

Sanford Health Nursing Assistant Training Program

Academic Agreement

Nursing Assistant Student Details:

Student Name:

Phone Number:

Email:

Hire Status:

Hiring Location:

Hiring Manager:

Student Weekly Commitment/Availability:

Hire Date – 120 Days:

Primary Instructor:

Primary Instructor Contact Info:

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 (90 Minutes): To join, go to: https://sanfordcareers.com/Sanford-NA-Program/ Scroll down to the calendar. Click on the title (Virtual Orientation 90 Minutes). Click on "WebEx Link" to join the meeting.	Scheduled Session: *Select one session to attend <ul style="list-style-type: none">Monday at 12:00 pmTuesday at 12:00 pmWednesday at 4:00 pmThursday at 12:00 pm
2	Level 1 Online (17 Hours):	Due Date:
3	Level 2 Online (9 hours):	Due Date:
4	Level 3 Online (15 hours):	Due Date:
5	Level 4 Online (17 hours):	Due Date:
6	Skills Lab In-person (8 Hours) <ul style="list-style-type: none">To attend Skills Lab, you must have completed Level 3 online training	Scheduled: Location:
7	Clinical In-person (16 Hours) <ul style="list-style-type: none">To attend Clinical Hours, you must have already completed Skills Lab	Scheduled: Location:
8	State Exam	Scheduled:

Study Groups: Sessions are offered every week and each session lasts one hour (60 minutes). You and a small group of students will work with an instructor to prepare for exams by reviewing important topics with Kahoot, Quizlet, review guides, and practice tests.

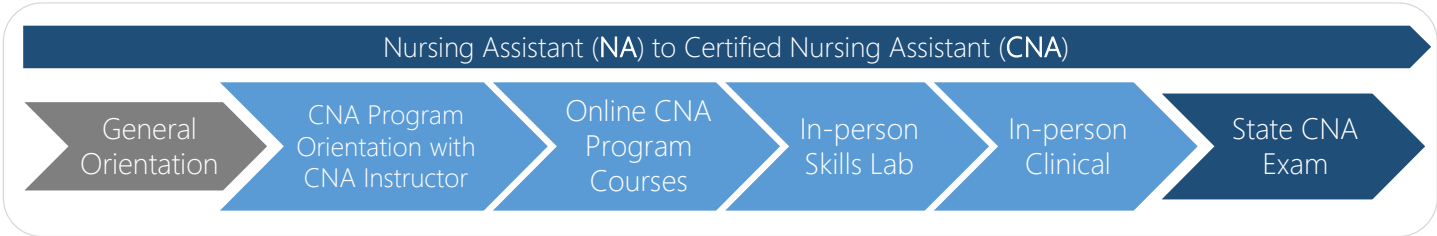
Virtual Study Group via Webex

You are welcome to join any session on Wednesdays at 9:00 am, Thursdays at 4:00 pm, & Fridays at 12:00 pm

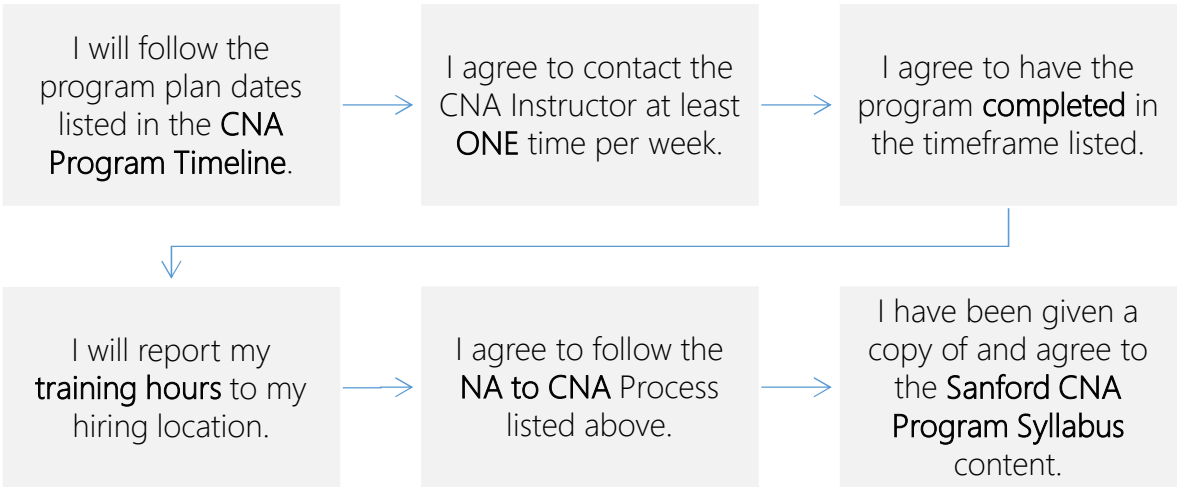
How to join:

1. Go to <https://sanfordcareers.com/Sanford-NA-Program/>
2. Scroll down to the calendar.
3. Click on the title (Virtual Study Group – 60 Minutes) on the day you wish to join.
3. Click on “WebEx Link” to join the meeting.

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.*