Checkout Policy for Health Sciences Youth Apprenticeship Students Taking the CNA Course at Southwest Tech

As a cost saving measure, CESA 3 has implemented a checkout policy for Youth Apprenticeship students taking the face-to-face and/or online Certified Nursing (CNA) classes through Southwest Tech. This will allow you to check out the shrink-wrapped CNA learning bundle (book and workbook) at no cost to you.

Students enrolling in the CNA course will need to have the Mosby's NA textbook and the Nursing Assistant packet. DVDs are no longer required as Southwest Tech has made on their own lab skills videos which will be accessible through Schoology.

Book Pick Up

To pick up the textbook for a CESA 3 Youth Apprenticeship funded class, bring a copy of this signed CESA 3 Agreement to the Bookstore on the Southwest Tech campus. The Bookstore is located directly within the Main Entrance to the campus.

Book Return

By signing this agreement, the student and parent/guardian agree that the materials must be returned in good condition when the class has ended and by the date indicated on the library check-out receipt. Students are not required to return the workbook or consumables.

Please note: Failure to return the textbook to the Southwest Tech Library (Knox Learning Center) or returning the book in a damaged condition will generate an invoice to be paid by the student or parent/guardian payable to CESA for the replacement cost of the materials.

Questions

If you have any questions about this policy, please contact one of the Youth Apprenticeship Coordinators at CESA 3, Darla Burton (608-822-2147, dburton@cesa3.org), Jessica Helms (608-822-2141 or jhelms@swtc.edu), Ned Lease (nlease@cesa3.org), or Tom Martin (608-822-2154, tmartin@cesa3.org).

Signed: _____ Date: _____

                    (Student)

Signed: _____ Date: _____

                    (Parent/Guardian)