CNA Training Checklist

This is a “Checklist” of the tasks you will need to finish before the end of your CNA Training. In fact, the more of them you can complete before the class starts, the easier it will be for you. You will see that a few of these tasks are done on-line and can be done at home. If you do not have access to a computer, you may come up to the ABE office during our open computer lab hours, Monday-Thursday 1pm to 4pm and use ours.

“Being a CNA is more than a Job…. It is a way of Life”
“Shoot for the moon…Even if you miss you will land among the stars”

Registration:

___ SID Intake form
___ Driver’s License
___ Social Security Card
___ ABE Participant App
___ PIC Application
___ MN West App & Background Check & Fingerprints
___ Received $20
   $20 in cash must be paid for your Background Check. Fingerprints are $10 cash
___ ABE Consent for Release of Information
___ $20 Cash Deposit for Textbook due when book is issued and will be returned when book is turned in.

Assessments:

___ Accuplacer
___ Reading
___ Math
___ Computer

Assessments are given to determine what levels you are currently at and if you will need extra help any of the areas to successfully complete the training.

___ Career Scope
   ABE sets up this assessment.
   The purpose is to see if your skills match up with the Career you are choosing.
   Again it is just a tool we use to see where you may need help. Result will be sent to you.

On-line Orientations:

___ Learner Web
   Pre-CNA, Computer and Medical Office
___ Plato
___ MN Works
   MinnesotaWorks.net
   You must create an account with a username and password. This will give you access to all of the on-line resources they have for creating resumes, job searches and registering for the workshops and classes you will need to attend.

Workshops and Classes:

___ Creative Job Search
   Job Search Strategies workshop
   ___ Bring in Certificate of Completion you receive at the end of the workshop to ABE office.

___ Create a Resume
   ___ Bring in current resume or create resume to be added to your file
   ___ Post resume on www.MinnesotaWorks.net

___ Financial Education (if class is offered)
   ___ Bring in Certificate of Completion you receive at the end of the workshop to ABE office.

The information you need on How To Register for a Workshop is provided on the WorkForce Center Workshop Registration Sheet included in the packet.

Last but not Least

___ Bring in a copy of your CNA Certificate

A Letter of Recommendation to perspective employers is available for you at the ABE office after you have completed the CNA training and we have received a copy of your CNA Certificate.

Contact numbers you will be using:

ABE Office  507-337-7046
WorkForce  507-476-4040