



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

Certified Nurse's Aide

Career and Community Education



‘A‘a i ka hula, waiho ka hilahila i ka hale.

(Dare to dance, leave shame at home.)

Aloha and welcome! Thank you for your interest in our **Certified Nurse Aide (CNA) Training Program at Windward Community College**. This State of Hawai‘i–approved program provides both classroom instruction and supervised clinical training in the fundamentals of safe, compassionate caregiving to prepare you to work as a CNA in a long-term care facility.

In the classroom, you’ll learn nursing procedures such as taking vital signs, positioning, bathing, dressing, and other personal care skills—along with what to report to the nurse and when. You’ll also complete Adult CPR and First Aid certification as part of the course. In the clinical setting, you’ll put these skills into practice with real residents under the guidance of experienced healthcare professionals.

Our Fall 2025 program is structured into four phases:

Phase 1: Orientation – Saturday, October 4, 2025 (2 hours, in-person)

Meet your instructors, review the syllabus, check uniforms and supplies, hear from an employer partner, and get introduced to our learning resources.

Phase 2: Didactic Instruction – October 5 – November 29, 2025

Saturdays 8:00 am–2:00 pm & Sundays 1:00 pm–7:00 pm. Eight weeks of lectures, skills labs, and reflective assignments to build your caregiving foundation.

Phase 3: Clinical Immersion – November 29 – January 3, 2025

Saturdays 8:00 am–2:00 pm at a local long-term care facility (39 total hours), applying your classroom knowledge directly to patient care. Upon completion, you’ll be eligible to work as a Nurse Aide.

Phase 4: Certification Exam Prep – January 17, 2026

Five-hour review followed by the Prometric Hawai‘i State Nurse Aide Competency Evaluation. Actual test date is determined by appointment and will be announced in class. Upon passing, you’ll be a Certified Nurse Aide!

Graduates are prepared for work in hospitals, long-term care facilities, care homes, private homes, adult day care centers, and clinics. Our program also emphasizes job skills, professional behavior, and compassionate care, equipping you for success in the workforce.

This is your opportunity to start a meaningful career in healthcare—helping others while building skills that are in high demand across Hawai‘i.

Mahalo,



A handwritten signature in blue ink, appearing to read "W. Thompson".

William London Thompson, Ed.D (London)
Workforce Programs Coordinator

Enrollment Steps for the Fall 2025 CNA Program

Step 1 – Apply by Email

Send an email to wccna@hawaii.edu with the subject line: HLTH 7000 CNA 2025. In your message, include your full name and phone number.

Step 2 – Funding & Essay

For the Fall 2025 cohort, all students will be eligible for a full scholarship which will include the cost of tuition, uniforms, and a textbook. You will only be responsible for the costs of meeting the program prerequisites (health screenings, TB test, background check, and immunizations). **To qualify for a full scholarship**, you must submit by email a one page essay describing:

- Why you want to participate in this program
- How this program supports your future career goals
- Commitment to attend all program activities

Step 3 – Complete Your Prerequisites (Forms Attached Here)

Begin working on your prerequisites right away: See “WCC CNA PREREQUISITES CHECKLIST” on page 3.

Email your completed prerequisites to wccna@hawaii.edu with the subject line HLTH 7000 CNA 2025.

Step 4 – Admission Confirmation

If you are selected, you will receive an email confirming your acceptance. Follow the links provided to register. Please reach for assistance if you have any difficulty.

Step 5 – Orientation

Attend the mandatory 2-hour orientation on Saturday, October 4, 2025, at 8:00 AM. At orientation, you will receive your uniforms and textbook and meet your instructors.

Step 6 – First Day of Class

Classes begin Sunday, October 5, 2025. Be prepared to start your journey toward becoming a Certified Nurse Aide!

Windward Community College CNA Program

Prerequisite Checklist

Academic Requirement

- ☐ High school diploma

Health Requirements

- ☐ Physical examination by a licensed healthcare provider
- ☐ Two-step TB skin test (within past 12 months) or blood test (T-SPOT or QuantiFERON); plus TB symptom screen
- ☐ MMR (Measles, Mumps, Rubella) – two doses or positive titer
- ☐ Varicella (Chickenpox) – Complete ONE of the following:
 - 2 shots or titer (blood test)
 - Health care provider documentation of varicella (chicken pox) or herpes zoster (Shingles); either are acceptable to verify immunity.

A statement of history of the disease will not be accepted, even if written on the vaccination report.

- ☐ Influenza vaccine (annual, during flu season)
- ☐ Criminal Background Clearance
 - ☐ Go to: <https://ecrim.hawaii.gov/ahewa/>
 - ☐ Set up an account with credit card info
 - ☐ Search with your name & SS# (\$5.00 charge)
 - ☐ Print official eCrim report and send to: wccna@hawaii.edu (\$12.00 charge)
 - ☐ Questions: (808) 587-3279

Technology Access

- ☐ I have a personal computer and access to high-speed Internet.
- ☐ I do not have a computer and need a laptop loaner. Email request to: wccna@hawaii.edu

Professional Readiness

- ☐ Commitment to professional dress code: scrubs (clean and ironed), hair tied back, short/clean nails (clear polish only), minimal jewelry

Physician of Record and Student Information

Physician Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Student Name: _____

Address: _____ City/State?Zip: _____

Phone: _____ Fax: _____ Email: _____

Dear Primary Care Provider:

Your client (listed above) is enrolling in academic training for nurse aides (NA). In the role of a NA the student will use five senses, bodily strength and critical thinking. Your assessment is needed to verify that the student (your client) is of good health to carry out the duties of a NA in any healthcare work setting. Please evaluate this client's medical history and advise us as to any special health considerations that may prevent this student from safely functioning as a NA.

Does the medical history completed by this patient indicates a history health issues? If yes, please describe:

Physician of Record to complete section below:**1. Is it your finding that this student can safely lift 75 pounds?**☐ No☐ Yes**2. Is it your finding that this student is free of communicable disease?**☐ No☐ Yes**3. Is it your finding that this student is of good health to complete academic training and work as a Nurse Aide?**☐ No☐ Yes

Additional comments:

Physician of Record (please print): _____

Physician or Dentist of Record Signature: _____

Date Signed: _____

Thank you for your assistance in providing optimum care for this student

WCCCNA2020