

# Nursing Assistant

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For FAQ's please visit: [www.parkland.edu/cna](http://www.parkland.edu/cna)

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- \_\_\_ 1. **Apply** and be accepted to Parkland College; **Reapply** if you have not taken classes here in the last year.
- \_\_\_ 2. **Transcripts** (all transcripts must be sent from the original institution directly to Parkland Admissions at [admissions@parkland.edu](mailto:admissions@parkland.edu) or mail to Parkland College, Attn: Admissions, 2400 W. Bradley Ave., Champaign, IL 61821)
  - High School or GED
  - All College(s) (other than Parkland)
  - SAT or ACT (if less than 24 months after your high school graduation date)

**Assessment Testing:** Assessment Center can be reached at [assessmentcenter@parkland.edu](mailto:assessmentcenter@parkland.edu).  
Schedule assessments at [www.registerblast.com/parkland](http://www.registerblast.com/parkland)

- \_\_\_ 3. **Reading**
  - Place into CCS 099 or higher
- \_\_\_ 4. **English**
  - Place into ENG 099 or higher
  - 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.
- \_\_\_ 5. **Math**
  - Place out of MAT 059 within the past 2 ½ years



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Have you checked off 1-5 above? If so, proceed to the next step



- \_\_\_ 6. **Go to Nurse Assistant website:** [www.parkland.edu/cna](http://www.parkland.edu/cna)
  - **Complete Health Care Worker Background Check (Authorization Form) and submit to:**
  - Cindy Reynolds and Shelby May by emailing [CNAregistration@parkland.edu](mailto:CNAregistration@parkland.edu)
  - **Send a picture of a photo ID for your background check to be processed.**
- \_\_\_ 7. **A Livescan Request will be emailed back to the student from** [securemail@parkland.edu](mailto:securemail@parkland.edu)
  - This is received after the Health Care Worker Background Check is turned in and processed the student will receive an email from [securemail@parkland.edu](mailto:securemail@parkland.edu) with the Livescan  
**The Livescan will be returned to the student within 48 business hours from being received.**
- \_\_\_ 8. **Complete fingerprints (see link below for locations and dates). Fingerprints must be completed within 10 days from the Livescan being created**
  - <https://accuratebiometrics.com/results-by-zip>
  - **Do not throw away your proof of fingerprints**
- \_\_\_ 9. **Register for C.N.A**
  - Email a picture of your completed fingerprint receipt to [CNAregistration@parkland.edu](mailto:CNAregistration@parkland.edu) along with your semester and section enrollment preference.

\*Based on Parkland College Assessment Guidelines <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Assessment-Center>

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**If you have any questions throughout this process, please contact...**

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