**Things to Do:**

**Orientations:**

* **Schedule orientations**
* **Call students**
* **Paperwork**
* **Enrollment forms**
* **Informational letter**
* **CNA packet**
* **Sang. Co. information**
* **Test booklets**
* **Test forms**
* **Scratch paper**
* **Pens**
* **Career form/skill assessments**

**Interviews:**

* **Schedule interviews**
* **Interview forms**

**Selection:**

* **Call selected student**
* **Fill out paperwork**

**Registration:**

* **Send enrollment to registration**
* **Send list with IDs**
* **Send lists to program assistants**
* **Send list to funder**

**Classes:**

* **Order Books**
* **Binders for Pre-CNA**
* **Binders for College Success Skills (1”)**
* **Order supplies—folders, highlighters, flashdrives, etc.**
* **Schedule classes**
* **College Success Skills (CSS 100)**

 **Room:**

 **Instructor:**

* **Employability Skills (ESI 101)**

**Room:**

**Instructor:**

* **Computer class (CAS 100)**

**Room:**

**Instructor:**

* **ALEKS math**

**Room:**

**Instructor:**

* **Pre-CNA**

**Room:**

**Instructor:**

* **Team instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Contracts for instructors**
* **Order ALEKS math subscription**
* **Send rosters to instructors**
* **Monthly attendance forms**

**Class:**

* **Monthly calendars**
* **Schedule Accuplacer (reading/math)**
* **Give students Accuplacer study guides and practice websites**
* **Schedule TB tests**
* **Schedule CPR**
* **Post-test**
* **Contact Uniform Shop**
* **Scrubs from bookstore**
* **Evaluations**

**CNA preparation**

* **Support class attendance form**
* **Copies of physical forms and TB forms**
* **CNA team instructor contract**
* **Check ($$$) for CNA certification exam *(to be done as soon as students complete CNA class successfully.)***
* **Copies of certificates**