

Sanford Health Nursing Assistant Training Program

IA-Alternate Academic Agreement

Personal Care Attendant Student Details:

Student Name:

Phone Number:

Email:

Hire Status:

Hiring Manager:

Hiring Location:

Student Weekly Commitment/Availability:

Hire Date –

Primary CNA Instructor:

Holly Thomas – 515-423-0275

Instructor Contact Info:

Holly.Thomas@sanfordhealth.org

Participating in the CNA program and earning nursing assistant certification (CNA) is a **requirement** of your job role. To ensure that you are making progress towards this requirement, **you will review** this academic agreement and **sign it** so that you are aware of the job and program requirements that you are agreeing to complete.

Student Specific CNA Program Timeline:

Timeline dates below are created by the CNA Instructor. Dates are reviewed with the student by the hiring location to be signed off before the student will be permitted to start the Sanford Nursing Assistant Training Program.

Step	CNA Program Topic	Required Due Dates:
1	NA Program Virtual Orientation (2 Hours):	Scheduled Session:
2	Level 1 Online (14 hours)	Due Date:
3	Level 2 Online (11 hours)	Due Date:
4	Level 3 Online (14 hours)	Due Date:
5	Level 4 Online (15 hours)	Due Date:
6	Skills Lab In-person (24 Hours) <ul style="list-style-type: none">To attend Skills Lab, students are required to complete Levels 1, 2 & 3 of the online training	Scheduled: Location:
7	State Exam To be eligible to take the State Exam students must complete all prior steps/requirements and pass the Level 4 CNA Program Final Exam with an 80% or higher	

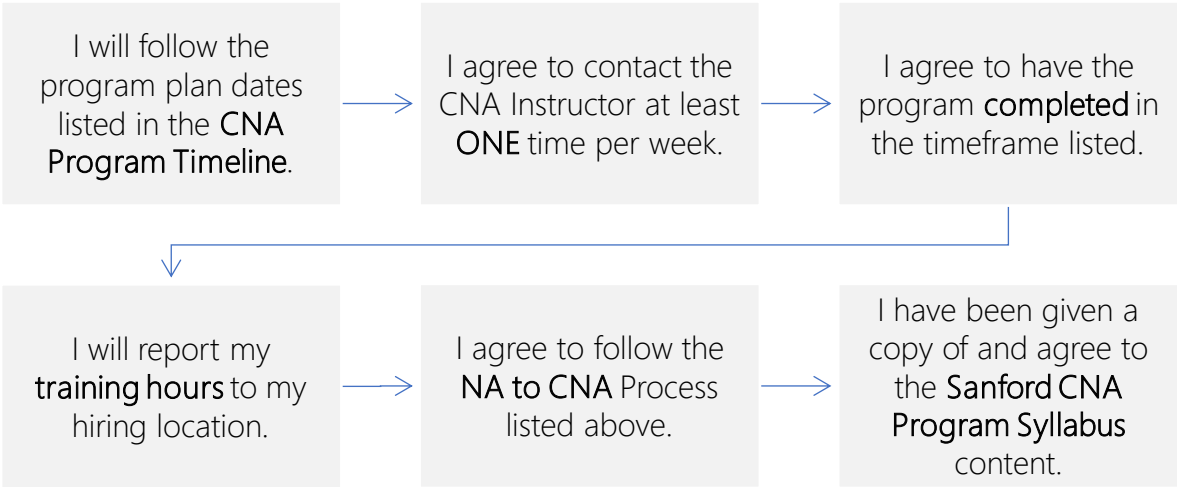
Study Groups: These groups are encouraged but are not mandatory, unless remediating after a failed exam attempt or at the instructor’s request.

Virtual Study Group
Wednesdays from 0900am-10am CT Thursday from 4-5 pm CT Fridays from 12-1 pm CT

NA to CNA Process:



Student Pledge:



Academic Agreement Signatures

Student Signature:	Date:	Signatures and dates on this document are acknowledging agreement to all terms stated within this Academic Agreement I understand that this Academic Agreement does not create an employment contract. Nothing in this Academic Agreement alters the at-will nature of my employment.	
Hiring Location Representative Signature:	Date:	CNA Instructor Signature: <i>(last signature collected)</i>	Date:

****Hiring Locations:** Please submit this agreement signed by the student and the location designee back to the CNA Instructor listed in order for the student to be able to proceed with the Sanford Health Nursing Assistant Training Program.*

