

Nursing Assistant Certified Training

Funding Steps

1

Do you have a Nursing Assistant Application Packet?
Nursing assistant packets are available online or in person at:
nursingassistant.highline.edu
Or in Building 99, Room 101

2

Have you attended a Workforce/Workfirst orientation?

It is required to attend an orientation session to be considered for Workforce or Workfirst funding.

- **Workfirst** (TANF) orientations are every Friday in Building 10, Room 104 from 12PM-1:30PM. Visit <https://womenswkfirst.highline.edu/WFOrientations.php> for more information.
- **WES** orientations are once a month so **please plan ahead** to ensure that deadlines can be met. Visit <https://workforce.highline.edu/index.php> for more information about dates and times.

3

Have you submitted a complete NAC application?
Completed applications must be submitted to Continuing Education in Bldg. 99, Rm 101.
(Refer to pages 1-3 of the initial NAC application packet for full details)

4

Have you received an NAC acceptance letter?

Those that have been selected for the NAC program will be notified by email within 5-7 business days of submitting the application.

Note: funding sources will also be notified of acceptance into the NAC program

5

Have you scheduled an appointment with a funding advisor?

To determine eligibility, you must have a funding appointment scheduled.

- Schedule an appointment with **Women's Program** in person at Building 6 (lower level) or at 206.592.3340
- Schedule an appointment with **WES** in person in Building 9 or at 206.592.3802

6

Bring all requested information to funding intake appointment.

Information will be requested from you on day of scheduling an appointment.

SEE BACK FOR MORE INFO...

CONTACT INFORMATION

- **Nursing Assistant questions?** Please contact Continuing Education at 206-870-3785 or ce@highline.edu
- **Funding questions?** Please contact Workforce Education Services at 206-592-3802 or Workfirst/Women's Program at 206-592-3340.

APPLICATION & FUNDING DEADLINES FOR WES STUDENTS

Deadline to submit an NAC application: **Three** Fridays prior to the beginning of class

Last day for an intake appointment: **Two** Fridays prior to the beginning of class

IMPORTANT!

WES Students Only

Students will NOT be considered for the NAC program, if they have not:

- (1) Scheduled an intake appointment with a funding advisor before the deadline.
- (2) and/or has re-scheduled or missed an appointment more than once.