Nursing Assistant

For FAQ’s please visit: www.parkland.edu/cna

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 – 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) Academic Advising - Meet with Academic Success Advisor for pre-Health Professions: U267, (217) 351-2219, or book an appointment at Appointment Scheduling to review assessment scores and create a plan of study.

5) Go to Nurse Assistant website: www.parkland.edu/cna
   • Complete Health Care Worker Background Check (Authorization Form)
   • Schedule a 15 minute appointment at CNA Appointment Scheduler to meet with Cindy Reynolds at 1309 North Mattis Avenue, Room H-131, Champaign, Illinois.
   • Bring the following items to the appointment:
     i) Completed Heath Care Worker Background Check form.
     ii) State issued ID (i.e., driver’s license)
     iii) Official Social Security card (copies are not acceptable)

6) A Livescan Request will be given to students at that time.

7) Complete fingerprints at Accurate Biometrics. Fingerprint must be completed within 10 days from the date the Livescan Request was created.

8) Complete process by bringing fingerprinting document to 1309 N. Mattis Avenue, Room H-131, Champaign, Illinois. You will be registered at that time.
   ** Do not throw away your proof of fingerprints **

If you have any questions throughout this process, please contact:
Nancy Roth, Interim Nursing Assistant Program Director,
nroth@parkland.edu
Cindy Reynolds, Administrative Assistant, creynolds@parkland.edu
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