



CNA Training Checklist



This is a “Checklist” of the tasks you will need to finish before the end of your CNA Training. In fact, the more of them you can complete before the class starts, the easier it will be for you. You will see that a few of these tasks are done on-line and can be done at home. If you do not have access to a computer, you may come up to the ABE office during our open computer lab hours, Monday-Thursday 1pm to 4pm and use ours.

*“Being a CNA is more than a Job... It is a way of Life”
“Shoot for the moon...Even if you miss you will land among the stars”*

Lyon County Government Center
607 East Main Street
Marshall, MN 56264
507-537-7046 office 507-537-7047 fax
marshallabe@starpoint.net

Registration:

- ___ SID Intake form
- ___ Driver’s License
- ___ Social Security Card
- ___ ABE Participant App
- ___ PIC Application
- ___ MN West App & Background Check & Fingerprints
- ___ Received \$20
\$20 in cash must be paid for your Background Check. Fingerprints are \$10 cash
- ___ ABE Consent for Release of Information
- ___ \$20 Cash Deposit for Text-book due when book is issued and will be returned when book is turned in.

Assessments:

- ___ Accuplacer
- ___ Reading
- ___ Math
- ___ Computer

Assessments are given to determine what levels you are currently at and if you will need extra help any of the areas to successfully complete the training.

- ___ Career Scope
ABE sets up this assessment. The purpose is to see if your skills match up with the Career you are choosing. Again it is just a tool we use to see where you may need help. Result will be sent to you.



Join the team!!

On-line Orientations:

- ___ Learner Web
Pre-CNA, Computer and Medical Office
- ___ Plato
- ___ MN Works
MinnesotaWorks.net
You must create an account with a username and password. This will give you access to all of the on-line resources they have for creating resumes, job searches and registering for the workshops and classes you will need to attend.

Workshops and Classes:

- ___ Creative Job Search
Job Search Strategies workshop
___ Bring in Certificate of Completion you receive at the end of the workshop to ABE office.
- ___ Create a Resume
___ Bring in current resume or create resume to be added to your file
___ Post resume on www.MinnesotaWorks.net
- ___ Financial Education (if class is offered)
___ Bring in Certificate of Completion you receive at the end of the workshop to ABE office.

The information you need on How To Register for a Workshop is provided on the WorkForce Center Workshop Registration Sheet included in the packet.

Last but not Least

- ___ Bring in a copy of your CNA Certificate
- A Letter of Recommendation to perspective employers is available for you at the ABE office after you have completed the CNA training and we have received a copy of your CNA Certificate.

Contact numbers you will be using:

ABE Office	507-537-7046
WorkForce	507-476-4040