

Nurse Aide Training Classes



Healthcare Education Department



CALL (717) 780-2414 FOR REGISTRATION.

Registration Contacts

To register by phone, call the campus nearest you!

HACC Gettysburg Campus

731 Old Harrisburg Road
Gettysburg, PA 17325
Tel: (717) 337-3855, Option 1
Fax: (717) 337-3015

HACC Lebanon Campus

735 Cumberland Street
Lebanon, PA 17042
Tel: (717) 270-6316
Fax: (717) 270-6375

HACC Harrisburg Campus

Cooper 206
One HACC Drive
Harrisburg, PA 17110
Tel: (717) 780-2414
Fax: (717) 780-1135

HACC York Campus

2010 Pennsylvania Avenue
York, PA 17404
Tel: (717) 718-0328
Fax: (717) 718-8967

HACC Lancaster Campus

Main 218A, 1641 Old Philadelphia Pike
Lancaster, PA 17602
Tel: (717) 358-2966
Fax: (717) 358-2951

It is the policy of HACC, Central Pennsylvania's Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women. Inquiries should be directed to the Assistant to the President/College Diversity Officer, One HACC Drive, Harrisburg, PA 17110, Telephone (717) 780-2657.

The College reserves the right to add or delete courses from the schedule, change meeting times, change meeting locations, or change instructors at its discretion.

The Americans with Disabilities Act exists, in part, to make sure that people with disabilities are not unfairly discriminated against in the pursuit of their education. In order to receive reasonable accommodations in class, students must provide the college proper documentation attesting to the presence of a disability. If you have any questions about how to obtain the proper documentation for any special accommodations, please contact the Office of Disability Services, Carole Kerper, (717) 780-2614, or via email to clkerper@hacc.edu.

Student Rights under FERPA

The Family Educational Rights and Privacy Act mandates colleges to safeguard the confidentiality of student records. With certain limited exceptions as outlined in FERPA, HACC will not release non-directory information to anyone outside the college without the student's written consent. FERPA also ensures that students are permitted to view their educational records and to request amendment of their records. For more detailed information on FERPA please contact the Records Office.

Nurse Aide Training Program

What is a Nurse Aide?

A Nurse Aide or Nursing Assistant is a very caring person who sees the purpose in his/her life as giving care and assistance to patients/residents so they may be comfortable, safe, and in the best state of wellness they can be. These Aides always work under the supervision of a licensed nurse. The focus of this 120-hour program is on long term care facilities although Nurse Aides can be employed in hospital or other healthcare settings.

Some of the basic tasks they perform are:

- Measuring and recording vital signs (Temperature, Pulse, Respirations and Blood Pressure)
- Bathing (Bed baths, Tub baths, Whirlpool baths, and Showers)
- Dressing (From assisting to total dependent dressing)
- Toileting (assisting with bedpans and urinals, providing incontinent care as needed, assisting resident to bathroom)
- Catheter Care (Emptying drainage bags, recording Intake and Output)
- Nourishment (Feeding residents, Serving meals, Assisting with hydration needs)
- Range of Motion exercises and assisting with turning and positioning
- Assist in transporting residents in wheelchairs and ambulation with walkers and canes
- Bed making and keeping resident belongings neat and organized
- Infection control and safety awareness

Aside from these tasks, the one fulfilling opportunity an Aide will always have is talking to and listening to the patient/resident. These people are often sick, scared, in pain, confused, sad, lonely, and experiencing very stressful situations. A listening ear and a hand to hold can often make a world of difference in someone's day and life!

This is a physically demanding job. The principles and techniques will prepare students to enter the workforce. Speed and organization will come with orientation and mentorship at place of employment.

Please note that employment practices vary between long term care facilities on their hiring of Nurse Aides under the age of 18. Many facilities also require a high school diploma or GED to be considered for employment. Please contact the facility's human resources for their hiring requirements.

For specific course information please contact the Healthcare Education office at (717) 221-1352 or email at nchc@hacc.edu.

How Do I Get Enrolled or Registered?

1. Select a Training Site nearest your home.
2. Call HACC to ensure that space is available in the class you have selected by calling (800) 222-4222 x1352 or (717) 221-1352. Please be aware classes can be canceled due to low enrollment.
3. Tuition for the Nurse Aide training program is listed on class schedules in the back pocket of this booklet.
4. Register for your class by phone (Noncredit Registration Office, (717) 780-2414 with VISA, MasterCard, Discover or mail your form located in back of packet, with your check or money order (includes textbooks) to the following address:

HACC
One HACC Drive, Cooper 206
Harrisburg, PA 17110

Enrollment Information: Students may also deliver the payment directly to the Noncredit Registration Office (Cooper 206). **Please note there is an additional charge by Pearson VUE for the Registry testing after you have received your certificate of completion from HACC.**

5. All refund/withdrawal requests must be made prior to the start of class in person, writing, or by telephone during normal business hours. Students requesting refunds prior to the first class meeting will receive 100% of all tuition and fees (except those noted as nonrefundable), unless an earlier refund deadline is published or otherwise stated. Students who do not notify HACC Healthcare Education Noncredit Programs of withdrawal from a class by the notification deadline, or are deemed a no call/no show will not receive a refund. No refunds will be issued after the class start date.
6. Please call our office at (717) 221-1352 for specific course requirements and to discuss reimbursement opportunities.

What Must I Do Before I Begin Class?

You must bring documentation of these requirements with you the first day of class. You will NOT be admitted to class if these items are not complete. More information on each of the requirements follows. Please allow at least one (1) month to complete the requirements below. See Recommended Timeline on page 7.

1. **PHYSICAL:** No older than **one year** from the class start date (see form, page 9). Documentation of the physical **must** include that **the student is:**
 - a. able to lift 40 pounds to waist level without any physical limitations or restrictions
 - b. free from communicable disease in the communicable state
 - c. Form signed by M.D., P.A., N.P., or D.O. (Signature of midwife not acceptable)

2. **PPD: Two-step Tuberculin** must be administered and results read within **one year** of the start of the class. A PPD expiring during the course of the class will require an annual (one-step) PPD in addition to proof of the two-step PPD (see form, page 9).
 - a. documentation of (2) separate PPD tests (*include dates and signature when administered and read*)
 - b. second PPD must be administered 7-21 days after the first PPD is read. Both steps must be administered and read prior to the class start date
 - c. if PPD is positive you will need a written report of chest x-ray
3. **CHRI: Criminal History Record Information must be less than 1 year old from class start date.:**
 - a. **All nurse aide students must provide a current CHRI.**
 - b. Must be a Pennsylvania State Police Background Check. No other state or online record check service will be allowed.
 - c. Background check can be obtained through the mail and will take approximately 3-4 weeks to receive results or it can be obtained online at the Pennsylvania State Police Website at <https://epatch.state.pa.us/Home.jsp>. Cost of the Pennsylvania State Police Background Check is \$10.* DO NOT SEND CHRIs TO HACC.
 - i. If using the Pennsylvania State Police website please be sure to make a note of the control number and once the report is processed you can click on the link that says Certification Page and print the page that contains the Pennsylvania State Seal.
 - ii. If your name has changed after obtaining the background check, proof of name change must accompany the report i.e. copy of marriage license or official court documentation.
 - iii. If you have any questions regarding any items on your background check or what offenses are prohibited, please contact our office.

** Cost is subject to change.*
4. **Purchase all white uniforms or white scrubs, white shoes and socks, a watch with a second hand, notebook, a pen and pencil and a highlighter.**
5. **Identification:** You must bring two (2) forms of identification to the first day of class. One must be a photo ID with signature (example: Driver's License, Passport, Government issued ID); the other needs only your signature (example: credit card, social security card).

What must I do for class?

VERY IMPORTANT

- Classes may be delayed or cancelled if all students do not arrive on the first day with all required and complete documentation.
- In the event that we need to contact you before the start of class, we must have your current address and phone number on file. Any changes to this information must be communicated to us by calling (717) 780-2414 (Failure to provide us with current information may affect your participation in the program).
- If you decide not to start the course, please notify our office at (717) 221-1352 **BEFORE** the class begins.

What is the Procedure for Obtaining an FBI Report?

If you have not been a resident of Pennsylvania for the past two consecutive years, you must obtain a completed FBI report in addition to the Pennsylvania State Police background check. Both of these documents must be presented to the Instructor upon arrival to the first day of class. If the name on the report does not match the name that you registered with for class, you must have documentation supporting the name change. If you have been a resident of Pennsylvania for two consecutive years, then you must present a Pennsylvania State Police background check and do not have to obtain a FBI Report. Both of these reports must have been obtained within the past year prior to the start date of the class. **DO NOT SEND FBI REPORTS TO HACC.**

Process	Preparation	Outcome
<p>Step 1 Applicant Registers with Cogent Systems</p> <p>a. Call 1-888-439-2486, M-F, 8 a.m. -6 p.m.</p> <p>b. www.pa.cogentid.com available 24 hours/day Select the Pennsylvania Department of Education Service</p>	<p>Credit/debit card acceptable for online registration</p> <p>\$33* Money Order/Cashier's Check ONLY Payable to Cogent System at the print location</p> <ul style="list-style-type: none">• Have information available (i.e. Name, Address, Social Security number)• Request a copy for \$2.50 extra (copy is not considered an official report)• Have pen/pencil and paper available <p><small>* Cost is subject to change.</small></p>	<ul style="list-style-type: none">• Registration ID Number will be given to the applicant• If you have requested a <u>copy</u> be sent to you, the letter you receive will be a PA Dept. of Education letter and begins with "Dear Applicant" and have the words "Not an Official Copy - For Applicant Use Only" down the side of the letter. This is <u>not</u> the letter used for Nurse Aide class. You must proceed to Step 4 to receive the Official Letter from the Nurse Aide Division of the PA Dept. of Education.

(Steps 2-5 continued on next page)

Process	Preparation	Outcome
<p>Step 2 Applicant goes to a Fingerprint Location a. www.pa.cogentid.com to view listings b. Location determined during phone call c. Applicant Livescan Operator will identify the applicant and scan all 10 digits</p>	<ul style="list-style-type: none"> • No scheduled appointments • Have Registration Number available • Have photo ID available (drivers license) • See www.pa.cogentid.com for other forms of ID 	<ul style="list-style-type: none"> • Report is available (online) within 2 days and can be accessed by the Dept. of Education after you have reported the ID registration number to them • One reprinting is available, if needed Cogent will contact the applicant
<p>Step 3 Cogent forwards Fingerprints to FBI and FBI returns Report to Cogent</p>		<ul style="list-style-type: none"> • Wait at least 2 days, then check “Proof of Transaction” at https://www.pa.cogentid.com/index_pde.htm
<p>Step 4 Applicant Contacts Entity at the Pennsylvania Dept. of Education Arthur Richardson (717) 772-0814 arichardso@state.pa.us</p>	<ul style="list-style-type: none"> • Have Registration Number available • Valid demographic information 	<ul style="list-style-type: none"> • The Department of Education reviews reports then determines eligibility for enrollment into a nurse aide training program
<p>Step 5 Department of Education mails Applicant an Official Letter of Approval or Denial</p>		<ul style="list-style-type: none"> • Nurse Aide student submits official Dept. of Edu. letter of approval to the instructor upon arrival to the first day of the nurse aide class

Recommended Timeline

This information is being provided as a guideline to prepare for nurse aide classes.

If you have not had a physical exam, 2-step PPD (Tuberculin) test and Criminal History Background Check in the past year these are the recommended timelines to complete the steps for admission to your Nurse Aide class.

- **Four (4) weeks** before class start date request Pennsylvania State Police background check
- **Three (3) weeks** before your scheduled start date have your physical performed
- **Three (3) weeks** before your scheduled start date have your **first** PPD test administered and read.
- **One (1) week** before your scheduled start date have your **second** PPD test administered and read.

Dress Code: Solid white uniform or white scrubs are **mandatory** daily attire unless otherwise specified in writing.

Undergarments: Appropriate to style of uniform. Neutral color that blends well with skin tone so they are not visible through the white uniform or white scrubs.

Shoes: Clean white polished; clinical, low heel, non-skid soles or clinical style sneaker (no heel strap). No clogs or canvas, sandals, stacked heels, open-toe or open heel shoes. Clean white shoestrings.

Sweaters (not required): If you wish to wear a sweater it must be washable and a cotton, button down sweater that is not baggy. Acceptable colors are white, navy blue, gray or black.

Fingernails: Must be no longer than 1/8 inch (including acrylic), only clear unchipped nail polish may be worn.

Jewelry/Tattoos/Piercings: If married, a smooth, plain band may be worn. Earrings may not dangle below earlobe and a limit of two earrings per ear. No bracelets, necklaces, or visible body rings. Visible tattoos must be covered.

Wristwatch: A wristwatch is mandatory and must have a second hand.

Personal Hygiene: Daily bath/shower with soap and water. Use of anti-perspirant or deodorant. Hair should be clean and neatly groomed, worn off the collar and secured away from face. Men with facial hair should be clean shaven with neatly trimmed beards, mustaches or sideburns.

BRING a notebook, pen, pencil, highlighter, and a bag lunch for the **first day** of class.

MANDATORY ATTENDANCE: The first 24 hours of program time is mandatory. Failure to report at any time during the first 24 program hours will result in an immediate dismissal from the program. **Students must complete the total of 120 hours to receive a “certificate of completion.”** If the student misses any portion of the class other than the first 24 program hours the instructor will contact the Nurse Aide Training program office to discuss make-up time arrangements. A certificate will not be granted until all program requirements are met. In the event there is **inclement weather** your instructor will contact you regarding any possible delays or cancellations.

Study Time: Please be prepared to set aside time to study. Recommended time to study is 30 min for every hour of class.



HACC Health Examination Form for Admission to Nurse Aide Certification Course



TO BE COMPLETED BY APPLICANT (Please Print.)

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Phone: _____ Course Section Number: _____
 Sponsor (if applicable): _____

Nurse Aide Training Dept
 Blocker Hall
 One HACC Drive
 Harrisburg PA 17110
 Phone (717) 221-1352 or (800) 222-4222 x1352
 Fax (717) 909-9447

Student Eligibility Requirements for Nurse Aide Training

Note to Healthcare Professional performing physical assessment:

- The student must pass a physical examination, and must be free of communicable diseases.
- Student must have an administered and read two-step PPD test prior to the first day of class.
- Training in transferring, positioning, and the turning of residents/clients is an important part of the training program. Therefore, each student must have the physical ability to succeed in such training.
- The student must be able to lift 40 pounds to waist level without restrictions.

TO BE COMPLETED AT PHYSICIANS OFFICE/MEDICAL CLINIC (Please Print.)

2-step Tuberculin test, PPD or Mantoux type

(This is required. Form is not complete until the results are read and reported.)

Step 1 Date administered: _____ By whom: _____ Site: _____
 Date read: _____ By whom: _____ Site: _____
 Results: _____ mm

7-21 days after the first PPD is read, Step 2 must be administered

(i.e. if 1st is administered Monday 2/5, and read Wednesday 2/7, the 2nd is administered Thursday 2/14)

Step 2 Date administered: _____ By whom: _____ Site: _____
 Date read: _____ By whom: _____ Site: _____
 Results: _____ mm

If the PPD results are positive, please describe the treatment given and the date completed: _____

TO BE COMPLETED BY MD, DO, CRNP OR PA (Please Print.)

- Yes No I certify that the student/employee is free from communicable diseases in the communicable state.
- Yes No I certify that the student/employee has no medical conditions/restrictions, which will prevent the student/employee from performing the essential function of the job. (If the student/employee has restrictions that require accommodation, please note them in the comments section below.)
- Yes No Is applicant able to lift 40 pounds to waist level?

Comments: If applicant has any limitations, please explain: _____

Date of Examination: _____
 Examiner's Name and Title: _____
 Examiner's Signature: _____
 Address: _____
 City/State/Zip: _____ Phone: _____

PLEASE NOTE: All students must undergo a physical examination as well as a two-step Tuberculin test (PPD). Documentation of both are only acceptable if performed within one year prior to the start of class and must be submitted on the first day of class. A PPD expiring during the course of the class will require an annual (one-step) PPD in addition to proof of the two-step PPD.

Direct any questions to: Nurse Aide Training at (800) 222-4222 x1352 or (717) 221-1352. (Updated 10-6-11)

Registration is Easy!

Five Easy Ways to Register

Mail: Complete the registration form and mail with payment or charge card information.

Walk-in: Come in person to the college's Noncredit Registration Offices. Regular Hours: Monday through Friday, 8 am-4:30 pm. **Some campuses may not have office hours on Fridays during the summer. Please call to confirm office hours.**

Telephone: Call for credit card registration (VISA, MasterCard or Discover only).

Fax: Fax your completed enrollment form with payment information.

Company Billing: Mail or fax your *HACC Noncredit Registration with Permission to Bill* form to the HACC campus nearest you. Contact any HACC Noncredit office to receive a copy of this form. Class registration will be completed upon receipt of the Permission to Bill Form.

See page 2 for specific HACC Campus registration contact information.

Class Enrollment Information

Dates listed are beginning and ending dates. Classes will be held every week on the day(s) indicated unless specified otherwise or noted in course confirmation.

All classes have a maximum and minimum enrollment numbers, which must be satisfied before a class will be held. Enrollment limits vary depending upon the nature of the class and the available instructional space.

HACC reserves the right to add or delete a course, change times, location, fees, or instructors.

Enrollment form with payment may be completed any time, provided the enrollment form with check or credit card information is received prior to your course starting date or other noted registration deadline.

A charge will be made for all checks returned as uncollectible, for any reason.

Some Noncredit classes or groups of classes may transfer to credits towards a HACC diploma, certificate, or degree program. To confirm Noncredit to Credit transferability for

a specific class, please contact Michele Kieff, Credit/Noncredit Counselor, at (717) 780-3249, or email to mckieff@hacc.edu.

Refunds

All refund requests may be made by telephone during normal working hours or in writing. Students requesting refunds prior to the first class meeting will receive a 100% refund of all tuition and fees, unless an earlier refund date is published for an individual course, seminar, conference or otherwise stated. No refunds after course begins.

If HACC cancels a course, seminar or conference, all paid participants will receive a 100% refund of tuition and fees.

Please call our office at (717) 221-1352 for specific course requirements and to discuss reimbursement opportunities.

Important!

- 1. Course Locations:** Be sure to carefully check and identify where your course(s) will be held. Refer to your confirmation letter.
- 2. Confirmation:** You may call the HACC Campus nearest you to confirm your enrollment. A confirmation letter will be sent via U.S. Mail.
- 3. Need Disability Assistance?** If you require disability services, please contact the Disability Services office at the campus you plan to attend. (*York Campus is not fully handicapped accessible.*)
- 4. Class Cancellations:** Occasionally it is necessary to cancel or postpone a course. We will try to reach you, so please make sure we have all your telephone numbers.



HACC gives me options to begin my healthcare career.

- ACE Personal Trainer
- Assisted Living Administrator
- Cardiology Technician
- Home Health Aide
- Massage Therapy
- Medical Coding Specialist
- Medical Insurance Billing Technician
- Medical Transcription
- Nurse Aide Training
- Patient Care Assistant
- Personal Care Home Administrator
- Pharmacy Technician

We also offer affordable continuing education classes that meet your professional requirements:

- Coaching Supervision for Long Term Care
- Diabetes Today
- Hospice and Coping with Loss
- Health Law for Nurses
- Introduction to Phlebotomy
- IV Therapy
- LPN New Pathways
- Massage Therapy
- Overview of the History and Future of Long Term Care
- RN/LPN Re-Entry Program
- Spanish for Healthcare Personnel

For more information and class schedules visit www.hacc.edu (use quick links to Health Careers and browse Programs Offered). Or call Healthcare Education at 717.221.1351 or 717.221.1352.

www.hacc.edu

**Gettysburg 337.3855 | Harrisburg 780.2400 | Lancaster 293.5000
Lebanon 270.4222 | York 718.0328 | Virtual Campus 221.1300 ext. 1510**

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

