



Higher Learning CNA Training
1810 Kensington Dr
Second Floor
Waukesha, WI 53188
Ph: (262) 400 - 8617

ADMISSION CRITERIA & POLICY

To be admitted to and to successfully complete Higher Learning CNA Training Program the student must:

- Pay the current tuition fee (as indicated and described in the “Tuition Payment Policy & Agreement” section of this document).
- Provide a complete BID Form and pay the \$20.00 background check fee upfront.
- Provide documentation of negative TB test results the week before class starts.
- If pregnant, provide documentation from physician or nurse midwife indicating you can perform in class and clinical without restrictions of any kind.
- Remain drug and alcohol free while in class and clinical for the duration of the course.
- Be physically able to perform in class and clinical (as indicated and described in the “Physical Requirement” section of this document).
- Provide own transportation to clinical site which may not be on a bus line.

For your knowledge and benefit these requirements are further described below as needed.

BACKGROUND CHECK POLICY

You are required to complete and sign the Background Information Disclosure (“BID”) Form and submit \$20.00 for a background check. The BID Form gathers information as required by the Wisconsin Caregiver Background Check Law to ensure you are an eligible candidate for CNA certification at this time. It also assists Higher Learnings’ clinical site administration to determine if you are eligible to complete clinical rotation at their facility. The information we collect from the BID form and the BID form results may be shared with clinical site administration and Wisconsin Caregiver Training Program regulatory bodies but will not be shared with any other entities or used for any other purposes not mentioned within this paragraph without the student’s express written consent. You must submit information for any and all pending criminal charges or convictions in federal, state, local, military and tribal courts whether or not you believe this information has been or will be expunged from your record. **Please note:** Failure to indicate pending charges or convictions can result in an inability to complete the clinical portion of this course, ineligibility to take the nurse aide state exam and your paid tuition will not be returned.

Acts, Crimes and Offenses Barring or Requiring Rehabilitation Review

In accordance with the provisions of Chapters 48.685 and 50.065, Wis. Stats., for persons who have been convicted of certain acts, crimes, or offenses: The Department of Health Services (DHS) may not license, certify, or register the person or entity. In some instances, they may not license, certify, or register the person or entity without a rehabilitation review. For a list of barred crimes and offenses requiring rehabilitation review or for more information see DQA publication P-000387, *Wisconsin Caregiver Program Manual*, at <http://www.dhs.wisconsin.gov/publicatios/DQAAnum.asp>

I have read the above criteria & policy for admission to the CNA program and my signature below indicates I understand what the criteria is for entering this program and I meet the requirements for admission.

Student Signature

Date

Parent/Guardian Signature (required if student is a minor)

Date