

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 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.

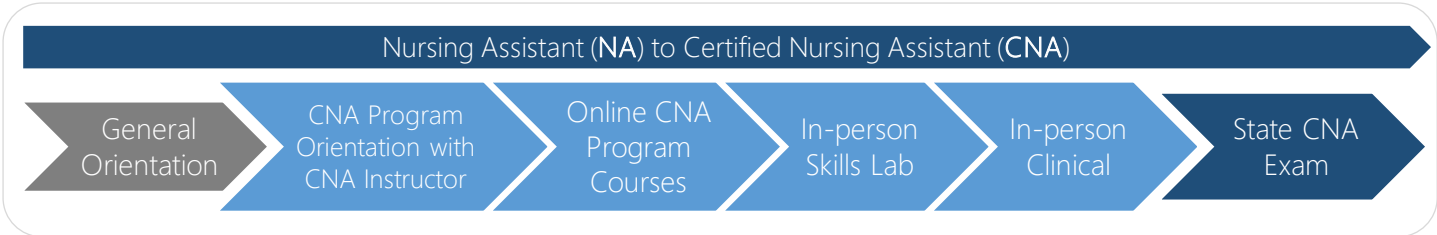
Step	CNA Program Topic	Required Due Dates:
1	NA Program Virtual Orientation (2 Hours):	Scheduled Session:
2	Level 1 Online (14 Hours):	Due Date:
3	Level 2 Online (11 hours):	Due Date:
4	Level 3 Online (14 hours):	Due Date:
5	Level 4 Online (15 hours):	Due Date:
6	Skills Lab In-person (16 Hours) <ul style="list-style-type: none">To attend Skills Lab, you must have completed Level 3 online training	Scheduled: Location:
7	Clinical In-person (8 Hours) <ul style="list-style-type: none">To attend Clinical Hours, you must have already completed Skills Lab	Scheduled: Location:
8	State Exam <ul style="list-style-type: none">In order to take the State Exam, you must pass the Level 4 CNA Program Final Exam with an 80% or higher	Scheduled: Location:

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

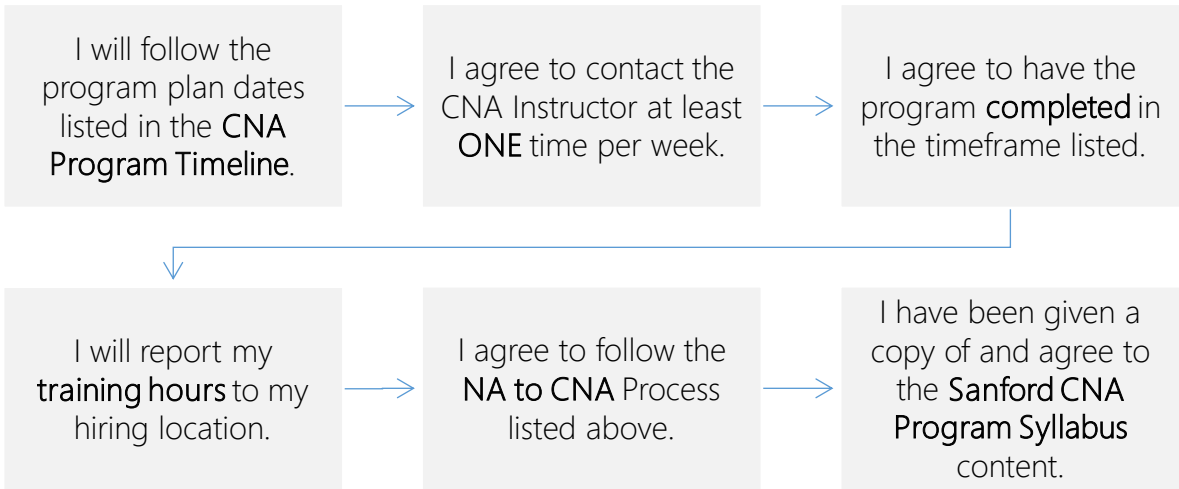
Virtual Study Group

Wednesday 9am, Thursday 4pm, Friday 12pm available via Webex. Request a link from your state coordinator.

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.*