



## Paulding College & Career Academy Certified Nurse Assistant Program Letter of Intent

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Dear Healthcare Science Student,

Thank you for your interest in the Certified Nurse Assistant (CNA) Program being offered at Paulding College & Career Academy (PCCA). Due to the high volume of interested students and the limited number of spaces available, it is mandatory for each interested student to complete the following CNA Program Letter of Intent.

**Completion of this form does not secure you a spot in the class. Each student who returns their form by the deadline will be considered for acceptance.** You will be notified by email of your acceptance status on or before February 7, 2023.

Please consider the following policies prior to submitting your Letter of Intent:

- The course is only offered during 3<sup>rd</sup> period at PCCA. 4<sup>th</sup> period will be an additional DE healthcare class.
- Proof of current, up-to-date immunization status must be supplied to the course instructor by August 31, 2023. **Immunization waivers or exemptions will not be accepted. The sites where students complete their clinical hours require Covid 19 vaccination. If you choose not to be vaccinated, please do not apply to the program.**
- A Tuberculosis screening blood test (T-spot or T-Gold) and an annual flu shot must be obtained prior to clinical site attendance. Please do not obtain these until you have begun the class (Fall of 2023).
- The course is only offered face-to-face. There will not be a virtual option.
- The course attendance policy is strictly enforced. According to state certification requirements, if a student misses more than 3 days (excused or unexcused) over the semester they are dropped from the course.
- Dual enrollment with Chattahoochee Technical College is required. **The deadline for DE application is May 1, 2023. Please let your high school counselor know of your interest in DE as soon as possible and work with your counselor to meet all DE requirements.**
- Students will be expected to purchase one set of scrubs, and a watch with a second hand. Digital and smart watches are not accepted.
- Students will have to pass a background check and drug screen prior to attending clinicals. The cost of this requirement (approximately \$140) may be covered by our PCCA Business Partners, but we cannot guarantee coverage of the full amount.
- Students must be able to provide their own transportation to and from their assigned clinical site which will consist of three, 8-hour days toward the end of the semester.
- If you are accepted into the program, you and a parent will need to attend a **mandatory orientation meeting** at PCCA on Tuesday, March 7, at 7pm.

By signing and returning this form, you acknowledge that you and your parent/guardian have read and understand the requirements for participating in the PCCA CNA Program. If you agree with the above policies and would like to be considered for the CNA Program at PCCA, please sign, date, and return this letter **by January 31, 2023**, to your high school counselor. If you presently attend PCCA, please return

this form to Mrs. McCoy. If you need further clarification related to any of the above policies, please feel free to reach out to Mrs. McCoy, program instructor, at [SMcCoy@paulding.k12.ga.us](mailto:SMcCoy@paulding.k12.ga.us).

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(Student Name PRINT)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**Please provide the best contact email for notification of acceptance:**

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