

CNA Recertification Information Sheet - College of Lake County Professional Development

July 2, 2019

The CNA Recertification process is composed of two separate courses (VALH 97 and VALH 10), state required paperwork, and a written exam. VALH 10 Manual Skills Performance Test is a required course and consists of meeting one-on-one with an evaluator to complete the skills test at a local nursing home. While optional, VALH 97 Exam Preparation is highly recommend to help you prepare for the written exam. VALH 97 is held on campus and is a total of 10 hours classroom time. Please note: ***Due to the process involved in offering this class it is scheduled as "drop by department consent" 7 business days prior to the start date. Students will not be allowed to withdraw 7 business days prior to the first day of class and receive a refund unless they are found to be ineligible to take the class.***

If you have been a CNA in Illinois in the past and you wish to recertify, please follow these steps:

Immediately

- *Before registering for this course, you **must** complete the Online Recertification Form with SIU Illinois Nurse Testing Aide at <https://nurseaidetesting.com/> . There is a link towards the bottom of the page. Please fill out the form completely and submit. You will then need to call the listed number to verify your identity. If you are eligible for recertification, they will send you a recertification packet and a letter or email that confirms you can be recertified. Please keep this letter as proof that you can be recertified.*
- *Trained in another state?* If you have been trained and certified in another state, please call the Illinois Department of Public Health at (217) 785-5133 to obtain information about becoming certified in Illinois.
- *Obtain a Student ID Number or Update your contact information.* If you have never attended CLC, please visit <https://www.clcillinois.edu/admission/become-a-student/new> and select the "Student Admission Form" link. Returning CLC students should visit <https://www.clcillinois.edu/student-services/student-records/student-records-forms?from=application> and "Update Student Record."
- *Register for classes.* As soon as you receive a student ID number, you may enroll in the next available VALH 97- Manual Skills Performance Test and begin the required background check and health requirements. To view the available courses, call (847) 543-2990 or go to www.clcillinois.edu/professional/nursingCEs .

As soon as possible (these processes can take several weeks and must be completed prior to attending VALH 97 Manual Skills Performance Test)

- *Submit to background check and fingerprinting:* Please see next page for all details regarding this requirement.
- *Health requirements:* Please see next page for all details regarding this requirement.

For VALH 97 Manual Skills Performance Test

- *You will be contacted directly to set the date, time, and location for your skills test.*
 - You must complete this clinical portion to receive a passing grade and continue with the recertification process.
 - Evaluator assignments are made based on faculty availability and on the student's home address.

After the completion of the skills test off-campus

- *Completion information is submitted to the IDPH.*
 - It takes 2-3 weeks from submission for the state to process and return your application for testing with SIUC.

After all completion documentation is returned by IDPH

- *Complete the application for the written state exam; submit it with the appropriate exam date and payment to SIUC by the deadline to qualify to test.*
 - Cost for the test is \$75. Submit payment with your application.
 - For test dates available at CLC go to <http://www.nurseaidetesting.com/nurse-aide-students/test-sites>

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For VALH 10 Exam Preparation

- *Bring any CNA textbook you have to class.* You can also borrow one from the CLC library or purchase one from the CLC bookstore. There are also free resources available at www.nurseaidetesting.com

Background Check and Fingerprinting Process

- You will need to complete the *Healthcare Worker Disclosure and Authorization Form*. Forms are available for download at <http://www.clcillinois.edu/programs/nur/options/cna> (click Disclosure and Authorization Form) or you can call (847) 543-2990 and request that a form to be mailed or emailed to you.
 - The form requires a valid Social Security number.
- Once the *Healthcare Worker Disclosure and Authorization Form* is completed, the form must be submitted to the Nursing Education Office. It can be returned in person or via email.
 - In person to room D208 (or in the drop box outside D208 if the office is closed)
 - Emailed to background@clcillinois.edu or fax to (847) 223-9524
- Allow a minimum of 48 hours for your form to be processed.
- After processing the *Healthcare Worker Disclosure and Authorization Form*, you will be contacted by phone or CLC email to complete the Livescan fingerprint process.
 - The Livescan form will be available for pick up in the Nursing Education Office (D208) at the Grayslake campus, or it can be emailed to your CLC student address. Please note that email may not be a secure source of sending information.

Fingerprint Vendors Process and Payment Options

- The vendor nearest to CLC campuses is Accurate Biometrics where the student will pay the \$28 fee (debit, credit or money order – no cash accepted) directly to the fingerprint vendor. They are located at their office in Libertyville (1117 S. Milwaukee Ave, Suite B13) on a walk-in basis every Monday, Tuesday and Thursday 9 a.m. – 5:00 p.m. (closed from 12 – 1:30) and every Friday 9:00 a.m. to 2:00 p.m. Visit www.accuratebiometrics.com for the vendor's most up to date schedule.
- You can choose to be fingerprinted at any vendor listed on the Livescan form that you receive
- Students must bring the Livescan form (picked up in D208 or printed from your CLC email), a picture ID and method of payment to complete the fingerprinting process with the vendor selected.
- After fingerprinting, student will then submit the "completion receipt" from the vendor to the Nursing Education office at Grayslake (D208, or drop box outside of the office), scan and email it to background@clcillinois.edu, or fax it to 847-223-9524. Office hours for the Nursing Education office are Monday through Friday, 8:00 am - 4:30 pm (office is closed on Fridays in the summer).
- It is recommended that fingerprinting be completed prior to enrolling for the class and no later than the Thursday before the first class session. Students not meeting the deadline, if enrolled, will be withdrawn from the class by the department.

Health Requirements

- Provide your instructor with evidence of a current one-step TB test on the first day of class. This is required in order to go to the clinical site.
 - Contact the CLC Health Center (847) 543-2064 for more information.
- If you were immunized for TB you do not need a TB Test. You will need to bring a chest X-ray, taken within 3 years, to the Health Center. If the chest X-ray is over 3-years old, you will need a referral from the CLC Health Center to go to the TB Clinic.
 - It will take 2-4 weeks to complete the TB Clinic process. Please plan sufficient time for this prior to class. You will not be allowed to attend class without this being completed.