

SANTA ROSA JUNIOR COLLEGE

NURSE ASSISTANT PROGRAM

NRA 150A

YOUR CNA ADMINISTRATIVE PROCESS

CDPH 283B • Live Scan • OASys
Orientation Handout | Revised August 2026



1. Why Are We Talking About This?

Becoming a Certified Nurse Assistant involves more than completing classroom and clinical training. You are also responsible for completing the administrative steps required for your CNA application.

YOU ARE THE APPLICANT

Your instructors and the Nurse Assistant Program will teach you the process, provide instructions, and help you understand what is required. However, you are responsible for completing your own forms, using your own CDPH account, uploading your documents, monitoring your application, and responding to CDPH.

These are professional responsibilities. Healthcare professionals regularly complete forms accurately, meet deadlines, submit documentation, monitor messages, and follow up when something is missing.

Our goal is not to make this difficult. Our goal is to make sure you understand the process well enough to manage it yourself.

2. The Big Picture

1. CDPH 283B	2. LIVE SCAN	3. OASYS
CNA Initial Application	Electronic fingerprinting / criminal background check	CDPH online submission system for initial CNA applications

THE THREE STEPS WORK TOGETHER

Completing one piece does not mean you are finished. You need to complete the application, complete Live Scan, upload required documentation through the CDPH online system, and complete the submission process.

3. Step One — CDPH Form 283B

CDPH Form 283B is the Certified Nurse Assistant (CNA) Initial Application. You will complete the applicant portions as instructed in class.

- ☐ Complete the student/applicant portions of the CDPH 283B.
- ☐ Use your legal name and other information exactly as required.
- ☐ Review your information carefully before submitting.
- ☐ Sign where required.
- ☐ Keep a copy or photo of your completed form.

WHEN?

You will complete the CDPH 283B on the FIRST DAY OF CLASS.

4. Step Two — Live Scan

Live Scan is the electronic fingerprinting process used for the criminal background check required for CNA applicants.

- ☐ Bring the required identification to class.
- ☐ Complete Live Scan when it is provided in class.
- ☐ Keep your Live Scan paperwork/documentation.
- ☐ Follow the program's instructions about which Live Scan document must be uploaded.
- ☐ Keep a copy/photo for your records.

WHEN?

Live Scan will take place IN CLASS. You will receive instructions about the process and what documentation to retain.

5. Step Three — OASys / CDPH Online Submission

OASys is CDPH's online submission system for initial CNA applications. You may also see it referred to as the CDPH Healthcare Professional Upload Portal.

- ☐ Create or access your own CDPH online account as instructed.
- ☐ Enter the requested application information accurately.
- ☐ Upload your completed CDPH 283B and Live Scan documentation as instructed.
- ☐ Review the application before submitting it.
- ☐ Complete the final submission step.
- ☐ Save your application number and confirmation.
- ☐ Keep a copy of your submitted application.
- ☐ Monitor your email and/or CDPH account for deficiencies, requests, or updates.

UPLOADING IS NOT THE SAME AS FINISHING

Do not stop after you upload a document. Complete the required submission steps and make sure you receive confirmation that your application was successfully submitted.

6. Your Administrative Checklist

- ☐ I completed my CDPH 283B on the first day of class.
- ☐ I completed Live Scan in class and kept my documentation.
- ☐ I created/accessed my CDPH online account.
- ☐ I uploaded my 283B as instructed.
- ☐ I uploaded my Live Scan documentation as instructed.
- ☐ I completed the final OASys submission.
- ☐ I saved my application number/confirmation.
- ☐ I saved a copy of my submitted application.
- ☐ I am monitoring my email and/or CDPH account.
- ☐ I will respond promptly if CDPH asks for additional information.

7. What the Program Will Do — and What You Must Do

THE PROGRAM WILL	YOU MUST
Explain the process.	Complete your own forms and application.
Provide instructions and required forms.	Read and follow the instructions.
Provide the in-class Live Scan opportunity.	Bring required identification and complete the process.
Help you understand OASys.	Use your own account and submit your own information.
Answer questions when you are stuck.	Ask for help before a small problem becomes a missed deadline.
Tell you program deadlines.	Track your own deadlines and meet them.

WE CANNOT DO IT FOR YOU

We can teach you how. We can explain what a field means. We can help you troubleshoot a problem. But you are responsible for completing and submitting your own application.

8. If You Get Stuck

Getting stuck is normal. Ignoring the problem is what creates trouble. If you do not understand a step, ask for help.

- ☐ Reread the instructions and identify the specific step you do not understand.
- ☐ Ask your instructor/program for clarification.
- ☐ For a CDPH/OASys technical or application question, use CDPH's current contact instructions.
- ☐ Save emails, screenshots, confirmation numbers, or other documentation related to the problem.

BE SPECIFIC WHEN YOU ASK FOR HELP

Instead of “I can't do OASys,” tell us exactly where you are stuck: “I created my account, but I don't know which document I need to upload next.” Specific questions are much easier to solve.

9. Official CDPH Resources

How to Complete Your Initial CNA Application

<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/How-to-Complete-Your-Initial-Application.aspx>

CDPH CNA Information and Forms

<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/CNA.aspx>

CDPH 283B — CNA Initial Application

<https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph283b.pdf>

OASys / Digital Submission Information

<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/AFL-24-23.aspx>

BOTTOM LINE

Your CNA application belongs to YOU. Learn the process, complete each step, keep your records, and monitor your application. The program will teach you the process — but you are responsible for your application.