

Delgado Community College Charity School of Nursing
CERTIFIED NURSING ASSISTANT PROGRAM CHECKLIST

Name _____ LoLA ID# _____

APPLICANTS MUST SUBMIT A COMPLETE APPLICATION PACKET TO THE CSN ADMISSIONS OFFICE BEFORE THE DEADLINE.

- DCC Admissions Application – complete online if not a current DCC student
- Delgado Charity School of Nursing CNA application typed, signed and completed with DCC LoLA ID #.
- Technical Standards form read and signed
- State Background Check – Louisiana State Police only. Background checks must be official in an unopened envelope.

An Individual may obtain a true copy of their criminal history by requesting a “Right to Review” in one of two ways:

- ***In Person at this office (7919 Independence Blvd, Baton Rouge, LA):***

You will need to bring a \$26 money order, cashier’s check, credit card or business check and a \$10 money order, cashier’s check, credit card or business check for application processing and fingerprinting, both made out to the Dept. of Public Safety (cash or personal checks will not be accepted). You will need to have a valid state issued ID or Drivers License. This service is available Monday thru Friday (excluding holidays) from 8:00 am to 3:30 pm. If you arrive before 3:00 pm you may wait and take your certified copy of the response with you but if you arrive after 3:00 pm your response will be mailed to you or you may return the next business day and pick it up.

- ***By mail:***

You must mail a set of fingerprints, a right to review authorization form, a right to review disclosure form, rap disclosure form (these forms must include the individuals complete name and address and are available online at <http://www.lsp.org/technical.html#criminal> and a \$26 money order, cashier’s check or business check (cash or personal checks will not be accepted) payable to the Dept of Public Safety to:

Bureau of Criminal Identification and Information
P.O. Box 66614 # A-6
Baton Rouge, LA 70896-6614

Please Note: The mail process may take up to three months to process.