

# THE ED FUND CNA TRAINING PROGRAM

**MADE POSSIBLE THROUGH THE SEIU LOCAL 2015  
EDUCATION FUND, A LABOR-MANAGEMENT PARTNERSHIP**

The Ed Fund CNA Program provides training and mentorship to nursing home workers employed at eligible facilities. Participants are recruited from dietary, housekeeping, and other non-clinical positions.

Once program participants graduate and pass the California Competency Evaluation Examination for Certified Nurse Assistants (CNAs), they commit to working at their current employer and facility as a CNA for a minimum of 500 hours within 272 days of course completion.

## A LABOR-MANAGEMENT PARTNERSHIP WITH BENEFITS FOR ALL

*When we work together we can:*

- + *Address the severe shortage of CNAs in your facility and across California*
- + *Provide a career path to those who are already employed in nursing homes*
- + *Increase retention of employees/members who are motivated to learn new skills*

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# CNA PROGRAM

## ROLES OVERVIEW

	EMPLOYEE/MEMBER	ED FUND	EMPLOYER	UNION
<p><b>1</b> Facility Needs Assessment: Ed Fund and Union representatives meet with facility supervisors to discuss program requirements and employer partnership required for success. Employer provides CNA job description and HS Diploma requirements for CNA positions. Employer signs Union mentorship agreement committing to actively participate in the mentorship program.</p>				
<p><b>2</b> Identify interested bargaining unit employees/members from facilities without sunset dates &amp; recruit them into the program.</p>				
<p><b>3</b> Complete and submit CNA program application.</p>				
<p><b>4</b> Assess potential applicants' educational and career goals, English &amp; math skills, &amp; HS diploma status and assist with the program application.</p>				
<p><b>5</b> Assess applicants and schedule applicants to shadow an experienced CNA.</p>				
<p><b>6</b> Identify and partner with quality CNA schools that match applicants' needs and are close to their home or work</p>				
<p><b>7</b> Prior to student enrollment, Employer signs Ed Fund agreement for each student, agreeing to make necessary employee/member schedule changes and committing to hire students once they successfully pass the state exam.</p>				



# CNA PROGRAM

## ROLES OVERVIEW

	EMPLOYEE/MEMBER	ED FUND	EMPLOYER	UNION
8 Enrolls applicants in schools, including collecting signed Ed Fund Student Participation Agreement and Authorization for Release of Information forms. Enrollment Confirmation Letter distributed to all partners.				
9 Begin and complete CNA classes.				
10 Union identifies experienced CNA mentors at the facility by collaborating with the employer.				
11 Actively support students to successfully pass the state certification exam, including addressing barriers to attendance, exam prep, and regular check-ins.				
12 Pass state certification exam.				
13 Promote graduates to new CNA position.				
14 Monitor success of the mentorship program.				
15 New CNAs complete the mentorship program.				
16 Retention hours tracked (new CNA must complete 500 hours of paid work as a CNA within 272 days of certification.)				
17 CNA shortage filled!				



# CNA / STEP BY STEP

## ED FUND TEAM RESPONSIBILITIES

1

Ed Fund meets with facility supervisors and union to discuss program requirements and employer partnership required for success

6

Ed Fund enrolls applicants in CNA programs that meet their needs and are close to their home or work

2

Identify interested employees/ members from facilities without sunset dates & recruit them into the program

7

Actively check in with students while they are in school, providing extra support when needed

3

Assess potential applicants' educational and career goals, English and math skills, and HS diploma status

8

Monitor the success of the mentorship program, providing extra support when needed

4

Assess applicants and schedule them to shadow an experienced CNA for a day

9

Track retention hours, to ensure successful completion of 500 hours of paid work as a CNA within 272 days of class completion

5

Identify and partner with quality CNA schools that match applicants' needs

10

Meet all reporting requirements for funding

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# CNA PROGRAM / ROLES & RESPONSIBILITIES

## EMPLOYER

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Meet with Ed Fund and union reps to learn about the CNA Program requirements

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Sign two agreements, one with the Union committing to the Mentorship Program and another with the Ed Fund committing to hiring graduates

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Allow potential students to shadow experienced CNAs

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Accommodate employee/member schedule changes so they can attend classes

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Hire workers upon passing the state CNA certification exam

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# CNA PROGRAM

## ROLES & RESPONSIBILITIES

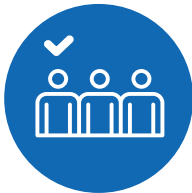
### UNION

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Meet with facility supervisors and Ed Fund team members to discuss the CNA Program requirements

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Sign mentorship agreement with employers

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Collaborate with employers to identify bargaining unit employees/members interested in becoming a CNA

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Collaborate with employer to identify potential mentors

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# CNA PROGRAM / ROLES & RESPONSIBILITIES

## EMPLOYEE/MEMBER

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Meet with an Ed Fund rep to learn about the program



Apply to the program



Shadow an experienced CNA



If accepted, commit to completing all program requirements



Enroll in CNA training



Attend all classes and graduate



Pass state exam



Apply for a CNA position at your facility



Actively participate in the mentorship program



Complete 500 paid hours of work as a CNA within 272 days of completing classes

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# WHY SHOULD YOUR FACILITY AGREE TO A MENTORSHIP PROGRAM FOR CNA TRAINEES?

1

Take full advantage of your Ed Fund contributions

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2

Provide career opportunities for loyal workers you already employ who are deeply familiar with your facility's policies and procedures

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3

Reduce your staff turnover rate and address CNA shortage

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4

Increase your staff's morale and job satisfaction

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5

Provide professional development opportunities for experienced CNAs to mentor CNA student colleagues

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Are you a facility supervisor that wants to learn more about the Ed Fund? Contact Director of Programs, Syuzanna Petrosyan, MPH, CHES® at 1-213-985-1715 or at [suzyp@cltcec.org](mailto:suzyp@cltcec.org).

