Nursing Assistant Training Program/School Scheduling Policy:

A nursing assistant training program or school director or designated other may reserve testing spots for their students up to 3 months in advance. The process is:

1. Once the nurse assistant students have started their program and the CDPH 283B form has been initiated and sent to the CDPH, the program director or designated other may send an email request to reserve a testing date.
2. The testing reservation **MUST** include the name of each student, the test site, and the date of exam.
3. Upon receiving the reservation email, we will reply by email that we have reserved the spots for the students named in the reservation email.
4. If a student does not complete the program, please notify us by email or by phone as soon as possible.
5. In order to finalize the reservation, the program director or designated other must submit the registration application, a copy of 283B form (may be unsigned), and money order, or pre-approved business check for each testing student/candidate. These documents must be **RECEIVED** in our office 10 **business days** or 2 weeks (14 calendar days) **PRIOR** to the testing date. *If payment is not received 10 days prior to testing, we will cancel your reservation and notify you by phone.*
6. If you need an invoice for testing, please include a note in your reservation email that an invoice is required.
7. Confirmation of testing will be emailed to the program director or designated other. Please note that individual candidate confirmation emails will not be sent. The expectation is that the program director or designated other will notify the students/candidates of their confirmation.
8. The student/candidates for testing must bring their **signed original 283B form** as well as their driver’s license or other government approved photo ID and their original un-laminated social security card.
9. Please **DO NOT** send your application and fees via overnight mail or UPS or FedEx or with a signed receipt request as this will result in a delay of processing your application. The college does not directly accept mail via these methods and forwards the mail to the district warehouse for processing which may cause delays up to 10-14 days.