1) **Apply** and be accepted at Parkland College. If you have not taken any classes at Parkland College in the past year, you will need to reapply.

2) **Transcripts** – All transcripts must be sent from the original institution directly to Parkland Admissions at admissions@parkland.edu or mail to Parkland College, Attn: Admissions, 2400 W. Bradley Avenue, Champaign, IL 61821
   - High School or GED
   - All College(s) other than Parkland College

3) **Assessment Testing** – by appointment only. Call (217) 351-2432 or visit schedule your tests at www.parkland.edu/assessment
   - **Reading**
     Place in CCS 099 or higher
   - **English**
     i) Place into ENG 099 or higher
     ii) Is English your second language? If so, you must take the TOEFL and achieve
        minimum or greater scores in reading, listening, speaking, and writing. 20-20-26-20.
   - **Math**
     Place out of MAT 059 within the past 2 years

4) Go to Nurse Assistant website: www.parkland.edu/cna
   - Complete Health Care Worker Background Check (Authorization Form) and deliver to Cindy Reynolds or Shelby May at Parkland College Health Professions, 1309 N. Mattis Avenue, Room H-131, Champaign, Illinois.
   - State issued photo ID and Social Security card is also required.

5) A Livescan Request will be given to student at that time or emailed back to the student’s Parkland College email account from securemail@parkland.edu after the Health Care Worker Background Check has been processed.

6) Complete fingerprints at Accurate Biometrics. Fingerprint must be completed within 10 days from the date the Livescan was created.
   - **Do not throw away your proof of fingerprints**

7) Register for C.N.A
   - Email a picture of your completed fingerprint receipt to cnaregistration@parkland.edu along with your semester and section enrollment preference (enter class NAS 111)

**If you have any questions throughout this process, please contact:**
Shelby May, Nursing Assistant Program Director, samay@parkland.edu
Cindy Reynolds, Administrative Assistant, creynolds@parkland.edu
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