



Integrated Basic Education Skills Training (I-BEST) Nursing Assistant Program

Nursing Assistant Applicants:

Highline Community College's (HCC) Nursing Assistant program is an I-BEST model program. Training includes Nursing Assistant skills along with English reading, writing and speaking skills. Before enrolling in the Nursing Assistant program, you must complete a HCC admissions application, complete the HCC Nursing Assistant Program application and obtain your Washington State Criminal Background Profile. All of the forms mentioned are attached. Linda Harres RN is the Nursing Assistant Program Director. After she has received your Nursing Assistant application and acceptable Criminal History Profile results, you may be invited to an orientation. Attendance at the orientation is not a guarantee that you will be accepted. Students attending the orientation will be given a CASAS test to determine their English communications skill level.

Contact information for Linda Harres RN is:

Phone: 206-878-3710 extension 6470
Email: <mailto:lharres@highline.edu>
Office Location: Building 15 Room 108
Postal Address: Highline Community College
P.O. 9800 MS/15-1
Des Moines, WA 98198-9800

NOTE: To make an appointment to speak with Linda Harres, please send her an email.

Class size: Classes have limited space. Admission to the Nursing Assistant Program is not guaranteed to all eligible applicants.

Step 1: Apply to Highline Community College and pay the application fee.

Step 2: Obtain your Washington State Criminal Background History Profile

Clinical agencies require this criminal history check done prior to attending a clinical site. Agencies may not allow students with a history of certain convictions to attend clinical in area nursing homes. If they can't attend clinical, they would be unable to enter the Nursing Assistant Program. If you have questions about the types of convictions call Washington State Patrol customer service at (360)705-5100.

To obtain your Washington State Criminal Background Profile you have two options.

1. Got <http://www.wsp.wa.gov/crime/crimhist.htm> to request a Criminal History report. The cost is \$10.00 due online **OR**
2. Pay \$15.00 to Highline Community College Cashiers office and deliver the receipt to the Campus Security office with a Criminal History Search request form (please include a pre-addressed envelope for search results).

If you have not lived in Washington continuously for the last three years, background checks will be needed in the states in which you have lived. Contact Workforce Development Services (upstairs in building 6) if you have difficulty with this requirement.

Step 3: Submit your Nursing Assistant Program Application and Criminal Background search results to Linda Harres in building 15, room 108.



Campus Security & Safety Department

**DISCLOSURE STATEMENT FOR CHILD/ADULT ABUSE
CRIMINAL HISTORY SEARCH**

I, _____, certify that I have never been convicted of any of the following offences:

1. Crimes against children or other persons;
2. Crimes related to financial exploitation if the victim was a vulnerable adult;
3. Crimes related to drugs as defined in RCW 43.43.830
4. Found in any dependency action under RW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor.
5. Found by any court in a domestic relations proceeding under RCW Title 26 to have sexually abused or exploited and minor...
6. Found in any disciplinary board final decision to have sexually or physically abused or financially exploited any vulnerable adult.
7. Found by a court in protection proceeding under RCW Chapter 74.34, to have abused or financially exploited a vulnerable adult.

I swear/affirm under penalty of perjury that the above is true and accurate. I give my consent to the college to check the accuracy of this statement

Signature _____

Printed Name _____

Date of Birth _____

Other state of residence within the past 3years _____

Dates of residence in those states _____

Pay HCC Cashier (downstairs building 6) \$15 (fee code CQ) for HCC Security Criminal History Search fee. Drop this form with cashier receipt at the HCC Security office.

Include self addressed stamped envelop if you want the search results mailed to you or include an envelope addressed to Linda Harres RN MS/15-108 if you want the search results sent directly to Linda Harres RN.



Nursing Assistant Program

Application for Admission

Please print legibly:

Student Identification number SID: 880-_____ Date of Birth _____

Name: _____
First Middle Last

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Email address _____

Education

High School _____ Graduation Date _____ GED _____
Name and Location

College/University _____
Name Location Dates Attended Degree Earned

I have completed the Highline Community College Fundamentals of Caregiving course.
Yes ____ No ____

I have reviewed the information of this form and agree that it is correct as stated. I am aware that this information may be shared with clinical agencies that are part of this education program.

Signature _____

Mail to : HCC/Linda Harres RN
P.O. Box 9800, MS/15-108,
Des Moines, WA 98198-9800

For additional information contact Linda Harres
Telephone (206)878-3710, x6470
E-mail: lharres@highline.edu

Criminal history search results must be turned in with your Nursing Assistant application