

Things to Do:

Orientations:

- Schedule orientations**
- Call students**
- Paperwork**
- Enrollment forms**
- Informational letter**
- CNA packet**
- Sang. Co. information**
- Test booklets**
 - Test forms**
 - Scratch paper**
 - Pens**
 - Career form/skill assessments**

Interviews:

- Schedule interviews**
- Interview forms**

Selection:

- Call selected student**
- Fill out paperwork**

Registration:

- Send enrollment to registration**
- Send list with IDs**
- Send lists to program assistants**
- Send list to funder**

Classes:

- Order Books**
- Binders for Pre-CNA**
- Binders for College Success Skills (1”)**
- Order supplies—folders, highlighters, flashdrives, etc.**
- Schedule classes**
 - College Success Skills (CSS 100)**
 - Room:**
 - Instructor:**
 - Employability Skills (ESI 101)**
 - Room:**
 - Instructor:**
 - Computer class (CAS 100)**
 - Room:**
 - Instructor:**
 - ALEKS math**
 - Room:**
 - Instructor:**
 - Pre-CNA**
 - Room:**
 - Instructor:**
- Team instructor** _____
- Contracts for instructors**
- Order ALEKS math subscription**
- Send rosters to instructors**

- Monthly attendance forms**

Class:

- Monthly calendars**
- Schedule Accuplacer (reading/math)**
- Give students Accuplacer study guides and practice websites**
- Schedule TB tests**
- Schedule CPR**
- Post-test**
- Contact Uniform Shop**
- Scrubs from bookstore**
- Evaluations**

CNA preparation

- Support class attendance form**
- Copies of physical forms and TB forms**
- CNA team instructor contract**
- Check (\$\$\$) for CNA certification exam *(to be done as soon as students complete CNA class successfully.)***
- Copies of certificates**