

CNA Certification Assistance Program



Employee Name: _____

Department: _____

Hire Date: _____

Daviness Community Hospital will pay the tuition fee of \$1195.00 to Vincennes University – Jasper Campus for our nursing assistants to complete their CNA certification course if the following criteria is met:

- Must be a current full-time employee authorized to work at least 30 hours per week
- Must have a minimum of 6 months of employment at DCH
- No corrective actions in the previous 6 months

DCH is not responsible to pay the employee for hours needed to attend class and complete clinical hours. These hours must be completed on the employee's own time.

Upon completion of the course, it is expected that the employee will commit to working at DCH in a full-time status for a minimum of 24 months. In addition, the employee will be expected to remain in their current position/role during this 24-month time frame.

If the employee is unable to fulfill these obligations, DCH has the right to expect repayment of the tuition fee.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

HR Business Partner Signature: _____

Date: _____

Please note: Upon approval, it is the employee's responsibility to sign up for the course. Please see Human Resources for further instructions on how to enroll.