HOME HEALTH AIDES (HHA’s) are men and women who help elderly or disabled people who are living in their own homes instead of nursing homes or health care facilities. HHA’s may also work with people who are recovering from illnesses, injuries, or surgeries. The key purpose of HHA’s is to help people recover or live in a safe, healthy way in their own homes. They help with activities such as bathing and dressing, and provide services such as light housekeeping and cooking.

PRELIMINARY COURSE REQUIREMENTS:
1. Completion of an approved CNA course and current CNA certification from the State of California.
2. CPR certification: Healthcare Provider (American Heart Association) or Professional Rescuer (American Red Cross). CPR card cannot expire during the semester of enrollment. CPR class must have a skills component to it.
3. If you are not a current student, complete the application process for Ventura College.

APPLICATION PROCEDURE:

**STEP ONE: April 1 - April 30 ***THE APPLICATION PERIOD HAS BEEN EXTENDED TO MAY 30TH***

1. If you are not a current student, complete the VC application process at [http://www.vcccd.edu](http://www.vcccd.edu).
2. Student must personally submit the following to the Health Science Center Office (HSC-111) during regular business hours M-F from 8:00 AM to 5:00 PM by April 30:
   a. Completed Ventura College Home Health Aide Program Application
   b. Completed California State Form 283B “Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application”
   c. Social Security Card [original and copy of the front and back]
   d. Proof of identity (government issued photo ID) [original and copy]
   e. CNA certification card [original and copy of the front and back]
3. Applications will NOT be checked at the time of submission.
4. Only complete applications will be considered.
5. Applications will be date stamped and accepted on a first come, first serve basis.
6. Make copies of all documents before submitting.

**STEP TWO: May 1 - 7**

1. If you are accepted into the HHA program, you will receive an email or telephone call from the Health Science Center confirming your conditional acceptance. You may then proceed to Step Three below.

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THE FOLLOWING MANDATORY REQUIREMENTS MUST BE COMPLETED BY JUNE 1 (no exceptions) IN ORDER TO BE CLEARED TO REGISTER FOR THE HS V12 COURSE. IF THIS DEADLINE IS NOT MET, YOUR SPOT WILL BE GIVEN TO THE NEXT STUDENT ON THE WAITING LIST.
STEP THREE: May 7 - June 1  *(Once conditional acceptance is received you may proceed to this step.)*

IMMUNIZATION, BACKGROUND AND DRUG AND ALCOHOL SCREENING REQUIREMENTS

1. Upload the following documentation to Certified Background at https://www.certifiedbackground.com. *(This is an immunization tracking service and the fee is $28.00. If you completed the CNA program at Ventura College in the last year this may be waived unless it has been longer than one year since you completed your immunization requirements.)*
   a. Proof of a current physical examination documenting general good health
   b. Proof of a current two-step negative tuberculosis screening test or two consecutive annual tests (or a negative chest X-ray and review of systems if a positive skin test)
   c. Documentation of immunity to rubella, rubella, mumps and varicella
   d. Documentation of a tetanus and pertussis booster (Tdap) given within the last 10 years
   e. Documentation of a Hepatitis B vaccine series with a titer demonstrating immunity or Hepatitis B Declination Waiver

2. A Drug and Alcohol Screening is now required by the clinical agencies. The fee is $50.00. This form can be picked up in the Health Science Center or requested by email once you have a conditional acceptance into the program. *If you completed the CNA program at Ventura College in the last year this may be waived.*

STEP FOUR: June 1 - June 17

1. Once your mandatory requirements have been completed and verified, you will be cleared to register online. Someone from the Health Science Center will contact you once you can register.

2. Purchase textbook (Mosby’s Textbook for Nursing Assistants, Seventh Edition or later), CNA/HHA Handbook and HHA Theory Packet before the start of class. *We use the same textbook that was used in the CNA program at VC. (You might also be able to check it out from the VC lending library.)*

3. If you have not taken the Ventura College CNA course within the last year, you will be required to complete the clinical facilities orientation before class begins. Call the Health Science Center (805-289-6342) to schedule your orientation.

LENGTH OF PROGRAM:

1. The HHA program is 3 days a week (Tuesday – Thursday) for 3 weeks. Attendance at all sessions is mandatory.

2. Punctuality and attendance are carefully monitored to ensure that all students complete the state mandated hourly requirements in theory and clinical. Transportation is the responsibility of the student.

ESTIMATED COSTS FOR CALIFORNIA RESIDENTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Health Aid course, 2 units X $46/unit</td>
<td>$92.00</td>
</tr>
<tr>
<td>Student health fee</td>
<td>$19.00</td>
</tr>
<tr>
<td>Textbook</td>
<td>$90.00**</td>
</tr>
<tr>
<td>Uniform and shoes</td>
<td>$100.00**</td>
</tr>
<tr>
<td>Parking permits (optional)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Immunization tracker</td>
<td>$28.00*</td>
</tr>
<tr>
<td>Drug and alcohol clearance</td>
<td>$50.00*</td>
</tr>
</tbody>
</table>

* If you completed the CNA program at Ventura College in the last year this may be waived.

**This course uses the same textbook and uniform that is used in the CNA program at Ventura College.

+Physical examination, lab tests, CPR certification, immunizations, and immunization tracking are additional costs that must be borne by the student. The VC Student Health & Psychological Services Center (805-289-6098) may be able to offer services at a reduced cost.

For financial aid assistance, call the VC Financial Aid office at 805-289-6369 or contact the Cal Works office at 805-289-6003.