



Home Health Aide Training Program Admissions Standards

For Home Health Aide Training Program:

The applicant for the Home Health Aide training program shall possess a C.N.A. certificate; shall demonstrate his/her ability to read and write English and shall pass the Entrance Test. The applicant shall submit prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
2. Social Security Card.
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment). A report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
4. A negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.
5. C.P.R. Card/Basic Life Support for Healthcare Provider
6. C.N.A. Certificate or Congratulations Certificate
7. Livescan fingerprint for criminal screening for submission to the Department of Justice and Department of Health

(Note: Any applicant convicted of any violation listed on the Disqualifying Penal Code Sections provided by the school should review the list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance. Certification of applicants with convictions on the list MAY be reconsidered by ATCS of the Department of Public Health only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by the ATCS.)

It is the responsibility of each student to have his/her own medical insurance coverage.

For a student (N.A., H.H.A., ACUTE CARE) to graduate, he/she shall meet the following requirements:

1. Has an average grade of 70% or above.
2. Has completed the required theory and clinical hours.
3. Has made-up all absences and tardiness.
4. Has completed payment of all tuition and fees.
5. Has submitted school /Department of Public Health requirements.
6. Has completed the 25 Skills Review Checklist signed by the Instructors. (N.A. students only.)
7. Has submitted a completed workbook on scheduled date. (N.A students only.)

The institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. Each student admitted to an undergraduate degree program, or a diploma program shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required.

Before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take a Ability-to-Benefit Test. The student shall not enroll unless the student achieves a score demonstrating that the student may benefit from the education and training being offered. "Ability-to-benefit student" means a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

Prospective students shall be required to have English language proficiency at a high school graduate level or its equivalent. Students who graduated locally have passed the examinations based on the standards for English language arts and mathematics. Students who graduated from high school from foreign countries whose medium of instruction is not in English, a documentation of English proficiency such as the Test of English as a Foreign Language shall be accepted. The institution shall determine that the student has attained a level of proficiency in English to be successfully trained to perform tasks associated with the occupations or job titles to which the educational program is represented to lead and reasonably equivalent to the level of English in which the licensure examination is offered.

8. The institution administers an Entrance Test to prospective students. The test is about reading, comprehension and mathematics. The passing score is 70%. A student's ability to follow instructions and comprehend the reading passage is one way of determining student's ability to read and write in English. In addition, there are other ways to assess the prospective students' ability and these are: able to fill out application form accurately, able to ask and answer questions appropriately through verbal communication, able to demonstrate understanding of the information on the Catalog and Enrollment Agreement.