YOUR healthcare career starts at HACC.

- Cardiology Technician
- Massage Therapy and Reflexology
- Medical Assistant
- Medical Billing and Coding Specialist
- Nurse Aide Training
- Personal Care Home Administrator
- Personal Trainer
- Pharmacy Technician
- Phlebotomy
- Physician Office Assistant

HACC also offers affordable continuing education classes that meet your professional requirements:

- Act 31 Mandated Training
- Coaching Supervision for Long-Term Care
- Intravenous (IV) Therapy
- Local Anesthesia for Dental Hygienists
- Massage Therapy
- NCLEX Review
- Nurse Re-Entry Program
- Overview of the History and Future of Long-Term Care
- Spanish for Healthcare Personnel

For more information and class schedules, visit hacc.edu/HealthCareers or call Healthcare Education at 717-221-1352.
Registration Contacts
To register by phone, call the campus nearest you!

HACC’s Gettysburg Campus
731 Old Harrisburg Road
Gettysburg, PA 17325
Phone: 717-337-3855, option 1
Fax: 717-337-3015

HACC’s Lancaster Campus
Main 218A, 1641 Old Philadelphia Pike
Lancaster, PA 17602
Phone: 717-358-2966
Fax: 717-358-2951

HACC’s Harrisburg Campus
One HACC Drive
Harrisburg, PA 17110
Phone: 717-780-2414
Fax: 717-780-1135

HACC’s Lebanon Campus
735 Cumberland Street
Lebanon, PA 17042
Phone: 717-270-6316
Fax: 717-270-6385

HACC’s York Campus
2010 Pennsylvania Avenue
York, PA 17404
Phone: 717-718-0328
Fax: 717-718-8967

For information regarding services, activities and facilities that are accessible to and usable by persons with disabilities, contact Disability Services at 717-780-2614.

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 nondirectory 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 Registrar.

Visit us on the Web at hacc.edu/HealthCareers
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 a hospital or other healthcare settings.

Some of the basic tasks nurse aides 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 with dressing 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
- Assisting in transporting residents in wheelchairs and in 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 or 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 the 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 General Education Development (GED) to consider applicants for employment. In addition, some employers have their own requirements concerning a record for the Pennsylvania State Police Criminal Record background check. Please contact the facility’s human resources staff for hiring requirements.

For specific class information, please contact the Healthcare Education/Workforce Development and Continuing Education Division office by calling 717-221-1352 or emailing NATP@hacc.edu
Please Read First

All individuals who apply for admission to the nurse aide program must be able to perform specific essential functions with or without reasonable accommodations.

The applicant should carefully review the essential qualifications for the program prior to enrollment in the program.

Any candidate not meeting this criteria will be denied admission to the program.

Hearing – able to hear and understand residents and staff, to interpret conversation, to assess and monitor residents; able to follow verbal instructions, use a stethoscope to hear blood pressure sounds and be able to hear equipment alarms and call bells.

Mobility – mobile and strong enough to support and move residents and to move quickly from place to place to perform resident care; must be able to support and transport residents safely from bed to wheelchair and modify resident position in bed; be able to lift 40 pounds to waist level and to reach below and above waist level to manipulate equipment.

Visual – able to read fine print on monitors, devices and gauges; be able to read and comprehend written instructions and to observe a resident’s gait and appearance.

Motor Skills – able to perform multiple motor tasks which require fine and gross motor skills sufficient to handle equipment and provide safe and effective resident care; steady hand and arm movements while manipulating objects or assisting residents such as operating mechanical lifts, wheelchairs/gurneys, pushing and pulling beds and transporting residents; able to feel pulse rate and distinguish textures.

Communication – must be able to speak, write and understand English fluently. HACC offers English as a Second Language classes. For more information, please call 717-780-2577.

How Do I Enroll or Register?

1. Select the training site nearest your home.
2. Call HACC to ensure that space is available in the class you have selected by calling 717-780-2414. Please be aware classes can be cancelled due to low enrollment and attempts will be made to place you in another class of your choice.
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 calling 717-780-2414 or the Welcome Center and send your check or money order (cost includes textbooks) to the following address:
   HACC Welcome Center
   One HACC Drive,
   Harrisburg, PA 17110
   Enrollment Information: Students may also deliver the payment directly to any HACC Campus Welcome Center.
5. All refund/withdrawal requests must be made prior to the start of class in person, in writing or by telephone during normal business hours. Students requesting refunds prior to the first class meeting will receive 100 percent 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 the HACC Healthcare
Education Department 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 if you are interested in discussing how to qualify for nurse aide tuition reimbursement.

What Must I Do Before I Begin Class?
You must bring documentation of the following 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 month to complete the requirements below. See Recommended Timeline on page 4.

1. Physical: Must be no older than one year from the class start date (see form, page 7).
   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.
      The form must be signed by a physician, physician assistant, nurse practitioner or doctor of osteopathic medicine (MD, DO, CRNP or PA; the signature of a midwife is not acceptable).

In light of the physical requirements of the program, if you are or become pregnant while enrolled in the program, you must obtain doctor’s approval to participate in the program.

2. PPD Test (Two-Step Tuberculin Test): 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 7).
   a. Documentation of two separate PPD tests (include dates and signatures when administered and read).
   b. Second PPD must be administered seven to 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, the student will need a written report about the chest X-ray (which must also be no older than one year from the class start date).
   d. If PPDs are not given, please bring lab results from the IGRA blood test [QuantiFERON® - TB Gold In-Tube test (QFT-GIT) or SPOT® TB test (T-Spot)]. This test with negative results will be accepted if PPDs are not completed.

3. Criminal History Record Information (CHRI): Must be less than one year old from class start date.
   a. All nurse aide students must provide a current background check with CHRI.
   b. The information must be a Pennsylvania State Police Background Check; no other state or online record check service will be allowed.
   c. Background checks can be obtained by visiting the Pennsylvania State Police website at epatch.state.pa.us. The cost of the Pennsylvania State Police background check is $22 (price subject to change). The information in the background check must be presented at orientation.
      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, click on the link that says Certification Page and print the page that contains the Pennsylvania State Seal and the lieutenant’s signature.
ii. If your name has changed after obtaining the background check, proof of name change must accompany the report (such as a copy of marriage license or official court documentation).

iii. All background checks with a record must be completed with a grade and final disposition for each offense. Once the offense is graded and has a completed final disposition, you may enroll in a Nurse Aide class. Please note: You may not enroll if the final offense is on the prohibitive offense list. To view the prohibitive offense list, please go to hacc.edu/HealthCareers.

iv. If you have any questions regarding any items on your background check or what offenses would keep you out of the program, please contact our office.

4. Federal Bureau of Investigation (FBI) Report: Required (in addition to the CHRI report) if you have not been a resident of Pennsylvania for the past two years, or if you have been convicted of a prohibitive offense outside of Pa (see procedure for obtaining the FBI report on the next page).

5. Influenza Vaccine: The vaccinating of healthcare providers has been shown to help reduce the illness and death of residents/clients under their care in long-term care settings and to reduce worker illness during the influenza season. All HACC students attending a healthcare program and participating in clinical sites at long-term care facilities must have the seasonal vaccine if attending classes October through March.

6. 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.

7. Identification (ID): You must bring two forms of identification to the first day of class. One must be a photo ID with signature (for example, a driver’s license, passport, government-issued ID); the other needs only your signature (for example, a credit card or Social Security card).

**Recommended Timeline**

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

If you have not had a physical exam, two-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 weeks prior: request Pennsylvania State Police background check
- Three weeks prior: have your physical performed
- Three weeks prior: have your first PPD test administered and read
- One week prior: have your second PPD test administered and read

**IMPORTANT INFORMATION**

**Nurse Aide Competency Exam**

Successful completion of this course prepares you to take the Pennsylvania Nurse Aide Competency Exam and enroll in the nurse aide registry for the Commonwealth of Pennsylvania. There is an additional cost of $102 (price subject to change) to take the competency exam. This cost is in addition to your nurse aide class tuition. The competency exam and the registry are not HACC programs. You may register for the competency exam only after you have received your certificate of completion from HACC and two emails from Pearson Vue regarding the exam. For more information regarding the exam, visit pearsonvue.com and enter Pennsylvania Nurse Aide in the search box.
FBI Procedures from the Pennsylvania Department of Education

This is the only FBI report that will be accepted for any nurse aide training class in Pennsylvania.

If you have not been a resident of Pennsylvania for the past two consecutive years or have been convicted in another state of any of the offenses listed on the Prohibitive Offense List (no matter how many years ago), you must complete and obtain an FBI report in addition to the Pennsylvania State Police background check. Both 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 used when registering for the class, you must have documentation supporting the name change.

If you have been a resident of Pennsylvania for the past two consecutive years, you must present a Pennsylvania State Police background check. You do not have to obtain an FBI report. Both of these reports must have been obtained within the past year prior to the start date of the class.

Registration

- To register online, go to: https://uenroll.identogo.com.
- You must register online prior to going to the fingerprint site. The fingerprint site locations are noted on the website.
- The Service Code for the Department of Education FBI report is: 1KG6NX
- The facility ID is: 4604

Payment

- You will pay a fee for the fingerprint service and an unofficial copy of the FBI report.
- Major credit cards as well as money orders or cashier’s checks payable to MorphoTrust will be accepted onsite. No cash transactions or personal checks are accepted.

Final Steps

- After the online process is completed, you will receive an unofficial FBI letter in the mail.
- The letter will include a Universal Enrollment ID (UEID) number.
- Call the Department of Education and share the UEID number in order to be issued an official letter. The designated and approved staff members to contact with your UEID number are: Sheri Weidman or Arthur Richardson at 717-772-0814.
- The letter will be mailed to you. Bring this with you to class on the first day.
- This process can take up to six weeks to complete.
**Dress Code**

Failure to follow the dress code requirements may result in dismissal from the program.

**Clothing:** 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/Socks:** Clean, white and polished; clinical, low-heel, non-skid soles or clinical-style sneaker (no heel strap). No clogs or canvas shoes, sandals, stacked heels, open-toe or open-heel shoes. Clean, white shoestrings. Socks must be white calf-length or, if wearing a white dress uniform, white nylons.

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

**Fingernails:** Natural nails must be no longer than 1/8 inch. No artificial nails or artificial nail products may be worn (for example, no tips, jewelry, overlays, wraps, etc.).

**Jewelry, tattoos and piercings:** A smooth, plain ring may be worn. Earrings may not dangle below earlobe (a limit of two earrings per ear). A spacer must be worn if ear lobes are stretched. A clear/flesh colored retainer must be inserted for any visible body piercings. Do not wear bracelets, necklaces or visible body rings. Visible tattoos must be covered.

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

**Personal hygiene:** Take a daily bath or shower with soap and water. Use anti-perspirant or deodorant. Hair should be clean and neatly groomed, worn off the collar and secured away from the face. Men with facial hair should be clean shaven with neatly trimmed beards, mustaches or sideburns. Head coverings must be pre-approved by the HACC office at 717-221-1352.

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

**MANDATORY ATTENDANCE:** Attendance at Orientation is mandatory. On orientation day, the instructor will inform students of all other mandatory days. Failure to report at any time during the mandatory hours will result in immediate dismissal. **Students must complete the total of 120 program hours to receive a certificate of completion.** No refunds will be given. If the student misses any portion of the class other than the mandatory 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, the instructor will contact students regarding any possible delays or cancellations.

**Study Time:** Please be prepared to set aside time to study. Recommended time for studying is 30 minutes for every hour of class. For example, for a seven hour class day, expect to study for three and a half hours that evening.

In order to graduate from this program, you **must** score a 75 percent or better on **each** written test given in class. Grades are not averaged.
Health Examination Form for Admission to the Nurse Aide Training Program

TOP PORTION TO BE COMPLETED AND REVIEWED BY THE STUDENT (please print):

Name: ___________________________________________ Date of Birth: _______________________
Address: _____________________________________________________ Phone Number: ___________________
City/State/Zip: _______________________________________________

All students are required to have the annual influenza vaccine if attending a Nurse Aide Training class between the months of October through March. Date administered: __________________
Please bring the receipt or documentation from your health care provider to the first day of class.

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 completed the 2-step PPD test prior to the first day of class or bring the IGRA blood test results.
• 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: R.arm/L.arm (circle one) by whom- signature and title: _____________________
Date read: ______________ By whom- signature and title: _____________________
Results: ___________mm
Step 2 Date administered: R.arm/L.arm (circle one) By whom- signature and title: _____________________
Date read: ______________ By whom- signature and title: _____________________
Results: ___________mm

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

If PPD’s are not given please bring lab results from the IGRA blood test (QuantiFERON® – TB Gold In-Tube test (QFT–GIT) or SPOT® TB test (T–Spot). This test with negative results will be accepted if PPD’s are not completed.

TO BE COMPLETED BY MD, DO, CRNP or PA:

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 lbs. 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 2-step Tuberculin test (PPD) or IGRA blood test. Documentation is 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 PPD (one step) in addition to proof of the 2-step PPD.

Direct any questions to: Nurse Aide Training at: 1-800-222-4222 ext. 1352 or (717)221-1352

5/09 Rev. 12/11 Rev. 7/12, 10/12, 11/14, 6/14
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 Welcome Centers. Regular hours are Monday through Friday, 8 a.m. to 4:30 p.m. (Note: Some campuses may not have office hours on Fridays during the summer; please call to confirm office hours.)

Telephone: Call 717-780-2414 for credit card registration (VISA, MasterCard or Discover only).

Company billing: Mail or fax your HACC Registration with Permission to Bill form to 717-909-9447. Please contact our office at 717-221-1352 to receive a copy of this form.

Class registration will be completed upon receipt of the Permission to Bill Form.

See the inside front cover 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 the class confirmation. All classes have 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. The enrollment form with payment may be completed any time provided the enrollment form with check or credit card information is received prior to the class starting date or other noted registration deadline. A charge will be made for all checks returned as uncollectible for any reason.

Refunds
All refund requests may be made by telephone during normal working hours or in writing. Students requesting refunds must do so three working days prior to the first class meeting date to receive a 100-percent refund of all tuition and fees, unless an earlier refund date is published for an individual course, seminar or conference, or otherwise stated. No refunds will be given after class begins. If HACC cancels a class, seminar or conference, all paid participants will receive a 100-percent refund of tuition or fees. Please call our office for specific class requirements and to discuss reimbursement opportunities.

Important!
1. Course locations: Be sure to carefully check and identify where each class 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 the U.S. Postal Service.

3. Need disability assistance? If you require disability services, please contact the Disability Services Office at the campus nearest you.

4. Class cancellations: Occasionally it is necessary to cancel or postpone a class. The Healthcare Education Office will try to reach you, so please make sure the College has your current contact information.

5. Registry exam: There is an additional charge by Pearson Vue for the National Nurse Aide Assessment Program examination. You will receive information about registration upon graduation. For more information regarding the exam, visit pearsonvue.com and enter Pennsylvania Nurse Aide in the search box.
HACC Official Healthcare Enrollment Form (Nurse Aide only)

Mail to “Noncredit Cashier” at the HACC Campus nearest you. Asterisks (*) designate required information. Incomplete or inaccurate information may delay or prevent registration. Please print.

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Email Address

HACC provides its students with a generated identification number. Your Social Security number and date of birth may be used for student ID verification.

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<th>*Last 4 Digits of Your Social Security Number</th>
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<th>*Section Number</th>
<th>*Start Date</th>
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*Pennsylvania Resident for the past two consecutive years?:  □ Yes  □ No

YOUR SIGNATURE HERE (REQUIRED FOR ENROLLMENT)

*Signature (Required for enrollment) I hereby certify that the above information is true to the best of my knowledge.

Personal Information: (Used for statistical purposes and will not be used to determine admission.)

Gender:  □ Male  □ Female  
Ethnicity: (Check one)  □ Hispanic/Latino  □ Non-Hispanic/Latino  
Race: (Check all that apply)  □ American Indian/Alaskan Native  
□ Native Hawaiian/Other Pacific Islander  
□ Asian  □ White  □ Black/African American  

Method of Payment:  □ Credit Card (see below)  □ Check or Money Order (payable to HACC)  

I, (print name as it appears on credit card) ___________________________________________ authorize  
HACC to charge $ ___________________________ to my  □ VISA  □ MasterCard  □ Discover  
Account Number ___________________________ Expiration Date (MM/YY) ____________  
Authorized Signature ___________________________  

(Updated 10-30-12)