ELIGIBILITY CRITERIA, PREREQUISITES, AND REQUIREMENTS

Eligibility Criteria:

❖ Participants must find employment upon completion of training.

❖ Training is open to adults (18 or older), who are either low-income or dislocated (presently unemployed) as well as individuals who are in need of upgraded training.

❖ Priority is given to military veterans and their spouses.

❖ All applicants must demonstrate employment eligibility in the U.S. by providing acceptable documents (drivers license, passport, social security card, etc).

❖ All participants must have a clean criminal history. Upon acceptance into the CNA training, must be able to pass two background checks, one at the beginning of training and one at the end. A prior felony conviction of any type, or a misdemeanor for drugs, alcohol, or assault may disqualify you from working in the healthcare field.

❖ All participants must not have any "holds" on accounts at LCC, such as a balance due.

Prerequisites To Be Completed Before Submitting Application:

(1) Please register with WorkSource Lane at either:

Lane Community College   OR   Oakmont Site
4000 East 30th Avenue, Building 19, Room 266   2510 Oakmont Way

Please remember to bring documents that validate your birth date and your eligibility to be employed (driver's license, passport, social security card, permanent resident card, etc.). Please see instructions in HOPE Consortium Project Registration Form for employment eligibility (Attachment B).

(2) Complete the Initial Skills Review. Scores of 4 or higher are required for this training.

(3) Complete the iMatch Skills Summary (see WorkSource staff for assistance.)

(4) Participate in "Brighter Futures Career and Training Exploration" and "Mapping Your Career Computer Lab" until you have completed the Career Mapping Checklist (See WorkSource Lane workshop calendar for dates and times.)

(5) Must complete the National Career Readiness Certificate. (See WorkSource Lane or Oakmont workshop calendars for orientation dates and times).

(6) Must complete a 2-day Healthcare Professions Orientation. (See WorkSource Lane workshop calendar for dates and times.)

Requirement:

The purpose of this training is to prepare individuals for jobs. You will be provided with job search instruction and support, with the expectation that you will find employment upon completion of training.

HOW TO APPLY

To apply for this CNA 1 training:

(1)   Please complete two application forms entitled: 1) CNA1 Application Form and
      2) HOPE Consortium Registration Form.

(2)   Go to the WorkSource Lane, either at Lane Community College (4000 East 30th Avenue,
      Building 19, Room 266) or at the Oakmont Site (2510 Oakmont Way) to register and complete
      the following prerequisites:

      -   Initial Skills Review
      -   iMatch Skills Summary

      Have WorkSource staff print out your Customer Status Screen and attach it to this application.
      The Status Screen provides us with your eligibility as a dislocated worker and/or low-income
      adult, Initial Skills Assessment scores, and iMatch skills summary.

(3)   Attach the Career Mapping Checklist from Brighter Futures, complete with all supporting
      materials.

(4)   Attach your National Career Readiness Certificate or letter of completion.

(5)   Sign and attach the Information Release form.

(6)   Sign and attach the Authorization For Background Check form.

(7)   Complete and attach the Scheduling Form.

(8)   Once you have completed your application packet, either mail or deliver to addresses below.

      Please mail your application to: WorkSource Lane/ Lane Community College
                                                    4000 East 30th Avenue
              OR   Eugene, OR 97405

                                                     Attention: Juanita Kirkham

      Deliver your application to: WorkSource Lane/Lane Community College
                                                    4000 East 30th Avenue
                                                    Building 19, Room 266

                                                    Attention: Juanita Kirkham

For more information, contact: Juanita Kirkham
                                           kirkhamj@lanecc.edu

WorkSource Lane Hours: 8:30 – 5:00   Monday through Friday

**Completed application packets may be submitted from 11/7/11 to 11/30/11. They will be
approved on a first-qualified, first-accepted basis until the class has been filled.**