



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

Nursing Assistant Program Requirements

This packet provides the necessary information and requirements to be completed before participating in Saddleback's Nursing Assistant Program. Failure to meet the deadline outlined below may result in your removal from the program. If you have any questions, please contact the CNA Program via email at sccna@saddleback.edu or by phone at (949) 582-4701.

What if I was selected as an Alternate?

If you were selected as an alternate, you are expected to meet the same requirements as invited students. All requirements must be completed by the specified due dates to maintain your spot.

If a spot becomes available, you will be notified via Submittable that you have been moved off the alternate list and invited into the program. You may be invited at any time until **May 28, 2025**.

1) K-12 Special Admission Request Form

Students under the age of 18 years old (ONLY) are required to complete the [K-12 Special Admission Request Form](#). The form must include signatures from the student, a parent or legal guardian, the school counselor, and the school principal. It also needs to have the **official school seal**. **Once completed**, the form should be submitted to the [Admissions & Records Office](#) in one of the following ways: **In-person** at GW 130 (1st floor, Gateway Building, Saddleback College) or **by email** to scadmissions@saddleback.edu. A parent or legal guardian may also submit the form on your behalf.

As a High School student, if you have any questions about applying and enrolling. Please contact our enrollment coaches at scoutreach@saddleback.edu or (949) 348-6519. For more information, please visit the [\[K-12 webpage\]](#).

2) Castle-Branch Account

Background Check and Drug Test

All CNA students must register with Castle-Branch as soon as possible.

Please follow the instructions below to complete your registration:

- Visit the Castle-Branch website by clicking [\[Here\]](#)
- Click "**Place Order**" at the top of the page
- Enter the package code: ****
- Check the box at the bottom of the page and click "**Continue**"
- Fill out your personal information
- Under the "**Student Information**" section, enter the following:
 - ❖ Designation: **Undergraduate**
 - ❖ Degree/Certification: **Certified Nursing Assistant (CNA)**
 - ❖ Expected Date of Graduation: *****
- Continue by creating your account.

Within 24 hours of placing your order, Castle-Branch will register you for a **Background check** and **Drug test** in your area. If you are prescribed a medication that could affect your drug test results, be sure to inform the lab before submitting your sample. Castle-Branch will also be used to upload all your other required documents. Please don't email any documents directly to us, as we have access to your account and can view your results there. Here is the **list of items you must complete and upload at Castle Branch**:

- | | |
|--|----------------------------------|
| 1. CPR/BLS Certificate. | 6. Program Clearance. |
| 2. Physical Examination Form. | 7. FERPA Release Form. |
| 3. Health Insurance Card (Front & Back). | 8. Photo Release Form. |
| 4. Professional Liability Insurance. | 9. Handbook Acknowledgment Form. |
| 5. Professional Behavior Form. | 10. Lab Manual Receipt. |

3) Basic Life Support (BLS) Card

Students must obtain **Basic Life Support Card (BLS)** through the **American Heart Association ONLY** (**No other providers will be accepted**). The BLS card must remain valid throughout the entire program. Click [\[Here\]](#) to find a location near you. For local classes near Mission Viejo, contact [Lifeline Healthcare Education](#) at (949) 347-0247 and mention "Saddleback College CNA Program" to receive a discount on class prices. **Once completed**, please upload it to your account on the Castle-Branch Compliance Tracker.

4) Professional Liability Insurance

All Students are required to purchase **Professional Liability Insurance** through the provider, **Nurses Service Organization (NSO) ONLY** (**No other providers will be accepted**).

To purchase, visit their [website](#) and follow these steps:

- Select "Get a quote"
- Select "INDIVIDUAL PRACTITIONER OR STUDENT"
- I am: Select "Student"
- State of Residence: Select "California"
- Area of Study: Select "Certified Nursing Assistant (CNA)"
- Continue entering your personal info using your **LEGAL NAME**. Your name must match your credit card.
- For **Policy start date**, please enter: *****

Make sure to sign up for e-Billing (this will allow you to receive the certificate of insurance via email). **Once completed**, please upload it to your account on the Castle-Branch Compliance Tracker.

For students under the age of 18 years old (ONLY), your Professional Liability Insurance policy must be purchased under your parent or guardian's name. You can complete this through the Provider **Berxi**, by following the steps below:

- Click [\[Here\]](#) to visit their website.
- Select "Get a Quote"
- Choose "Medical Malpractice"
- Select "Individual"
- Enter the required information.
- For **Field or Profession**, choose "Nursing"
- For **Area of Specialty**, select "Certified Nursing Assistant (CNA)"
- For **Anticipated Year of Graduation**, Enter: *****
- **Once completed**, please upload it to your account on the Castle-Branch Compliance Tracker

5) Health Insurance

Students must have personal health insurance of any type (Blue Cross, Aetna, Kaiser, Medi-Cal... etc). Please upload a copy of both sides (front & back) of your insurance card to your account at Castle-Branch Compliance Tracker.

6) Physical Examination

You can complete your physical examination **either** at the Student Health and Wellness Center at Saddleback College **or** with your personal doctor. If you choose to see your personal doctor, they **must complete our official Physical Evaluation Form** (*Found on the last page of the Mandatory Health Assessment packet*). The form must be fully filled out, signed, stamped, and dated by your doctor. **Once completed**, please upload it to your account on the Castle-Branch Compliance Tracker.

7) Program Clearance

Program Clearance is **different** from Physical Examination. The Program Clearance is done **only** at the **Student Health and Wellness Center** at Saddleback College. As it's the process where they review your medical and immunization documents, ensure everything is up to date and valid, discuss any missing items if needed, and then provide you with official clearance for the program. **First**, please read completely **the Mandatory Health Assessment packet** (*Provided to you separately*). **Then**, schedule a telehealth or in-person appointment with the Student Health and Wellness Center, either online [**Here**] or by calling them at **(949) 582-4606**. Program Clearances can take between 2 weeks to 1 month for necessary immunizations to be completed. Please don't delay making an appointment. **Once completed**, please upload it to your account on the Castle-Branch Compliance Tracker.

8) CNA Courses and Textbooks

The CNA courses will appear as **"Full"** in the class schedule **because they are closed to the public and only available to our accepted students**. Once you have completed all the requirements outlined in this packet and received clearance, you will be eligible to attend the Mandatory Orientation. During the orientation, you will receive the APC codes needed to register for your courses. Clinical site assignments will also be provided at that time (*Students cannot choose their clinical site, assignments are determined by the program*).

PROGRAM COURSES:

- 1) CNA 422NC – Certified Nurse Assistant **Theory**
- 2) CNA 423NC – Certified Nurse Assistant **Practicum**
- 3) CNA 424NC – Nursing Assistant **Skills Lab**

Required Textbooks:

Students are required to purchase **two paper-copy books**, which they can be purchased through [Saddleback bookstore](#), the **Publisher's website**, or any other retailer, **as long as the correct ISBN numbers** are used.

- **Textbook:** CAN: Nursing Assistant Certification, California Edition
 - **By:** Dr. Carrie L. Jarosinski RN, CNE, CWP
 - **Print ISBN:** 978-1-941626-66-5
 - [Publisher Link](#)
- **Workbook:** CNA: Nursing Assistant Certification, California Edition (Workbook)
 - **By:** Lisa Rae Whitley RN, ADN
 - **Print ISBN:** 978-1-941626-82-5
 - [Publisher Link](#)

9) Student ID Card

To obtain a student ID card, you must be registered for a course at Saddleback. If you are not currently enrolled, wait until you receive your APC codes during the Mandatory Orientation Day to register for the CNA classes. You can **request your student ID card** online or in person, then visit the **Admissions & Records Office** at **GW 130** (1st floor, Gateway Building, Saddleback College) to pick it up. **Students are required to wear their student ID card visibly on their chest during classes.** Please place your ID card in a transparent holder with a clip or badge reel to ensure it stays in place. **[Here]** is a recommended, affordable option for an ID card holder.

10) Original ID and Social Security Cards

For the **Mandatory Orientation Day**, students must bring their **original identification document** (California ID, Driver's License, or Passport) for the **Live scanning (Fingerprinting)** process. **Digital or printed copies will not be accepted.**

For the **NNAAP (State Test)** upon graduation, students **must bring their Original ID and Original Social Security Card or ITIN document.** The name on your ID must match the name on your SS Card or ITIN document. They **must be original, non-laminated documents.** **Laminated, digital, or printed copies will not be accepted.** Without the original documents, you will not be eligible to take the state exam.

If your Social Security card is laminated, torn, or lost, you must request a replacement from the **Social Security Services.**

11) Uniform and Supplies

CNA students are required to wear their full uniform on Mandatory Orientation Day. Students must purchase the following uniform items:

- **1 Solid wine-colored scrub top and pants.**
- **1 Solid white-colored, skid-free, waterproof shoes. No open toes or backs, no straps, no heels.**
- **1 Sleeve Insignia/Patch (Saddleback College CNA Program),** to be sewn on the left shoulder sleeve, 2 inches below the top shoulder seam.
- **Solid, white-colored socks that cover the ankles.**

Optional: 1 White Tee and 1 White Sleeve Set (**only needed for warmth or to cover arm tattoos**).

Students can purchase their **Scrubs** from our vendor, **SCRUBS 4 U**, located at [23016 Lake Forest Dr # B, Laguna Hills, CA 92653], or from other vendors, but **they must follow the specific style numbers** listed below:

To order from **SCRUBS4U**, please follow these steps:

- Visit their website, click **[Here]**
- Then select "**Contract Sign In**"
- Enter the Group Sign-in Code: **SBCCNA2020**
- Click "**Shop My Saddleback CNA Contract.**"

Additionally, students are required to purchase the following basic supplies. There is no need to buy them from a specific vendor, you may purchase them from **SCRUBS4U** or anywhere.

- **1** Stethoscope, **1** Blood Pressure Cuff, and **1** Transfer Belt.

WOMENS STYLE

1 Wine Color Top in Cherokee: **Style #WW620**



1 Wine Color Pant in Cherokee: **Style #WW120**



MENS STYLE

1 Wine Color Top in Cherokee: **Style #WW690**



1 Wine Color Pant in Cherokee: **Style #WW140**



Optional: (only needed for warmth or if you have tattoos on your arms)

1 White Color Long Sleeve Silky Tee by WonderWink **Item #2009**



or Men's crew neck tee **#2909**



UNISEX

1 White color by Prestige- MS Med Sleeves 17": **Item # PRE-MS**

SHOES

1 pair of **ANY** white non-slip/water resistant shoes (see samples below)



These are from Nurse Mate