

July 14, 2016

Dear Parent/Guardian:

Your student has enrolled in the Nursing Assistant program at Locklin Tech. We are pleased to offer this course to high school students and look forward to a productive year. If the student continues to progress and meet requirements he/she may be eligible to take the state Nursing Assistant Certification (CNA) exam toward the end of the school year. Students must maintain a 75 during the Nursing Assistant portion of the class and must pass the mock Prometric Examination and Skills test to be eligible to take the Prometric Certified Nursing Assistant Examination. Prometric requires tests to be scheduled 6 weeks in advance. CNA certification is the first step toward a career in Nursing or other health related occupation. CNA's are employed in nursing homes, home health agencies, doctor's offices, and other healthcare facilities.

I want to make sure that you, as the parent or guardian, understand the benefits of the program, but also the challenges. The curriculum is rigorous and requires motivation and study. It is imperative that your student attend school regularly and be prepared to participate in class every day. Students will practice their clinical skills in facilities throughout our county and will be representing Locklin Tech. A minimum of 40 clinical hours in facilities is required for completion of the program and eligibility to take the CNA exam. Only students who have proven to be prepared and professional will be allowed to participate in the clinical setting. A mandatory drug screen will be administered at some time during the program. Take some time and discuss this with your student and if you have any questions or concerns please contact me as soon possible. Students are required to maintain a C average or better to continue in the program.

Students must maintain a 70 or greater in the classes in order to participate in clinicals. All students must arrive on time for class at 12:38 pm each day. During the clinical portion of class, we will meet at the clinical site every Thursday and Friday from 12:38 pm till 2:30 pm. All students must be in attendance for clinicals each day; as we have a minimal amount of time to make up hours. All students must ride the bus to the clinical site from Locklin Tech. Uniforms will be provided by Locklin Tech for students to use during clinicals.

**Students must have the following completed by December 16, 2016.**

1. Current shot record which will include the varicella (chicken pox) immunization, titer or proof of disease, MMR, and tetanus.
2. Current Physical Form for 2016-2017 school year with no limitations.
3. Flu vaccine obtained after September 2016.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray since June 2016.

**Program Supplies:**

1. White shoes for clinicals (athletic shoes are acceptable, clean and primarily white. Prices vary-student provides).
2. Watch with a second hand for skills and clinicals. (Price varies-student provides)
3. Immunizations to include a flu shot and TB skin test: Costs will depend on individual needs and can be acquired at public health clinics, medical clinics, or private physician's offices. (Price varies)

If you are unable do these things for any reason, you may need to choose a different program at Locklin Tech or call your high school guidance counselor to select another class. I look forward to seeing you in the Fall.

Thank you,

Teresa Peirce, RN BSN  
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