CERTIFIED NURSING ASSISTANT (CNA)
Nursing 103 Course
Pasadena City College - Health Sciences Division B6

Course: The Certified Nursing Assistant course (N103) provides the student with
Description the necessary skills to seek employment in long-term care facilities as Certified
Nursing Assistants. Emphasis is on basic principles of nursing, development and
application of nursing skills in long-term care facilities.

Units: 5 (Pass/ No Pass) 6 week course

Application February 1 – March 1 for the Summer Intersession Course.
September 1 – October 1 for the Winter Intersession Course.

Period: Applications can be obtained from the following website only during the
application period: www.pasadena.edu/divisions/health-sciences/cna/

Applications and official transcripts must be submitted to:
Health Sciences Division Office B6
Community Education Center Campus
3035 East Foothill Blvd.
Pasadena, CA 91107

Orientation: A mandatory orientation will be held before the Certified Nursing Assistant
course begins for students who have been selected to begin the course. Forms for
the requirements listed below will be handed out at orientation along with other
pertinent information. Orientation date will be emailed to applicant once a
complete application has been received.

Applicants must be 16 years or older and complete the following prior to registering for the
Certified Nursing Assistant course:

Step #1:
- Apply and be admitted to the college
- Submit a C.N.A. application to the Health Sciences Division Office. A complete
  application includes all information on the application filled out and transcripts are
  official (unopened, sealed envelope from the school).
- Submitted sealed official U.S. High School transcripts (a sealed GED or official Foreign
  Equivalency report are also accepted)

Students who have submitted all of the requirements above will be randomly selected 1- 2 weeks
after the close of the application period.

Step #2:
Attend the mandatory orientation. Forms required for the course will be handed out during
the orientation. The date of the orientation will be emailed to students who have been
randomly selected.

Step #3:
- Obtain an American Heart Association CPR/Basic Life Support Card
- Complete the Health Requirements form
- Complete a background check and have clear results.
• Complete The Nurse Assistant and/or Home Health Aide Initial Application form HS 283B.
  ▪ Mail form HS 283B with a copy of the completed fingerprint form to the California Department of Public Health.
  ▪ Applicants must mail form HS 283B and the completed fingerprint form by Certified Receipt.
  ▪ Submit the returned Certified Receipt card as part of the required documents.
• Take the Accuplacer Reading Comprehension Test in Building D Room 205. Applicants must read at the 10th grade level to be successful in the course.

Students who complete the above requirements by the due date stated at the mandatory orientation will be considered for registration for the course. Students who fail to appear at the orientation or fail to provide documentation satisfying the additional requirements will not be considered.

**Hour/Days:**
- Theory: Mondays 8 am to 4 pm = 54 hours
- Clinical: Tuesday- Thursday 6:30 am-4:00 pm = 108 hours

Only ONE (1) Absence is permitted during the 6 weeks of the class only for those students who are not applying to the Licensed Vocational Nursing Program.

**What is a Certified Nursing Assistant?**
Nurse Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. C.N.A.’s work directly under the supervision of registered and vocational nurses. C.N.A.’s perform services that require less training, therefore, freeing the medically trained staff for more highly skilled, specialized duties.

**What tasks do Certified Nursing Assistants do?**
- Answers patient call lights
- Bathes, dresses and undresses patients
- Tidies patients’ room, changes soiled linen
- Assists with personal hygiene
- Serves meals, water and snacks
- Feeds patients who need help
- Transports patients, helps patients walk
- Takes and records temperature, pulse, respiration and blood pressure
- Records food and liquid intake and output
- Collects specimens; urine, stool, sputum
- Performs procedures including Heimlich maneuver, isolation, Universal Precautions, gait belt, post mortem care
- Observes and reports unusual conditions
- Measures height and weight using bed, chair and balance scales

**Students with Foreign Transcripts:**
Students with foreign transcripts must have their transcripts evaluated by one of the following three companies prior to applying:

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<th>International Education Research Foundation</th>
<th>Academic Credentials Evaluation Institute</th>
<th>American Education Research Center</th>
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<tr>
<td>(310) 258 – 9451</td>
<td>(310) 275 – 3530</td>
<td>(626) 339 – 4404</td>
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Revised 8/8/16