



**Riverside Certified Nursing Assistant Apprenticeship:  
Growing Your Future**

**Applications due  
April 25, 2025 for Summer 2025 Semester**

**A Unique Opportunity for Riverside Employees**

**Application & Information Packet**

**3/2025**

## **Riverside HealthCare–Certified Nursing Assistant Apprenticeship Program**

### **Purpose**

The *Growing Your Future* Certified Nursing Assistant (C.N.A.) Program is intended to promote the professional growth of Riverside employees who wish to become a C.N.A., while maintaining their Riverside employment. You can EARN while you LEARN!

Certified Nursing Assistants (CNA) are very important members of our Riverside healthcare team. Their role is to help all the clinical team and patients too. The compassion and skill of a C.N.A. in giving patient care helps reduce stress for those who are sick and unable to care for themselves. We employ C.N.A.s at the hospital, Miller Rehabilitation, and our Assisted Living and Memory Care areas. Being a C.N.A. is hard work—and very rewarding. The Certified Nursing Assistant Apprenticeship is a competency-based program in which students attend classes at Kankakee Community College and complete hands-on clinical experiences at Riverside. Between classes and clinicals, the employee would be in school for four, 8 hour days per week.

Upon successful completion of the program's coursework and meeting State of Illinois requirements including passing the NATCEP exam, you will become a registered State of Illinois C.N.A. If you are offered a C.N.A. job at Riverside, it is hoped you will accept the C.N.A. position and then work in the role on the designated units where C.N.A. skills most benefit our patients/residents or may be asked pay the educational funding you received towards your C.N.A. back to Riverside in one of the following areas: Inpatient Nursing Units: 5 Ortho/ Neuro, 5 Medical/ Pediatric, 4th Rehab, 3 Telemetry, 3 IMCU, 3 ICU, Behavioral Health Units, or Senior Life including Miller Rehabilitation Center, Westwood Assisted Living, and Bourbonnais Grove Assisted Living.

Your registration fees, course fees, and books or related materials to attend the Kankakee Community College (KCC) C.N.A. program, if accepted into the program, are all paid. Interested employees must meet all KCC admission requirements for the C.N.A. program to be eligible to participate in the apprenticeship program and must be in good standing as a Riverside employee. In addition, you must have worked at Riverside a minimum of 6 months before the program starts.

### **Program Schedule for Summer 2025**

Riverside employees accepted into this program should plan to attend school four 8-hour days per week from 6/2/2025 to 7/29/2025 (32 hours per week). If you are a full-time employee accepted into the program, we will arrange with your manager to work the necessary hours to maintain your full-time status at Riverside while attending school. Details of class schedule are on the final page of this application packet.

More specifically:

- May 20th 2025 from 9A to 10:30am, KCC will conduct orientation with you and complete any outstanding admissions paperwork. This session will be onsite at Riverside's ODL Department located at the Hoover Building; 1905 West Court Street
- Classes at the KCC Riverfront Campus begin on 6/2/2025 and end on 7/24/2025 with final grades in by 7/28 at noon. NATCEP Testing will be the week after and can be taken at 8am or 12 noon.
- The first weeks of class will be instructor led Monday Through Thursday (No clinicals during this time). Instructor-led Classes are conducted at the main KCC Riverfront Campus in Room M112 for from 8-1:30pm from with paid study lab time from 2P to 4:30P.
- Starting the week of 6/16/25 clinicals will begin twice a week and lecture will be twice a week in the same room and from the same times as before. For clinicals exact location is TBD at this time.

### **Selection Criteria**

The selection of students is based on several criteria, including work performance, attendance, recommendation/approval from current leader, a written statement, and ability to demonstrate readiness for this program. *Incomplete applications will not be considered.*

### **Application Process**

Completed applications for Riverside employees interested in being part of the C.N.A. apprenticeship must be submitted to Riverside's Organizational Development and Learning Department by 5PM (scan to [rhcscholarships@rhc.net](mailto:rhcscholarships@rhc.net)) on 4/25/2025 for Summer Semester 2025. Further review of your attendance records, past performance evaluations along with discussion and approval of your application by your Riverside leader will be completed by Riverside Human Resources as part of the decision process. If you have a corrective action, you may be ineligible for the program. We anticipate making final decisions on applicants by 4/28/2025 for Summer Semester. You will be notified along with your leader via Riverside Outlook email. We will notify KCC if you are joining the program on 4/28/2025 for Summer Semester 2025, with orientation at Riverside's Hoover building on 5/20/2025 at 9am for Summer 2025.

**For Additional Information re: The Program Contact** Organizational Development and Learning Department at extension 22701 or 815-935-3276.

# Riverside HealthCare C.N.A. Apprenticeship Program

**Directions for Completion: Please complete all sections of the entire application.**

## Section I: Personal Information

Name \_\_\_\_\_ Previous Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Please circle any/all degrees/diplomas you have obtained:

High School Diploma/GED Other: \_\_\_\_\_

## Section II: Employment History and Background *(Please include any breaks in employment)*

RMC Hire Date \_\_\_\_\_ Current FTE Status \_\_\_\_\_

Current RMC Department \_\_\_\_\_

List all employment, starting with the most recent, up until employment at RMC.

Employer	City/State	Dates
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## Section III: Written Statement

Please attach a **maximum one-page typed response** to the questions below. Include any other information that you feel is important to know.

1. Why do you want to become a C.N.A. at Riverside?
2. Tell about a time when you went above and beyond to help a team member or patient.
3. Patients are not at their best. Describe a time where you dealt with someone else's stress. What did you do to care for yourself while you helped them?

## Section IV: Certificate Completion Agreement

### Checklist:

- ☐ Copies of non-Riverside grant and scholarship funding are attached.
- ☐ Written statement is attached
- ☐ Sections I. through IV. are complete.
- ☐ Authorization Review section is complete and signed by applicant.
- ☐ Application has been signed by department manager or director.
- ☐ I have worked at Riverside for a minimum of six months.

### Authorization Review:

*By signing this application form, I attest the information provided on this application is true and accurate. I hereby authorize review of all information so my eligibility for this program may be determined.*

Please check any/all of the boxes below that apply:

- ☐ I have verified, to the best of my ability, that this application form is complete.
- ☐ I understand I may be asked to participate in any award ceremonies /publicity as requested by Riverside.
- ☐ I understand it is my responsibility to submit a copy of my final grade reports/proof of course completion to Riverside and any book / course supplies receipts for reimbursement. *Failure to either complete the course and/or failure to achieve a passing grade may result in denial of funding and may require repayment of any funds received.*
- ☐ I understand acceptable academic standards may be considered for future funding.
- ☐ I understand that upon successful completion of the program and passing of the Nurse Aide Training and Competency Evaluation Program (NATCEP) exam, that I may be offered a C.N.A. position at Riverside in one of the following areas : Inpatient Nursing Units: 5 Ortho/ Neuro, 5 Medical/ Pediatric, 4th Rehab, 3 Telemetry, 3 IMCU, 3 ICU, Behavioral Health Units, or Senior Life including Miller Rehabilitation Center, Westwood Assisted Living, and Bourbonnais Grove Assisted Living. . If I decline the position, I may be expected to re-pay Riverside any educational funding provided. If I accept the C.N.A. position, I am to continue working at Riverside for a minimum of 18 months following completion of the program in order to avoid repayment of any educational funding. If Riverside does not offer me a C.N.A. position upon program completion, I am not obligated to repay any educational funding I received for my C.N.A.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

***My signature below represents I have checked this application for completion and discussed the application with my employee. My signature also represents my full support and recommendation of this employee for funding, my willingness to accommodate their work and school schedule, and that this employee is in good standing at Riverside:***

\_\_\_\_\_  
Signature of Riverside Leader/Supervisor/ Director or Designee

\_\_\_\_\_  
Date Signed

***APPLICANT: After meeting with your leader, please send the application and any/all attachments to Riverside Human Resources where signature for the following area will be obtained.***

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***My signature below represents that I have reviewed this application and acknowledge this employee is in good standing.***

\_\_\_\_\_  
Signature of Human Resources

\_\_\_\_\_  
Date Signed

**Summer 2025 - Riverside Nursing Assistant Apprenticeship Program Schedule – Notice to you by 4/28/25 -**

<i>Class Dates</i>	<i>Times</i>	<i>Locations</i>	<i>Instructor</i>
<b>5/20/2025 – Orientation</b>	9A to 10:30P. (most done 10am)  Please bring Paper and Pencil for your orientation.	Riverside Hoover Building – ODL Department; 1905 West Court Street, Kankakee, IL 60901  Please enter Hoover via Entrance A at the front of the building closest by Court Street/Rt 17	KCC Staff
<b>6/2 – 6/12 Monday, Tuesday, Wednesday, and Thursday Lecture only</b>	Monday, Tuesday, Wednesday, Thursday 8:00 AM - 1:30 PM Lab/Lab Discussion at Main KCC Campus	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty
	Monday, Tuesday, Wednesday, Thursday 2p - 4:30p – Self-Study	On own	
<b>6/16 – 7/24 Monday, Thursday (Lecture/Discussion)</b>	Wednesday, 8:00 AM - 1:30 PM Lab/Lab Discussion at Main KCC Campus	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty
	Wednesday, 2p - 4:30p – Self-Study	On own	
<b>6/17 – 7/23 Determined on Orientation Day which day clinical you will have (Clinical Rotation in Scrubs - followed by Self-Study)</b>	Clinical rotation – 7:00 AM - 2:30 PM Clinicals	Long-Term Care Clinical Rotation – Site to be determined by KCC based upon student numbers (preference is Riverside Miller Rehabilitation)	KCC Faculty
	Self-study after clinicals- 2:30P - 3:30P – Self Study	On own	
<b>NATCEP Testing- week after class (Will be confirmed by KCC instructor)</b>	<b>8am or 12pm</b>	KCC Main River Rd Campus, Health Careers Center - Room M112	KCC Faculty

***Time to attend all of these sessions will be coded using the Education timecode and expensed to cost center #18050. Schedules will be built in Paylocity and maintained by HR/ODL Staff for apprenticeship Hours only. Be sure to clock in/out for clinicals at Riverside.***

**College is closed on following dates: June 6- June 8, June 19<sup>th</sup>, June 20-June 22, June 27-June 29, July 4-6, July 18-20, July 25-27. Final Grades due by noon on 7/28.**