



# Certified Nursing Assistant Training Enrollment Packet

Fall 2021

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**IMPORTANT ADVISORY:** The steps must be followed in order. Out of order documents could delay enrollment.



## What are my next steps?

This is step-by-step guide that will help you gain an understanding of the enrollment process.

If you have any questions, please follow this link to request a meeting with Student Services via Zoom: <https://forms.office.com/r/ezgVnpmh6e>

## Immunization, Document & Complio Requirements

1. [Complio Registration](#) *Note: Complio does not issue refunds, so please follow the provided directions carefully.*

Follow the directions for Complio Registration. Submit the "Order Summary" to Student Services at [SDCECNA@sdccd.edu](mailto:SDCECNA@sdccd.edu)

**How to Register for Complio:** (For assistance, call 1-800-200-0853)

- A. Go to <https://sdnahsec.complio.com>
- B. **Create your Account & Subscribe** - Click "Create an Account" to get started. Complio will send an email to the address used during account creation. Go to your email and click on the **Activation Link** within the message.
- C. Select A Screening Package - Login and follow Create Order. Follow the prompts and answer the questions. Select a screening Package.
  - a. Select School: San Diego Continuing Education
  - b. Select Applicant Type: Student
  - c. Select Program of Study: Nursing Assistant
  - d. Select Program: Nursing Assistant Training Program
  - e. Select Term: Fall
  - f. Click "Load Packages"
  - g. Tracking - Immunization Package(s): "SDCE Nursing Assistant Training, 12 Months (\$24.00)
  - h. Screening: "Electronic 10 Panel plus Extended Opiates Drug Screen Only (\$47.00)
  - i. Click "Next"
  - j. Enter Information - Enter the Personal information required to complete your screening. Add your Residential History.
  - k. Sign Forms - Use your mouse to sign the Disclosure & Authorization Form and authorize the background check.
  - l. Submit Payment - Enter Payment Details. Please read the Refund Policy. Submit your order.

[Click here for Help with Complio](#)

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## 2. Disclosure & Release Form

Print the 'CNA - Disclosure & Release' file, complete it and email it to [SDCECNA@sdccd.edu](mailto:SDCECNA@sdccd.edu)

[Click here for Disclosure & Release Form](#)

## 3. Immunizations Requirements

Submit proof of vaccination or positive titers into Complio. Once you have completed this section and you are compliant, you need to submit your Complio compliance status to Student Services at [SDCECNA@sdccd.edu](mailto:SDCECNA@sdccd.edu).

The following immunizations are required before you can submit an application:

MMR (Measles, Mumps & Rubella)	2 doses of vaccine dated at least 30 days apart OR a positive titer for Measles, Mumps & Rubella.
Varicella (Chickenpox)	2 doses of vaccine dated at least 30 days apart OR a positive titer for Varicella.
Hepatitis B	A positive titer is required. If your titer is negative, you will need to start the vaccination series. The series consists of 3 doses of vaccine. Dose 2 should be 30 days after dose 1. Dose 3 should be 5 months after dose 2. A repeat titer must be completed 30 days after your last dose.
TDAP (Tetanus, Diphtheria & Acellular Pertussis)	Must be within 10 years. If at any point in the class it passes that 10-year period, you must get the vaccine.

Note: You will see other sections on Complio that I have not mentioned. Do not complete these. They are time sensitive and you will be provided the information once you have been placed in a class.

## 4. Complio Tracking Summary Report

Once you have completed the immunization requirements listed above, you will email [SDCECNA@sdccd.edu](mailto:SDCECNA@sdccd.edu) your Complio Tracking Summary of your immunization status.

Directions to run Complio summary of your immunization status:

- A. Sign into your Complio account at <https://sdnahsec.complio.com>

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- B. On the home page on the left hand side, click 'Report' which will bring up the "Compliance Tracking Summary Report"
- C. Click the blue icon and select PDF
- D. Send PDF document to [SDCECNA@sdccd.edu](mailto:SDCECNA@sdccd.edu)

This form must be the PDF version. Excel and Word documents will not be accepted. You do not need a special program to save and upload the PDF.

## 5. Drug Screen

You must complete the drug screen through Complio. You will need to email [SDCECNA@sdccd.edu](mailto:SDCECNA@sdccd.edu) proof that you completed it.

This requirement must be completed through Complio. Tests not completed through Complio will not be accepted.

Important information about the drug screen:

- o Drug screen submissions must not be flagged red.
- o Positive drug screens will not be accepted. Alcohol and THC/Marijuana will cause you to test positive, even if you have a prescription for THC. Please plan accordingly.
- o If you are on a prescription medication, please provide this information on your visit to complete the drug screen.
- o Do not drink too much water. If you drink a lot of water your test results may come back as diluted which will cause you to be flagged.
- o If you must repeat the drug screening for any reason, Complio will require you to pay for a new drug screen. (\$24.00)

What do I need to submit?

Once you complete the drug screen, you will be provided a document stating that you completed the drug screen. This is all you need to submit, the results are reported directly to Complio.

## 6. CNA Application for Fall 2021

Once your immunizations have been approved by the student services staff, you will be contacted for class placement. This will be done on a first-come first-served basis. You will either be placed in the class you requested, or will be contacted to be placed on a waitlist.

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## 7. Physical Exam and Tuberculosis Screening

### DO NOT COMPLETE IN ADVANCE

If you receive a seat in class, you will receive this information directly by e-mail. You will be required to upload completed forms to Complio.

If you are placed on a waitlist, this information will not be provided until you are given a seat in class.

## 8. Mandatory Information Session

CNA 8 week course - Thursday, August 5th from 2 pm- 3 pm

CNA 16 week course (PM) - Friday, August 6th from 2 pm - 3 pm

CNA 10 week course - Friday, August 13th from 10 am - 11 am

## Fall 2021 Class Schedule:

CNA 8 Week Course:	CNA 16 Week Course: (PM)	CNA 10 Week Course:
Days: Monday to Friday	Days: Monday to Thursday and (Saturdays only during clinical)	Days: Monday to Friday
Time: 8:00am to 4:00pm	Time: 4:00pm to 8:30pm Saturday from 7:30am-3:00pm	Time: 8:00am to 2:30pm
Dates: 09/07/21 – 10/28/21	Dates: 09/08/21 – 01/18/21	Dates: 09/14/21 – 11/19/21

**Students will be assigned to approved clinical sites throughout San Diego County for the clinical rotation.**

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