

## NURSE ASSISTANT AND/OR HOME HEALTH AIDE INITIAL APPLICATION

*(See instructions on the reverse.)*

Last name	First name	MI	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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The Department is required under the Public Information Act to release names and addresses of certified individuals unless the certificate holder specifically requests this information not be released. (If applicable, check below.)

I do not want my name and address released for mailing lists under the Public Information Act.

Mailing address (number and street name or P.O. Box number)		City	State	ZIP code
Date of birth	Social security number (SSN)*	Driver's license number Number: _____ State: _____		Telephone number (     )
Place of birth	Height	Weight	Eye color	Hair color

\* If you use an invalid social security number, your application will be rejected. You will also be required to repeat training, competency testing, and the fingerprinting process after obtaining a valid social security number.

Have you been **CONVICTED**, at any time, of any crime, other than a minor traffic violation?  No  Yes

**Failure to truthfully disclose this information may result in the denial of a certificate.**

**TYPE OF REQUEST** (See **A** or **B** on the reverse.)

CNA       HHA

Check here if you are enrolling in a training program, and complete the school portion below:

Name of school or facility where you received/will receive your nurse assistant or home health aide training	Telephone number (     )
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Mailing address (number and street name or P.O. Box number)	City	State	ZIP code
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California training program ID number(s)	Beginning date(s) of training
Nurse Assistant: _____ Home Health Aide: _____	

Check here if you have **EQUIVALENT TRAINING**. (See **C** on the reverse.)

Check here if you are requesting **RECIPROCITY FROM ANOTHER STATE**. State: \_\_\_\_\_ (See **D** on the reverse.)

**FEES—Payable to DHS** (check one)

**Fees are NOT refundable, even if you are not** subsequently certified. If your check is dishonored by your bank, you will not receive a certificate until the fee is paid.

<input type="checkbox"/> Live scan fingerprint process \$15 application fee	<b>OR</b>	<input type="checkbox"/> Fingerprint card process \$32 fingerprint fee <b>and</b> \$15 application fee \$47 Total	<b>OR</b>	<input type="checkbox"/> Already fingerprinted through ATCS Clearance date: _____ (You do not have to be fingerprinted again IF you were previously cleared for CNA/HHA certification or ICF/DD, DDH or DDN employment.) \$15 application fee only
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I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

➤ _____ Signature of applicant	_____ Date
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**TO BE COMPLETED BY THE RN RESPONSIBLE FOR TRAINING OR ATCS REPRESENTATIVE SPONSORING THE APPLICANT FOR THE NURSE ASSISTANT COMPETENCY EXAM:**

I certify that this individual has successfully completed state and federal nurse assistant training requirements.

The applicant's fingerprints were submitted to ATCS upon enrollment and prior to direct patient contact but clearance is pending for criminal convictions. The nurse assistant student is eligible to take the competency exam.

➤ _____ Signature	_____ Date
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**FOR DHS USE ONLY**

## INSTRUCTIONS

If you have never been fingerprinted and cleared through ATCS for CNA or HHA certification or ICF-DD, DDH, or DDN employment, fingerprinting is **REQUIRED**. There are *two* ways to get your fingerprints taken:

- **The live scan process:** Follow the **SAMPLE** for completion of the Request for Live Scan Services form (BCII 8016) before going to the live scan service site and take the **SAMPLE** with you for reference. Check with your training program or local law enforcement agency for location of the live scan site. Sites are also updated on the Attorney General's website at [www.caag.state.ca.us/fingerprints/publications/contact.pdf](http://www.caag.state.ca.us/fingerprints/publications/contact.pdf). You should call the service site you choose to make an appointment and ask about the cost of the service. You must pay the service plus **the fingerprint processing fee of \$32** to the service site.
- **Fingerprint card process:** Fingerprints are "rolled" on cards. You can get fingerprints rolled at the American Red Cross (ARC), local law enforcement agency, or other businesses that have individuals who are trained to roll fingerprints. The location of these businesses may be listed in the yellow pages of your local telephone book.

**All convictions are reviewed. If the conviction prevents certification, the applicant and employer (if known) will be notified. You will not receive a certificate until you have been cleared through a criminal background check.**

### A. STUDENTS ENROLLING IN A CNA TRAINING PROGRAM

Upon enrollment in an ATCS-approved 150-hour training program, the applicant must be fingerprinted using either process described above. **BEFORE** any contact with patients, the fingerprint card or second copy of the completed BCII 8016 live scan form must be submitted to ATCS along with:

- this completed application form; **and**
- fingerprints (via live scan or card); **and**
- the correct fee, either \$15 (if submitting a live scan form) or \$47 (if submitting a fingerprint card).

**Provided the above has been submitted to ATCS by the applicant or training program**, the nurse assistant may work with proof of successful completion of the competency exam while the criminal background investigation is in progress.

### B. HOME HEALTH AIDE (HHA) APPLICANTS

**There is no reciprocity granted for HHAs. Applicants must take HHA training from either of the following ATCS-approved training programs:**

- 120 hours consisting of at least 65 hours of classroom and 55 hours of supervised clinical training in basic nursing and home health topics.
- 40 hours supplemental HHA training consisting of 20 hours classroom and 20 hours supervised clinical training in home health topics. **This course is only for individuals who are already CNAs or enrolling in combined CNA/HHA training programs.**

Upon enrollment in either of these programs, the training program will send to ATCS:

- a completed fingerprint card or second page of the BCII 8016 live scan form; **and**
- this completed application form; **and**
- the correct fee. In combined CNA/HHA programs, only **ONE** fee will be required for each individual. Using a fingerprint card, the fee is \$47 or using live scan, the fee is \$15.

**You may NOT work as a certified HHA until you are cleared for criminal convictions and receive an HHA certificate.**

### C. EQUIVALENCY-TRAINED NURSE ASSISTANT APPLICANTS

If you are presently in (or completed) an RN, LVN, or licensed psychiatric technician program (but have not received your CA license); have military services medical training; or have received the above license(s) from a foreign country, you will not have to take further training and you qualify to take the competency exam. You must submit an original copy of your transcript of training (or students can substitute the transcript with a letter on official school letterhead listing equivalent training in at least "fundamentals of nursing"). If discharged from the military, a **copy** of your DD-214 can substitute for the original transcript.

Submit the transcript or DD-214 to ATCS along with:

- proof of work providing nursing services at least one day for pay in the last two years (not required for nursing students or if the college degree was received in the last two years); **and**
- your fingerprints, using either the live scan or fingerprint card process; **and**
- this completed application form; **and**
- either a \$15 application fee (if submitting a live scan form), or a \$47 fee (if submitting a fingerprint card).

If eligible, ATCS will send information for you to take the exam.

**Provided the above has been submitted to ATCS by the applicant or training program**, the nurse assistant may work with proof of successful completion of the competency exam while the criminal background investigation is in progress.

### D. CNA RECIPROCITY APPLICANTS FROM OTHER STATES

If the CNA certification is active and in good standing on another state's registry, she/he will qualify for certification in California without taking the CNA training or competency exam if she/he has worked at least one day for pay providing nursing services in the last **two** years. Submit to ATCS:

- a copy of your state-issued certificate; **and**
- proof of work providing nursing services in the last two years; **and**
- your fingerprints using either the live scan or fingerprint card process; **and**
- this completed application form; **and**
- either a \$15 application fee (if submitting a live scan form), or a \$47 fee (if submitting a fingerprint card).

**Provided the above has been submitted to ATCS by the applicant or training program**, the nurse assistant may work while the criminal background investigation is in progress.

### NAME AND ADDRESS CHANGES

You are responsible for notifying ATCS, within 30 days, whenever changes of your name or address occur. If you have had a name change, submit legal verification of the change. Indicate your certificate number or SSN for identification.

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### INFORMATION COLLECTION AND ACCESS: PRIVACY STATEMENT

\*This social security number (SSN) is requested by the Department of Health Services, Licensing and Certification, Aide and Technician Certification Section (ATCS) under Health and Safety Code, Sections 1337 through 1338.5 and 1736.1 through 1736.6 in order to process requests for nurse assistant and home health aide certification. Providing this information is mandatory for purposes of identification only in order to fulfill the State's responsibilities under federal regulations (42 CFR 483.151 through 483.156 and 484.36). For more information, contact ATCS at the address on the front of this form.