is to provide a means of acquiring basic nursing techniques and skills designed to furnish the graduate with entry-level skills in the health field.

The experience gained as a Certified Nursing Assistant also enables the individual to consider and pursue upward mobility in the health services as opportunities arise.

At the completion of this course, the student will be able to:

- a. Maintain a proper physical and emotional patient environment.
- b. Report and record observations.
- c. Provide assistance in personal hygiene.
- d. Assist with body movement and ambulation.
- e. Assist with nutrition and elimination.
- f. Assist in emergency situations.
- g. Communicate in an effective, positive manner.
- h. Assist the registered professional nurse to provide general patient care.

General Information:

The course will consist of 200 course hours of instruction. 90-hours will be spent in the classroom, 25-hours laboratory instruction, and 85-hours will be devoted to supervised clinical experience and instruction.

All portions of this course will be taught at Maine Veterans' Home in Caribou, Maine. The classroom and clinical course schedule will be distributed during the first class meeting.

Admission Requirements:

- a. Minimum age of 18 and not currently enrolled in high school.
- b. Must have a high school diploma or HiSET/GED.
- c. Ability to read and write English at a minimum of a 9.0 level.
- d. Successfully pass a **State/Federal Bureau of Investigation Criminal Background Check.**
- e. Good physical and mental health. Good grooming and personal hygiene practices. Absence of drug and alcohol abuse.
- f. Demonstrate sincere, compassion and understanding for elderly people. Dependable, reliable work habits.
- g. Physical Exam within the past year – **statement from physician stating the candidate is physically capable of doing CNA work.**

- h. Immunization of **MMR** – unless born before 1956. All immunizations and testing required by the cooperating facility, including **Hepatitis B**. Evidence of negative T.B. test or negative chest x-ray.

Interview:

The classroom instructor and MVH administrator prior to being accepted into the program will interview each applicant. Either the AE or MVH office will contact applicants to schedule an interview. Candidates will be notified at least one week before the class is scheduled to begin.

Course Requirements:

- a. Students are expected to be present for all classes. Special exceptions may be considered only at the discretion of the instructor and the MVH Director.
- b. The student **MUST** maintain a passing grade of at least 75% in the classroom.
- c. The student **MUST** maintain acceptable throughout the clinical experience. Successful completion of clinical training will include a final comprehensive evaluation and exit interview.

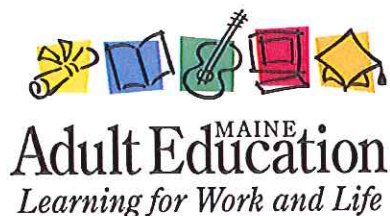
Grading:

The student will be graded on:

- a. Written exams.
- b. Class participation and preparation.
- c. Performance of nursing skills.
- d. Attitude toward learning and critical evaluation.

Cost:

The cost of this training will be paid for by Maine Veterans' Home. Students accepted into this program agree to work for MVH for 1-full year after completing the CNA certification as well as remain in the agreed upon shift for six months before requesting a shift change.



MAINE VETERANS' HOMES

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MVH

CERTIFIED NURSING ASSISTANT COURSE APPLICATION

NAME: _____
(First) (Middle) (Last) (Maiden)

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

EDUCATION: High School _____ diploma _____ HiSET

Name and address of high school:

Name and address of post-secondary education and highest degree acquired:

Employment History:

1.
MOST RECENT EMPLOYER: _____

COMPLETE ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: () _____

DATE OF EMPLOYMENT: _____ THRU: _____

JOB DESCRIPTION: _____

REASON FOR LEAVING: _____

2.
EMPLOYER: _____

COMPLETE ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

JOB DESCRIPTION: _____

3. Have you **ever** been convicted of **any** crime under the laws of Maine?
Yes _____ No _____
4. Have you **ever** appeared in **any** court, paid any fine or been put on probation?
Yes _____ No _____
5. Have you **ever** been convicted of **any** crime under the laws of any other state?
Yes _____ No _____
6. Have you **ever** been convicted of **any** crime under the Federal law of the United States
Yes _____ No _____

On the back, please comment if you answered yes to any of the above questions 1-6. If you have answered "yes" to questions #1 or #2 above, you must attach an explanatory letter with the location, and date of each occurrence. If you have answered "yes" to questions # 3, #4, #5 or #6, please attach court documents pertaining to each conviction. If you are not sure if you have been convicted of a crime, you must attach an explanatory letter.

I wish to be considered as an applicant for the Certified Nursing Assistant Program at _____ . I have provided proof of educational transcripts to you.

I have read and understand the admission qualifications for this program. **If accepted, I agree to abide by the rules and regulations of the program.** I understand my references will be checked.

Failure to furnish all information on education, employment and personal background may constitute adequate reason for disqualification of my application or subsequent dismissal from this program.

My signature below also gives you permission to conduct an SBI check. I understand that I cannot participate in the clinical experience until the SBI check has been returned to you.

Falsification of information of this application is reason for dismissal.

Signature _____ Date _____

Please print name: _____

A State Bureau of Identification (SBI) check will be initiated by this application process. Upon successful completion of this program, the results of this SBI check will be forwarded to the State of Maine Registry for Certified Nursing Assistants along with the certificate and application.