



## School District of DeSoto County Division of Career and Adult Education

Family Service Center  
310 West Whidden Street  
Arcadia, Florida 34266

### 2025/2026 Nursing Assistant Program

Dear Applicant,

Thank you for your interest in the Nursing Assistant program at the Family Service Center.

The Nursing Assistant program consists of Health Science Core (HSC0003 - 90 hour class) plus the Nurse Aide and Orderly class (HCP0121 - 75 hour skill/clinical). Once these two courses are completed, the CNA State Exam is taken and if passed, you will receive your license as a Certified Nursing Assistant.

Below is an itemized listing of dates, times, tuition, estimated book costs and fees for the next Nursing Assistant program. Classes will begin in August, 2025, and January, 2026 with all enrollments being on a first come first served basis. Registration is ongoing and will continue until the class is full. Orientation will be held at the Family Service Center on the first day of class beginning at 4:00 p.m. This meeting is mandatory; come dressed in scrubs and closed toe shoes.

#### **Health Science Core (HSC0003) (Theory)**

Class dates: (1<sup>st</sup> cohort) August, 2025 and (2<sup>nd</sup> cohort) January, 2026

Class times: Monday, Tuesday & Thursday - 4:00 p.m. to 9:30p.m.

Total Basic Health Care Worker: Tuition, Books, CPR & BFA Cards approximately \$610.00

**CPR HIV and Domestic Violence will be taught only once during this course and attendance is mandatory unless you have a valid CPR card that will be good through the completion of the program. You will be responsible for obtaining CPR instruction on your own if not completed.**

#### **Nurse Aide and Orderly (HCP0121) (Skills and Clinicals limited to 12 students per class (2 classes available)**

Class dates: (1<sup>st</sup> cohort) October, 2025 and (2<sup>nd</sup> cohort) April, 2026

Class times: Monday and Tuesday or Wednesday and Thursday - 4:00 p.m. to 10:30 p.m.

Total Nurse Aide and Orderly: Tuition, Liability Insurance is approximately \$300.00

The following is a list of items that are necessary for the **Nurse Aide and Orderly** course and are due at time of initial registration:

- Proof of health insurance or Medicaid, proof of Immunizations to include PPD (tuberculosis) test within the last 12 months and proof of Hepatitis B shot series.
- While in the classroom, closed toe shoes and scrubs are required, you may wear any color.
- During your visits to the hospital and nursing home, Royal Blue scrubs and closed toe shoes, a watch with second hand and stethoscope are required. A location will be shared with you to order specific scrubs.

### **Florida Board of Nursing - State Test**

The approximate cost of the State Testing Fee (\$160.00) and the FBI Background Screening fee (\$110.00)

The State testing fee and the Background fee are both included in the total amount collected for the Nursing Assistant class. The application for the state exam is completed at the conclusion of the CNA program and will be submitted to the testing agency. A Level II background check is required for all applicants taking the State Exam. Enclosed you will find the "Criminal History Information from the Board of Nursing Website" document. Each student will be required to have a background screening prior to entering the clinical sites.

### **Proof of Residency for Tuition Purposes:**

All students are required to provide 2 different forms of ID to show proof of Florida Residency. Attached is the notice explaining the Florida Residence for Tuition Purposes documentation. If a student cannot prove Florida Residency, he/she will be required to pay the out-of-state tuition rate.

### **Registration Process:**

- Schedule an appointment with the receptionist to take the TABE test unless one has been taken within the last year. You may be exempt from the TABE with proof of an AA degree or higher in Science.
- Orientation will be scheduled with the Intake & Placement Specialist to review your scores and register for Nursing Assistant program, as registration is ongoing until the class is full.
- Contact number is 863-993-1333.

A down payment of \$375.00 is due at time of registration with the balance due in scheduled payments. You may contact Heartland Workforce @ 863-993-1008, Florida Farmworker @ 863-784-7043, Step Up SunCoast @ 863-448-9203 or Family Service Center @ 863-993-1333 for information on the grants and scholarships. All arrangements must be settled before the first day of the nursing assistant program.

Attached is information on the proof of Residency, fingerprinting requirements and the background screening.

If you have any questions, please feel free to contact [kimberly.baldwin@desotoschools.com](mailto:kimberly.baldwin@desotoschools.com) or call at 863-993-1333 to speak with Mrs. Baldwin. I hope to see you soon and do remember...

**"An education is the opening of new doors for you!"**

## PROOF OF RESIDENCY FOR TUITION PURPOSES

To qualify for Florida Residency Tuition Rate, students will be required to show proof of Florida residency. If a student can not prove Florida Residency, he/she will have to pay the out-of-state tuition rate to enroll in classes.

1. The documents must include at least one of the following:
  - a. Florida voter's registration card
  - b. Florida driver's license
  - c. State of Florida identification card
  - d. Florida vehicle registration
  - e. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or the individual's parent if the individual is a dependent child.
  - f. Proof of homestead exemption
  - g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned in the last 12 months
  - h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period.
2. The documents may include one or more of the following:
  - a. Declaration of domicile in Florida
  - b. Florida professional or occupational license
  - c. Florida incorporation
  - d. Document evidencing family ties in Florida
  - e. Proof of membership in a Florida based charitable or professional organization
  - f. Any other documentation that supports the student's request for resident status, including but not limited to, utility bills and proof of 12 consecutive months of payment; a lease agreement and proof of 12 consecutive months of payment; or an official state, federal or court document evidencing legal ties to Florida.



## Electronic Fingerprinting

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Applicants for initial licensure must use a Livescan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to applicant. The results will be returned to the Care Provider Background Screening Clearinghouse (Clearinghouse) and made available to the Department for consideration during the licensure process. The Livescan fingerprints submitted by the applicant will be retained by FDLE and the Clearinghouse. All costs for conducting a criminal history background screening are borne by the applicant. The Department cannot accept hard fingerprint cards or results. All results must be submitted electronically to the Clearinghouse.

It is important to use the correct Originating Agency Identification (ORI) when submitting fingerprints. If you do not provide an ORI number or if you provide an incorrect ORI number to the service provider, the board office **will not** receive your fingerprint results, so it is extremely important to use the correct ORI when having your fingerprints scanned.

Applicants can use any FDLE approved Livescan service provider to submit their fingerprints. The applicant is fully responsible for selecting the service provider and ensuring the results are reported to the Department. For more information, FAQs, and a list of all approved Livescan service providers please visit the [Background Screening](#) website.

Please take the [CNA Exam Electronic Fingerprinting Form](#) with you to the Livescan provider. Please check the service provider's requirements to see if you need to bring any additional items. Please verify the Originating Agency Identification (ORI) number submitted by the LiveScan service provider matches the information provided.

Please take the [Nursing Electronic Fingerprint Form](#) (RN/LPN/ARNP) or the [CNA Electronic Fingerprint Form](#) with you to the Livescan provider. Please check the service provider's requirements to see if you need to bring any additional items. Please verify the ORI number submitted by the Livescan service provider matches the information provided by the Florida Board of Nursing.

## Background Screening

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Please check the service provider's requirements to see if you need to bring any additional items. Please verify the Originating Agency Identification (ORI) number submitted by the Livescan service provider matches the information provided by the Florida Board of Nursing.

### **Applicants with Criminal History**

Any applicant who has ever been found guilty of, or pled guilty or no contest/nolo contendere to any charge other than a minor traffic offense must list each offense on the application. Reckless driving, driving while license suspended or revoked (DWLSR), driving under the influence (DUI) or driving while impaired (DWI) are not minor traffic offenses for purposes of this question. Failure to disclose criminal history may result in denial of your application. Each application is reviewed on its own merits.

The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

Applicants with prior criminal convictions may be required to submit the following documentation to the Board:

**Final Dispositions/Arrest Records** – Final disposition records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the Clerk of the Court attesting to their unavailability.

**Completion of Probation/Parole/Sanctions** – Probation and financial sanction records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. Parole records for offenses can be obtained from the Department of Corrections or at the clerk of the court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the clerk of the court attesting to their unavailability.

**Self-Explanation** – Applicants who have listed offenses on the application must submit a letter in your own words describing the circumstances of the offense.

**Letters of Recommendation** – Applicants who have listed offenses on the application must submit 3-5 professional letters of recommendation from people you have worked for or with.

**SCHOOL DISTRICT OF DeSOTO COUNTY**  
DIVISION OF CAREER AND ADULT EDUCATION  
310 WEST WHIDDEN STREET, ARCADIA, FLORIDA 34266  
(863) 993-1333 FAX: (863) 993-9181

**NURSING ASSISTANT APPLICATION**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden Name

Address \_\_\_\_\_, Florida \_\_\_\_\_  
Street Name and Number or P. O. Box City Zip Code

Phone Numbers: \_\_\_\_\_  
Home Cell Work

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Personal physician:

\_\_\_\_\_  
Company Physician Name  
Address City State Zip Code

In case of an emergency, please notify: \_\_\_\_\_  
Name Relationship Phone Number

Currently employed: ( ) yes ( ) no Employer: \_\_\_\_\_

Do you have: ( ) High School Diploma ( ) GED ( ) Neither ( ) Would like to register for ABE/GED classes.

Where did you last attend school? \_\_\_\_\_ What year \_\_\_\_\_

Have you lived in the State of Florida continuously for the last 12 months? \_\_\_\_\_

Who is responsible for the tuition, books & supplies? ( ) Personal responsibility ( ) Other agency \_\_\_\_\_  
(please explain)

Do you currently receive public assistance? ( ) yes ( ) no Explain \_\_\_\_\_

Have you ever been convicted of a Felony? ( ) yes ( ) no Misdemeanor? ( ) yes ( ) no

What persuaded you to pursue a career in the health field? \_\_\_\_\_

Where do you plan on working once you complete your training? \_\_\_\_\_

Do you plan on continuing your training in health occupations? ( ) yes ( ) no In what field? \_\_\_\_\_

Does any of the following apply to you... Yes \_\_\_\_\_ No \_\_\_\_\_

- Have worked as an adult primarily without remuneration (payment) to care for home and family and for that reason has diminished marketable skills.
- Has been dependent on public assistance or on the income of a relative but is no longer supported by such income.
- Is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent children under Part A of the Title IV of the Social Security Act within two years of the parent's application for assistance under the Act.
- Is employed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.
- Is described in one of the above statements and is a criminal offender.

**APPLICATION MUST BE RETURNED TO**  
Family Service Center - Division of Career and Adult Education  
Attn: Kim Baldwin  
310 W. Whidden Street, Arcadia, Florida 34266

Accommodations and services are available to students with special needs.

School District of DeSoto County  
 Division of Career and Adult Education  
 DeSoto County Nursing Assistant Program  
 Estimated Fees for 2025-2026

Basic Healthcare Worker

Tuition	\$265.00
Lippincott Nursing Assistant Text and Workbook	\$125.00
CNA Skills Made Easy	\$30.00
CNA Notebook	\$10.00
CPR Fees	\$65.00
Drug Screening	\$75.00
Fingerprint Fee	\$55.00
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Cost for Basic Healthcare Worker	\$625.00

Nurse Aide and Orderly

Tuition	\$220.00
Liability Insurance	\$15.00
Immunization - HepB **	\$165.00
Immunization - PPD **	\$33.00
Flu Vaccine**	\$60.00
Tetanus**	\$50.00
Immunization - Varicella (Chicken Pox) **	\$165.00
Stethoscope **	\$66.00
Nursing Shoes (Closed toe Shoes)**	\$125.00
Uniforms**	\$190.00
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Cost for Nurse Aide and Orderly	\$1,089.00

CNA Pre-test	\$25.00
Background / Fingerprint for State Boards	\$110.00
State Exam Fee	\$170.00
	\$305.00
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Total Cost of Program	\$2,019.00

**\* indicates cost not paid by the training provider**

Beginning with the 2022-2023 academic year, a disabled veteran enrolled in a program of education approved for educational assistance under 38 U.S.C. s. 3313 at a state university, a Florida College system institution, a career center operated by a school district under s. 1001.44, or a charter technical career center who does not qualify for the 100-percent eligibility tier under federal law is eligible to receive a waiver for tuition and fees. The waiver amount is equal to the difference between the portion of tuition and fees paid in accordance with federal law and the full amount of tuition and fees at the institution attended. The amount awarded by the state is not to be determined until after the application of federal benefits under 38 U.S.C. s. 3313.

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**SCHOOL DISTRICT OF DESOTO COUNTY  
DIVISION OF CAREER AND ADULT EDUCATION**

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Family Service Center  
310 West Whidden Street  
Arcadia, Florida 34266

**RELEASE OF INFORMATION**

I hereby grant permission to the School District of DeSoto County - Division of Career and Adult Education programs to make inquiries on my behalf to outside agencies, i.e. employers, schools / colleges, doctors, mental health agencies etc. and authorize these agencies to release information to the School District of DeSoto County - Division of Career and Adult Education.

I also grant permission to the School District of DeSoto County-Division of Career and Adult Education programs to release my information when requested by the above listed entities on my behalf.

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Print Name

Student ID Number

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Student Signature

Date



# EQUAL EDUCATIONAL OPPORTUNITIES ASSURANCES

SCHOOL BOARD POLICY EPS CODES: AA & JFCL

## NON-DISCRIMINATORY MINORITY LANGUAGE EQUITY

"National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English." [FAC 6A-6.0908(3)]. If you feel you have been unfairly discriminated against and disciplined because of your use of a language other than English in the DeSoto County public schools, please notify the school principal and/or Dr. Amy Bennett, Associate Director of Student Services at (863) 993-1333- Ext. 3312.

## VOCATIONAL EDUCATION EQUITY

SCHOOL BOARD POLICY EPS CODE: AA

All vocational courses are open to all students without regard to race, color, national origin, sex or disability. If you feel you have been discriminated against in any one of these areas, please notify your principal and/or Dr. Amy Bennett, Associate Director of Student Services at (863) 993-1333 Ext. 3312.

## AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

SCHOOL BOARD POLICY EPS CODE: AC

Unlawful Discrimination Prohibited. The DeSoto County School Board subscribes to and will comply with the Florida Educational Equity Act. The school board will ensure implementation of this Act in the following areas: treatment of students, health services, interscholastic, club and intramural athletics, student financial assistance, student employment, educational and work environment, and personnel.

No person shall, on the basis of race, color, religion, sex, national origin, disability, age or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity except as provided by law.

General Authority 230.22 FS, 228.2001 FS, DOE Rules 6A-19.01, 6A-19.10.

Visitors must present a valid ID before entering the building.

Dr. Amy Bennett, Associate Director of Student Services  
310 West Whidden Street  
Arcadia, FL 34266  
(863) 993-1333 Ext. 3312

Contact Dr. Gina Stafford, for a copy of the Customer Complaint Procedures (EPS Code: AA-R).