

Harrisburg Area Community College

Nurse Aide
Student Handbook

All required admission paperwork must be completed and provided to the HACC Nurse Aide Office to register for a class.

This handbook contains program information, instructions for completing all the required admission paperwork, and College resources.

Please read in detail.

Nurse Aide Program Overview

Harrisburg Area Community College (HACC) offers a 120-hour, noncredit Nurse Aide Certificate program designed to prepare students for entry-level direct-care work in healthcare settings.

The training is intended to prepare graduates for nurse-aide positions in **long-term-care facilities, hospitals, rehabilitation centers, and other healthcare facilities**. HACC offers training at its Harrisburg, Lancaster, and York campuses as well as at other healthcare-facility locations throughout Pennsylvania.

The program is approved by the Pennsylvania Department of Education and focuses on the knowledge and hands-on skills needed to care for patients and residents under the supervision of a nurse.

Program Structure

The training is conducted **in person** and combines three components:

- 48.75 hours of theory covering foundational nurse-aide knowledge.
- 32.75 hours of laboratory training where students practice essential care skills.
- 38.5 hours of clinical experience in a long-term care setting.

The Nurse Aide program is intensive and requires a significant time commitment. Students should plan their schedules carefully to ensure they have enough time to attend class, complete assignments, study, and prepare for exams and clinical experiences.

Students can complete the training in approximately 18 days. Attendance is particularly important because students cannot miss class from orientation through the beginning of clinical training.

Students should expect to spend approximately **30 minutes completing homework for every hour of classroom instruction**. For example, if you have a seven-hour classroom day, you should plan to spend approximately **3.5 additional hours studying or completing homework** after class.

Skills and Responsibilities

Students learn basic patient-care skills such as assisting with bathing, dressing, feeding, toileting, and mobility; measuring vital signs; providing catheter care and range-of-motion exercises; making beds; transporting residents; and following infection-control and safety procedures. The program also emphasizes resident rights and compassionate care.

Cost and Requirements

Tuition is $1,875. Students will receive a textbook to use during the program which must be returned at the conclusion. The Pennsylvania nurse aide competency examination carries an additional fee of $135, subject to change.

Students may request a refund of the paid tuition up to **one (1) business day prior** to the start of class. Refunds **will NOT** be issued once the class has started.

Students must be **at least 16 years old** before the first day of class. HACC also requires pre-admission clearances, including health and background documentation; students who have not lived in Pennsylvania for the previous two consecutive years will need an FBI background report.

Certification and Career Preparation
After successfully completing the 120-hour program, students receive a HACC certificate and become eligible to take the **National Nurse Aide Assessment Program (NNAAP) examination**, administered by Credentia. Passing the examination allows the graduate to pursue placement on the Pennsylvania Nurse Aide Registry.

Required Admission Paperwork

The following information includes important program details and answers to frequently asked questions. Please carefully review all of the information provided. After reviewing each content area, you are required to submit a **signed acknowledgment (last page of the handbook)** confirming that you have read and understand the information.

If you have any questions or need additional information, please contact the HACC Nurse Aide Office at nurseaide@hacc.edu or (717) 221-1751.

The Pennsylvania Department of Education requires specific **pre-admission paperwork and clearances** before you can be accepted into the Nurse Aide Program.

- Please complete the requirements below **4–6 weeks before the class you wish to attend**. All paperwork must be submitted to the **HACC Nurse Aide Program for review before you can register**. You are responsible for making sure that all required documents, clearances, and health requirements are completed and submitted on time.

Please note:

- Please review the instructions provided for each requirement carefully before completing your paperwork **(**instructions are listed in the back of the handbook).
- **Out-of-pocket expenses** are estimated and are subject to change.

1. Health Examination Form

- Estimated out-of-pocket cost: $49

2. Tuberculosis (TB) Screening
You must provide **one** of the following:

- A **2-step Mantoux (PPD)** test, **or**
- A **negative IGRA laboratory result**, **or**
- A **negative chest X-ray radiology results**
- Estimated out-of-pocket cost: $49

3. Pennsylvania State Police Criminal History Record Information (CHRI) Report

- Estimated out-of-pocket cost: $22

4. Federal Bureau of Investigation (FBI) Background Check

- **Only required if you have not lived in Pennsylvania continuously for the past two years.**
- Estimated out-of-pocket cost: $25.25

5. Flu Vaccine

- A flu vaccine may be required for your clinical placement.
- **Some clinical facilities require the flu vaccine even outside of flu season.**

- Please contact the **HACC Nurse Aide Office** to determine whether a flu vaccine is required for your assigned clinical location.
- Estimated out-of-pocket cost: $25

6. Identification (ID)

- You must provide **two (2) forms of identification**.
- **At least one form of identification must show your current address.**
- Acceptable identification may include a **driver's license, passport, or state-issued ID**.

7. Student Handbook Acknowledgement

- Please complete the student handbook acknowledgement page at the end of the handbook

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Essential Functions

All individuals who apply for admission to the Nurse Aide Program must be able to perform the essential functions of the program **with or without reasonable accommodation**.

The Nurse Aide Training Program requires students to perform certain physical, cognitive, communication, and interpersonal tasks necessary to safely participate in classroom, laboratory, and clinical activities. These essential qualifications are important for providing safe and effective care to residents.

The essential qualifications below describe the abilities and professional behaviors necessary to participate in, progress through, and successfully complete the HACC Nurse Aide Program. Students are expected to review these requirements carefully and ask questions about any activity or function they do not understand.

If you believe you may have a limitation that could affect your ability to meet any of these requirements, you are encouraged to discuss your individual situation with the Program Coordinator. Requests for reasonable accommodation will be considered in accordance with applicable requirements.

For questions regarding essential requirements or accommodations, contact the Nurse Aide Training Program at nurseaide@hacc.edu.

English Language Skills

The Nurse Aide course is taught in English. All required textbooks, workbooks, assignments, examinations, and clinical documentation are in English.

Students must be able to communicate effectively in English in the classroom, laboratory, and clinical settings.

Examples include:

- Reading and understanding written instructions, textbooks, care plans, and assignments.
- Understanding verbal instructions provided by instructors, nurses, residents, and other healthcare professionals.

- Speaking clearly to communicate with residents, families, instructors, and members of the healthcare team.
- Completing written documentation and recording resident information accurately.

Hearing

Students must be able to hear and understand communication from residents, instructors, staff, and other members of the healthcare team and recognize sounds that may indicate a resident's needs or a safety concern.

Examples include:

- Hearing and responding to a resident who calls for assistance.
- Following verbal instructions from an instructor or nurse.
- Participating in conversations with residents, families, and healthcare staff.
- Hearing blood pressure sounds when using a manual blood pressure cuff and stethoscope.
- Recognizing equipment alarms, such as call bells, bed alarms, and chair alarms.
- Communicating effectively with individuals from different cultural and social backgrounds.

Mobility and Physical Abilities

Students must have sufficient mobility, strength, coordination, and endurance to safely perform required classroom, laboratory, and clinical activities.

Examples include:

- Walking safely throughout a healthcare facility and moving from one resident room to another.
- Standing for periods of time while providing resident care.
- Bending, stooping, kneeling, and reaching as necessary to provide care.
- Reaching above shoulder level to obtain or operate equipment.
- Reaching below waist level to obtain or operate equipment.
- Supporting and repositioning a resident in bed.
- Assisting a resident with transferring from a bed to a wheelchair using appropriate techniques.
- Assisting a resident with walking while using a transfer belt.
- Exert maximum force to lift, push, pull, or carry objects up to a **minimum of 40 pounds to waist level** (beds, patients, wheelchairs, or other related equipment) as required for program activities.

Students must be able to perform these activities safely using appropriate body mechanics and equipment.

Visual Abilities

Students must have sufficient visual ability to observe residents, read written information, operate equipment, and recognize changes that may affect resident safety.

Examples include:

- Reading written instructions, labels, care information, and documentation.

- Reading measurements on equipment such as thermometers, scales, blood pressure devices, and other gauges.
- Observing a resident's appearance, posture, skin condition, and movement.
- Observing a resident's gait while assisting with ambulation.
- Seeing equipment displays and visual alarms.
- Observing instructor demonstrations from an appropriate distance.
- Monitoring a resident during care activities.

Motor Skills

Students must have sufficient fine and gross motor coordination to safely operate equipment and provide safe resident care.

Examples include:

- Operating wheelchairs, mechanical lifts, and other commonly used equipment.
- Pushing and pulling a resident's bed or wheelchair as appropriate.
- Assisting with resident transfers and repositioning.
- Performing handwashing and other infection-control procedures.
- Applying personal protective equipment (PPE).
- Measuring vital signs.
- Providing personal care such as bathing, dressing, grooming, and oral care.
- Writing or typing required information into documentation systems.
- Performing multiple tasks safely when providing resident care.

Tactile Abilities

Students must be able to use touch to obtain information needed to provide safe resident care.

Examples include:

- Feeling a pulse when measuring a resident's pulse rate.
- Assessing the strength and rhythm of a pulse.
- Recognizing differences in texture, firmness, or temperature when providing care.
- Using touch appropriately when assisting with positioning, mobility, or personal care.

Communication Skills

Effective communication is essential to resident safety and quality of care. Students must be able to communicate through speaking, listening, reading, writing, and appropriate nonverbal communication.

Examples include:

- Speaking clearly and respectfully with residents and healthcare team members.
- Following verbal and written directions accurately.
- Asking questions when instructions are unclear.
- Reporting changes in a resident's condition to the appropriate healthcare professional.
- Participating professionally in classroom and clinical discussions.
- Reading and understanding written information in English.
- Completing written documentation accurately and legibly.

- Recognizing and responding to nonverbal communication, such as facial expressions, gestures, or changes in behavior.
- Using communication equipment such as telephones, computers, and other approved devices.

Intellectual and Cognitive Abilities

Students must be able to understand, remember, apply, and communicate information necessary to provide safe resident care.

Examples include:

- Learning and remembering required nurse aide procedures.
- Following a sequence of steps when performing a resident-care skill.
- Measuring and recording information accurately.
- Performing basic calculations and measurements.
- Applying classroom knowledge to laboratory and clinical situations.
- Recognizing when a situation is outside the nurse aide's scope of practice and reporting it appropriately.
- Following safety and infection-control procedures.
- Identifying problems and seeking assistance when necessary.
- Adjusting appropriately when resident needs or clinical situations change.

Behavioral and Social Attributes

Students must demonstrate professional behavior and maintain appropriate relationships with residents, families, classmates, instructors, and healthcare staff.

Examples include:

- Treating every resident with dignity, respect, and compassion.
- Remaining calm and professional when situations are stressful or unexpected.
- Maintaining appropriate professional boundaries.
- Respecting residents' individual preferences, cultures, beliefs, and privacy.
- Working cooperatively with classmates and healthcare team members.
- Accepting constructive feedback and making appropriate improvements.
- Managing the physical and emotional demands of the program.
- Adapting to changes in the classroom, laboratory, and clinical environment.
- Demonstrating dependability, responsibility, and motivation.

Ethical and Professional Standards

Students are expected to demonstrate professional and ethical behavior throughout the Nurse Aide Program.

Examples include:

- Maintaining resident confidentiality and privacy.
- Respecting resident rights and choices.
- Communicating honestly and respectfully.
- Following HACC and clinical-site policies and procedures.

- Maintaining professional boundaries.
- Reporting concerns or changes in a resident's condition appropriately.
- Accepting responsibility for one's actions and responsibilities.
- Demonstrating appropriate professional behavior toward residents, families, classmates, faculty, and staff.

Students must meet the essential functions to participate safely in the Nurse Aide Program. Students who have concerns about their ability to meet a particular requirement should contact the Nurse Aide Training Program Office.

Grades and Program Progression Requirements

Students must successfully complete each part of the Nurse Aide Program in order to continue to the next stage of training. The program includes written assessments, laboratory skills competencies, and clinical evaluation.

Students should prepare for each assessment by attending class, completing assigned homework, reviewing course materials, and studying the information presented in class.

Written Quizzes and Final Exam (Assessment)

There are three (3) written quizzes and one (1) final exam during the program.

- A minimum score of **75% is required on each quiz and the final exam**.
- Each assessment must be passed before the student can continue in the program.
- Students scoring below 75% on an assessment will be given one additional opportunity to achieve a score of 75% or higher.
- Students not achieving a passing score of 75% or higher on the second attempt will be dismissed from the program.
- No refund will be issued if a student is dismissed for failure to meet the required assessment score.

Laboratory Skills Competency

Students must successfully demonstrate the required nurse aide skills during the laboratory portion of the program.

All laboratory skills must be completed at a satisfactory level before a student can continue to the clinical portion of the program.

The laboratory competency is designed to ensure that students can safely perform the required skills before providing care to residents in the clinical setting.

Clinical Evaluation

The clinical portion of the program is also graded. Students will provide direct care to residents in a long-term care setting and must demonstrate safe, appropriate, and professional performance.

Students must achieve a minimum **clinical average of 5.0** in the required evaluation areas.

Clinical performance includes demonstrating:

- **Safety** – Performing resident care safely and following appropriate procedures.
- **Privacy** – Protecting the resident's privacy and dignity during all aspects of care.
- **Individuality** – Respecting each resident's preferences, needs, abilities, and choices.
- **Communication** – Communicating respectfully and effectively with residents, classmates, instructors, nurses, and other healthcare team members.
- **Infection Control** – Consistently following hand hygiene, PPE, standard precautions, and other infection-control practices.

Students are expected to demonstrate satisfactory performance consistently throughout the clinical experience. Because students are providing **direct resident care**, unsafe or unsatisfactory performance may affect a student's ability to continue in the program.

A student who does not achieve the required **5.0 clinical average** will be dismissed from the program.

The clinical evaluation point system and specific grading criteria are explained in detail in the **Nurse Aide workbook**, which students will receive on the first day of class.

Important: Meeting All Requirements

Successfully completing the Nurse Aide Program requires students to meet all of the following requirements:

1. Earn **75% or higher on each of the three written quizzes**.
2. Earn **75% or higher on the final exam.**
3. Successfully complete **all required laboratory skills**.
4. Maintain a minimum **5.0 clinical average** and demonstrate safe and satisfactory performance during clinical.

Failure to meet any required academic, laboratory, or clinical standard will result in dismissal from the program.

Nurse Aide Program Attendance Requirements

Successful completion of the Nurse Aide Program requires you to attend the **entire 120-hour program**.

100% Attendance Required Before Clinical
100% attendance is required for all classroom and lab sessions before the start of clinical. This means you must attend **every scheduled class day, beginning with Orientation Day and continuing through the day before clinical begins.**

Mandatory Program Days
The number of mandatory days depends on the syllabus for your class:

- **17-Day Syllabus:** Orientation Day through Day 10 (**Days 0–10 is mandatory**)
- **18-Day Syllabus:** Orientation Day through Day 10 (**Days 0–10 is mandatory**)
- **26-Day Evening Syllabus:** Orientation Day through Day 16 (**Days 0–16 is mandatory**)

You **may not miss any time** during this portion of the program. Any absence, including a partial-day absence, will result in **dismissal from the program with NO refund.**

Please Plan Accordingly
Before registering, please review the **entire class schedule** and make sure you are available for all mandatory days.

If you have any **preplanned appointments or commitments** that conflict with the class schedule—such as a doctor's appointment, jury duty, sporting event, work commitment, or personal obligation—please **register for a different class that does not conflict with your schedule.**

Once you register, you are expected to be available for **all mandatory program days.**

Attendance and Make-Up Time Requirements

Once you begin **clinical**, the attendance requirements change. Please read the following carefully.

Missed Time During Clinical and After
Students are permitted to miss a **maximum of two (2) days, for emergency or contagious illness,** during clinical and the remainder of the program. **All missed time must be made up – there are no exceptions. A physician's note will be required to return to class.**

You Must Notify Your Instructor
If you are unable to attend class or clinical, you **must notify your instructor before the scheduled class or clinical time**.

- If you **do not notify your instructor**, your absence will be considered a **"no call/no show."** A **no call/no show will result in immediate dismissal from the program with NO refund.**
- If you notify your instructor **before missing the scheduled time**, your absence may be approved and you will be eligible to make up the missed time.

Make-Up Requirements
If your missed time is approved:

- **Every minute missed must be made up.**
- Make-up time must be completed in a future Nurse Aide class.
- You may be required to travel to a **different HACC location** or a location farther away than where you originally took the course.
- You must complete the make-up time **within 30 business days of the original missed class date**.
- Students will be given **two opportunities** to complete their required make-up time.
- If a student does not attend either of the two available make-up opportunities, they will be **dismissed from the program with NO refund**.

Students are responsible for completing **all required make-up time within the allowed timeframe**. Failure to follow the notification, attendance, or make-up requirements may result in dismissal from the program with no refund.

Clinical Attendance Requirement

- You may miss a **maximum of two (2) days for emergency or contagious illness** from the start of clinical through the end of the program.
- **If you miss more than two (2) days, you will be dismissed from the program with NO refund.**

Your attendance is important. Your classmates and assigned residents depend on you to be present and participate each day. **When you are absent, your classmates may have to take on your responsibilities, and your assigned resident may be left without the support they were expecting. Plan accordingly and make attendance a priority.**

Dress Code

Students are required to wear the HACC Nurse Aide uniform during **all classroom and clinical hours**.

The **navy-blue scrub uniform** helps facility staff easily identify HACC students from facility employees and agency Nurse Aides. Skilled nursing facilities may use different scrub colors to identify staff members based on their assigned area. Wearing the HACC uniform helps ensure that staff recognize you as a **Nurse Aide student** and do not ask you to perform tasks that are outside of your student role.

Uniform

Students must wear:

- **Solid navy-blue uniform top**
- **Solid navy-blue uniform pants**, or a below-the-knee uniform skirt or culottes
- **White knee-high or calf-length socks** or **white full-length nylons**
- **White clinical-style shoes** with a low heel and non-skid sole, or **white sneakers**
- Appropriate undergarments that are not visible through the uniform
    - A slip is required when wearing a skirt or dress.
- A **solid white or navy-blue button-down sweater** may be worn over the uniform.

Fingernails

- Fingernails must be **natural, clean, trimmed, and filed**.
- Nails may extend no more than **1/8 inch beyond the fingertip**.
- **Artificial nails and nail products are not permitted.**

Jewelry

The following jewelry is permitted:

- One plain, smooth band on each hand
- Small post-type earrings, with a maximum of **two per earlobe**

The following are **not permitted**:

- Visible body piercings
- Bracelets
- Necklaces

Tattoos

- Tattoos must be **covered by clothing or other approved means**.

Wristwatch

- A **wristwatch with a second hand is required** and must be worn at all times.
- **Smartwatches and other smart devices are not permitted.**

Personal Hygiene

Students must maintain a **clean and neat appearance** at all times. This includes:

- Daily bathing or showering
- Use of antiperspirant or deodorant
- Good oral hygiene

Facial Hair

- Facial hair must be **clean, well-maintained, and neatly trimmed**.
- Beards, goatees, and mustaches are permitted but must:
  - Be trimmed to no more than ½ **inch in length**
  - Be kept **above the neckline**

Hair

- Hair must be:
  - A **natural color**
  - Clean and well-groomed
  - Worn **off the collar and away from the face**

The following are **not permitted**:

- Hats or caps
- Hoods
- Bandanas
- Sweatbands

Head coverings worn for religious or medical reasons must match the color of the uniform.

Reimbursement Opportunity

Students who **pay for Nurse Aide training and testing** are eligible for reimbursement.

- If employed by a **skilled nursing care facility that accepts Medicare/Medicaid residents** within **12 months of completing the Nurse Aide Training Program**.

How Reimbursement Works

On the **last day of your training class**, you will receive a reimbursement letter. **Keep this letter in a safe place. It cannot be reissued if it is lost.**

You must provide the reimbursement letter to the skilled nursing facility where you are employed.

Your reimbursement will be paid in **two installments**:

- **After 130 hours of employment:** You will receive **one-half (½)** of the eligible training and testing costs you paid.
- **After an additional 130 hours of employment:** You will receive the **remaining one-half (½)** of the eligible training and testing costs you paid.

Important Requirements

To receive the **full reimbursement**, you must:

- Begin employment at an eligible skilled nursing facility within **12 months of completing your Nurse Aide Training Program**.

- Work at the **same facility for a total of 260 hours**.
- Complete the first **130 hours** to receive the first half of the reimbursement.
- Complete an additional **130 hours** at the same facility to receive the remaining half.

Please note: If you leave the facility before completing either 130-hour period, you will not receive the reimbursement associated with that period.

Questions?
If you have questions about whether your employer qualifies for reimbursement, please contact the **HACC Nurse Aide Office**:
Phone: (717) 221-1751
Email: nurseaide@hacc.edu

Department of Human Services (Public Welfare), Medical Assistance Bulletin, 99-11-05 Statement

- Medical Assistance Bulleting 99-11-05 Exclusion from Participation in Medicare, Medicaid or any other Federal Healthcare Program
- While your CHRI may be acceptable for nurse aide training, you should be aware that Pennsylvania maintains a database by Department of Health and Human Services' Office of Inspector General that identifies individuals or entities that have been excluded nationwide from participation in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal health care programs. If you are on the exclusion list, it is possible that you will not be eligible for employment in a health care agency. To see if you are on the list, please go to the following website http://oig.hhs.ogv/fraud/exclusions.asp.

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.

Required Admission Paperwork

Instructions

Physical Examination - (estimated out-of-pocket expense: $49)

Provide the completed HACC Health Examination form dated **no older than 1 year** from the class start date.

The physical must include that the student:

- Is free from communicable diseases in the communicable state.
- Has no medical conditions/restrictions which will prevent the student from performing the **essential functions** of the job.
- Is able to exert maximum force to lift, push, pull, or carry objects up to **a minimum of 40 pounds to waist level** (such as: beds, residents, wheelchairs, or other related equipment) as required for program activities.
- The physical must be signed by an MD, DO, CRNP, or PA.
- All questions must be answered **"yes"**.

If you are **pregnant or become pregnant during the program**, you will need to obtain an additional note from the health care provider (physician, nurse practitioner, physician assistant, etc.) that is following the care of the pregnancy that includes:

- You are able to meet the **essential functions**
- Is able to exert maximum force to lift, push, pull, or carry objects up to **a minimum of 40 pounds to waist level** (such as: beds, residents, wheelchairs, or other related equipment) as required for program activities.)
    - **Please Note:** Title IX is a federal law that protects students from sexual based discrimination. This includes protections for students who may be: pregnant, parenting, experience pregnancy loss, and conditions related to pregnancy. Student Access Services assist students who may need to take medically necessary leave among other accommodations. Please contact Student Access Services for more information about how their office can help you.
    - https://www.hacc.edu/Students/DisabilityServices/index.cfm

If you are **under the care of a physician for any medical condition**, you will need to obtain an additional note from the health care provider (physician, nurse practitioner, physician assistant, etc.) that includes:

- You are able to meet the **essential functions**
- Is able to exert maximum force to lift, push, pull, or carry objects up to **a minimum of 40 pounds to waist level** (such as: beds, residents, wheelchairs, or other related equipment) as required for program activities.)

Please use the HACC Health examination form at the end of the handbook to complete this requirement.

Tuberculosis (TB) Screening - Estimated out-of-pocket cost: $49

Provide documentation of a completed and negative TB screening **no older than 1 year** from the class start date.

- If your PPD expires before clinical, you will be requested to complete an additional 1-step PPD.

- You must provide **one** of the following tuberculosis reports:
- A **2-step Mantoux (PPD)** test, **or**
- A **negative IGRA laboratory result**, **or**
- A **negative chest X-ray radiology result**

- If obtaining an IGRA laboratory result or chest X-ray, please provide the complete **laboratory or radiology results** from your physician.
    - No patient portal copies will be accepted.

- If obtaining a 2-step Mantoux/PPD, it must be completed accurately and within the state time frames:
    - The 1st PPD is given and then read 48-72 hours later.
    - The PPD results must be written in millimeters (mm).
    - If the 1st PPD is negative then the second PPD is given 7 to 21 days after the first one is read.
        - If the student's second PPD is given less than 7 days or more than 21 days after the first one is read, it will be deemed inaccurate.
        - The student must repeat the 2-step PPD, which may delay your class choice.
    - If there are no results recorded for either step, the student must obtain the results, prior to be accepted into the NATCEP.

Pennsylvania State Police Criminal History Record Information (CHRI) Report - Estimated out-of-pocket cost: $22

Provide documentation of a complete and acceptable CHRI **no older than 1 year** from the class start date.

- Use this link to request: https://epatch.pa.gov/home
- Choose **"Employment"** as the purpose of the check.
- Enter the required information.
    - Please use your **full legal name** when requesting the check
- Proceed to "Check out" and make payment.
- You will receive a receipt and your record results.
- Submit your completed record check to the HACC Nurse Aide Office

If you have a background other than **"No Record",** you may be unable to take the Nurse Aide program based on your results.

- Act 14…. Prohibitive Offense List is used to determine eligibility for acceptance into the Nurse Aide Program.
- If you have questions regarding your record check and offenses listed, please contact the HACC Nurse Aide Office.

All Background checks **must be completed** with a final disposition for each crime listed, or you will be ineligible to enroll in the Nurse Aide program.

Federal Bureau of Investigation (FBI) Background Check - Estimated out-of-pocket cost: $25.25

The FBI Check is only required if you have not lived in Pennsylvania continuously for the past two years.

Provide documentation of a complete and acceptable FBI Check **no older than 1 year** from the class start date.

- Use this link to request: https://uenroll.identogo.com/
- You must enter the **Service Code 1KG6NX** to ensure fingerprints are processed correctly and for the right purpose. ("1KG6NX - Pennsylvania PDE-Area Vocations Technical School (AVTS))" must appear at the top of the screen. If it doesn't, you must click the "Back to Home" button and begin the process again by re-entering the correct Service Code 1KG6NX. If you proceed with the process under the incorrect code, you will be required to start the process over and pay for another FBI report.)
- **Follow the instructions** provided and complete each field accurately.
    - **Payment** – You will be charged a fee for the fingerprinting service when you get your fingerprints processed. Major credit cards as well as money orders or cashier's checks payable to Morpho Trust will be accepted on site. No cash transactions or personal checks are accepted.
    - **Fingerprinting Locations** – After pre-registration, proceed to the selected fingerprinting site where you made the appointment. The location of the fingerprinting sites and their hours of operation are listed on the website.
    - **Preparing to be Fingerprinted** – You must bring an approved State or Federal photo ID with you to be fingerprinted. A list of approved ID types can be found on the Identogo website. You will not be processed if you cannot produce an acceptable photo ID at the time of your appointment. After your identity has been established, all fingers are scanned.
- You will receive **your Universal Enrollment Identification (UEID) number on the receipt** of your fingerprints.
- Once you receive your fingerprint receipt, you **must send a written request** to the PDE by email or fax ONLY, requesting the official FBI report.
    - Email: ra-natcep@pa.gov OR Fax: (717) 783-6672
    - You must include the following information in your written request to the PDE:
        - Applicant's full name as show on photo identification
        - Current, full mailing address including apartment number, if applicable
        - Universal Enrollment Identification (UEID) number from your receipt
        - Email address
        - Telephone number
        - Training Program name: Harrisburg Area Community College
        - Training Program 7- digit code: 395-0275
- You will **receive an email** from the PDE when your FBI is processed. The email will include the address that your official FBI report will be sent to, as well as a tracking number to follow the delivery of your certified letter.
    - Please make sure someone is available to sign for certified letter by using the tracking number provided. If someone is not available to sign for official letter, the post office may return official letter to the PDE if not claimed in timely manner.

- It can take up to six (6) weeks to receive your official FBI report in the mail, so please plan accordingly.

Flu Vaccine - Estimated out-of-pocket cost: $25

- A flu vaccine may be required for your clinical placement.
- **Some clinical facilities require the flu vaccine even outside of flu season.**
- Please contact the **HACC Nurse Aide Office** to determine whether a flu vaccine is required for your assigned clinical location.

Identification (ID)

- You must provide **two (2) forms of identification**.
- **At least one form of identification must show your current address.**
- Acceptable identification may include a **driver's license, passport, or state-issued ID**.

Student Handbook Acknowledgement

- Please complete the student handbook acknowledgement page at the **end of the handbook**

Please complete the requirements **4–6 weeks before the class you wish to attend**.

All paperwork must be submitted to the **HACC Nurse Aide Program for review before you can register**. You are responsible for making sure that all required documents, clearances, and health requirements are completed and submitted on time.

Please submit the completed requirements to the **HACC Nurse Aide Office** at nurseaide@hacc.edu .

Or contact the HACC Nurse Aide Office for any questions regarding the requirements at nurseaide@hacc.edu or 717-221-1751.

Harrisburg Area Community College

Student Resources

Statement of Student Rights

Notification and Acknowledgement of student rights under Title IX of the Education Amendments of 1972, Americans with Disabilities Act as Amended (ADAAA), Sections 504/508 of the Rehabilitation Act of 1973, The Pennsylvania Human Relations Act ("PHRAct") and The Pennsylvania Fair Educational Opportunities Act ("PFEOAct")

It is the policy of HACC, Central Pennsylvania's Community College, in full accordance with the law, not to discriminate in employment, student admissions, student access and/or student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression**,** veteran status, genetic history/information, or any 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.

HACC is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

HACC is equally committed to providing reasonable accommodations to qualified students with disabilities to ensure that they have an equal opportunity to succeed and participate in their college and career goals. The College adheres to federal compliance for the Americans with Disabilities Act as Amended (ADAAA), Sections 504/508 of the Rehabilitation Act of 1973 and Title IX of the Education Amendment of 1972. Title IX provides protection for students who are pregnant, parenting and/or may need to take a medical leave of absence due to pregnancy, childbirth, miscarriage, abortion and or recovery. Additionally, the College complies with The Pennsylvania Human Relations Act ("PHRAct") and The Pennsylvania Fair Educational Opportunities Act ("PFEOAct").

Please note that College Policy 870 designates all employees as non-confidential and responsible employees who must report all disclosures of sex or gender-based discrimination or violence to the HACC Title IX Coordinator. The Title IX Coordinator or designated staff will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

For more information regarding the College's Title IX procedures, reporting, or support measures, please visit
https://www.hacc.edu/CampusLife/InclusionDiversityandBelonging/DiversityEquityandInclusionPolicies/title-ix.cfm.

Title IX Coordinator
Armenta Hinton, VP for Student and Campus Life and Title IX Coordinator
Ted Lick Administration Building, 112E
aehinton@hacc.edu
cido@hacc.edu
717-780-2312

Deputy Title IX Coordinator for Students
Dr. Courtney Allen, Director, Community Standards and Student Engagement

Governor George M. Leader Building, York Campus, Room 134F
caallen@hacc.edu
717-780-3279

Deputy Title IX Coordinator for Employees
Olajiwon McCadney, AVP for Campus Life and Dean of Students
okmccadn@hacc.edu
(717)780-2613

Deputy Title IX Coordinator for Accessibility, Allied Health and Nursing
Vicki Van Hise, AVP for Holistic Support and Engagement
vlvanhis@hacc.edu
717-358-2972

Investigator and Title IX Liaison
Briana Legerlotz, Coordinator, Student and Campus Life
bjlegerl@hacc.edu
Title IX Representative for Accessibility, Allied Health and Nursing
Deborah Bybee, Coordinator, Student Access Services (SAS)
dabybee@hacc.edu

The Student Access Services Department, ensures no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by the college because of disability, pregnancy, or related conditions. Nor will individuals with a disability be subjected to discrimination while participating in college programs or activities due to disability. The College in accordance with federal compliance of the Americans with Disabilities Act as Amended (ADAAA), Sections 504/508 of the Rehabilitation Act of 1973 and Title IX of the Education Amendment of 1972. Title IX provides protection for students who are pregnant, parenting and may need to take a medical leave of absence due to pregnancy, childbirth, miscarriage, abortion and or recovery.

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, student access and/or student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression**,** veteran status, genetic history/information, or any 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.

The Pennsylvania Human Relations Act (“PHRAct”) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at http://www.phrc.pa.gov/Pages/default.aspx#.V2HOujFuNS0.

Whether students had an IEP in high school or not, they may be eligible for accommodations. Student Access Services encourage students who feel they may benefit from accommodations to contact us to learn more and review our webpage at:
https://www.hacc.edu/Students/AcademicSupport/StudentAccessServices/index.cfm
Students can self-referral or referral by a caring employee for ADA or Title IX Pregnancy and Parenting can be done by completing this form: https://hacc-accommodate.symplicity.com/public_accommodation/
Student Access Coordinator contact and location information is available at:
http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm

Student Access and Holistic Support:
Vicki Van Hise, MSW, Assistant Vice President for Holistic Support and Engagement
Deputy Title IX Coordinator
ADA/504 Coordinator for Students
Phone: 717-358-2972
Email: vlvanhis@hacc.edu

David Banks, Administrator for Student Access & Holistic Support
Whitaker 123
Phone: 717-780-1108
Email: dlbanks5@hacc.edu

Student Access Coordinators:
HACC—Gettysburg Campus
Erin Rose, Coordinator, Student Access Services
G127B
Phone: 717-339-3533
Email: elrose@hacc.edu

HACC—Lebanon & Harrisburg Campuses
Deborah Bybee, Coordinator, Student Access Services
Email: dabybee@hacc.edu

HACC—Lancaster Campus
Martin Sica, Coordinator, Student Access Services
RM 221D
Phone: 717-358- 2273
Email: masica@hacc.edu
HACC—York Campus
Anessa Deppen, Coordinator, Student Access Services
YL102J
Phone: 717-801-3276
Email: addeppen@hacc.edu

Non-Discrimination Policy

It is the policy of Harrisburg Area 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, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any legally protected classification.
All instances of discrimination are considered to be a serious offense and warrant immediate action. There will be no assignment of students based on race or other protected characteristics.

Any student who believes he/she is being subjected to discrimination should report the situation to the appropriate authority as described below.

Procedure:
Step 1: Concerns should be discussed with your instructor. In instances when a student perceives a serious misconduct by the instructor that would not be appropriate to address initially with that person; the student may begin at the second step of this process.

Step 2: Unresolved concerns should be taken to the Program Coordinator, One HACC Drive, Harrisburg, PA 17110, 717-221-1377.

Harassment Policy

Purpose: The Nurse aide Program of HACC is committed to the education of nurse aide students in a safe and conscientious manner consistent with the regulations of the Pennsylvania Department of Education and of the College. In order to provide an environment which is conducive to learning, the nurse aide instructors will not tolerate any form of harassment.

According to SGP 871, the College defines harassment as any behavior, verbal or physical, which creates and intimidating, hostile or offensive work or learning environment, especially if the behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior.
Harassment is behavior that is based on individual or group characteristics including, but not limited to, race, color, ethnicity, gender, age, disability, religion, political belief or affiliation, marital status, ancestry, veteran status, sexual orientation or membership in any other protected group under federal, state or local law. This is in compliance with SGP 825 **Harassment Policy** and will **not** be tolerated at any time in either classroom or clinical settings.
Harassment, sexual misconduct or violence that occurs outside of these settings, even away from the HACC campus, may be grounds to withdraw a student from the nurse aide program. **Any member** of the College community who believes he/she is being subjected to harassment shall report the situation to HACC's Title IX Coordinator. Please see Title IX information.

Gender of Sex Discrimination and Misconduct (Title IX)

HACC, Central Pennsylvania's Community College, is committed to cultivating and maintaining a safe and nondiscriminatory educational and employment environment for all members of the College community.

HACC will be vigilant in providing a college environment that is free of any form of discrimination on the basis of sex, which includes sexual harassment, sexual violence, sexual assault and dating or domestic violence. This commitment, which includes prohibition of all forms of gender-based

harassment (sexual and non-sexual), is implemented regardless of gender, gender identity, gender expression or sexual orientation.

HACC's Sexual Misconduct Policy is available here.
Any individual may make a good faith report alleging violation of the College's Sexual Misconduct Policy. Reports should include as much detail as possible. Once a report is received, someone will reach out to you privately. HACC's Title IX Coordinator is Dr. Armenta Hinton and she may be reached with questions at aehinton@hacc.edu or 717- 736-4102

Academic Dishonesty

Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate to continue to perform its most important function.

- Students are expected to be honest in all of their academic endeavors.
- The College views academic dishonesty as a serious breach of conduct.

Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. This policy shall be implemented according to regulations approved by the President.

Health Examination Form for Admission to Nurse aide Training Program

Student Name: _____ Date of Birth: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

The physical must be completed and signed by an MD, DO, CRNP, or PA: (all questions must be answered **"YES"**).

YES NO I certify that the student/employee is free from communicable diseases in the communicable state.

YES NO Has no medical conditions/restrictions which will prevent the student from performing the **essential functions** of the job. (Please see the **essential functions** listed on the back of this form.)

YES NO Is able to exert maximum force to lift, push, pull, or carry objects up to **a minimum of 40 pounds to waist level** (such as: beds, residents, wheelchairs, or other related equipment) as required for program activities.

Please select YES or NO for the following question. If the answer is YES, please provide the additional information required.

YES NO Is the student/employee pregnant?

If **pregnant**, the student/employee will need to obtain an additional note from the health care provider (physician, nurse practitioner, physician assistant, etc.) that is following the care of the pregnancy that includes:

- Student/employee is able to perform the **essential functions** of the job**.**
- Student/employee is able to exert maximum force to lift, push, pull, or carry objects up to **a minimum of 40 pounds to waist level** (such as: beds, residents, wheelchairs, or other related equipment) as required for program activities.

Please select YES or NO for the following question. If the answer is YES, please provide the additional information required.

YES NO Is the student/employee under the care of a physician, nurse practitioner, physician assistant for any medical condition?

If **under care**, the student/employee will need to obtain an additional note from the health care provider (physician, nurse practitioner, physician assistant, etc.) that includes:

- Student/employee is able to perform the **essential functions** of the job**.**
- Student/employee is able to exert maximum force to lift, push, pull, or carry objects up to **a minimum of 40 pounds to waist level** (such as: beds, residents, wheelchairs, or other related equipment) as required for program activities.

To Be Completed at Physician's Office/Medical Clinic *(please print)*

Two-step Tuberculin test, PPD, or Mantoux type *(This is required. Form is not complete without read and reported results.)*

(results must be measured in millimeters) **Positive results are equal to or greater than 10mm.**

Step 1 Date Administered:_____R. arm/L. arm *(circle one)* Date Read:_____ *(Must be read 48-72 hrs. after administered)*

By whom- signature/title: _____ By whom- signature/title: _____

Results:_____mm Results:_____mm

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

Step 2 Date Administered:_____R. arm/L. arm *(circle one)* Date Read:_____ *(Must be read 48-72 hrs. after administered)*

By whom- signature/title: _____ By whom- signature/title: _____

Results:_____mm Results:_____mm

If IGRA blood test (QuantiFERON or TB Gold) or Chest X-ray is given in place of PPD's, please provide complete lab/radiology results.

Date of Examination: _____ Phone Number: _____

Examiner's Name and Title: _____

Examiner's signature: _____

Street Address: _____

City/State/Zip: _____

ESSENTIAL FUNCTIONS Required for Nurse Aide Students

All individuals who apply for admission to the Nurse Aide Program must be able to perform the essential functions of the program **with or without reasonable accommodation**.

The Nurse Aide Training Program requires students to perform certain physical, cognitive, communication, and interpersonal tasks necessary to safely participate in classroom, laboratory, and clinical activities. These essential qualifications are important for providing safe and effective care to residents.

The essential qualifications below describe the abilities and professional behaviors necessary to participate in, progress through, and successfully complete the HACC Nurse Aide Program.

English Language Skills

- The Nurse Aide course is taught in English. All required textbooks, workbooks, assignments, examinations, and clinical documentation are in English.
- Students must be able to communicate effectively in English in the classroom, laboratory, and clinical settings.

Hearing

- Students must be able to hear and understand communication from residents, instructors, staff, and other members of the healthcare team and recognize sounds that may indicate a resident's needs or a safety concern. Includes hearing blood pressure sounds, call bells, calls for help, etc.

Mobility and Physical Abilities

- Students must have sufficient mobility, strength, coordination, and endurance to safely perform required classroom, laboratory, and clinical activities.
- Examples include:
    - Walking safely throughout a healthcare facility and moving from one resident room to another.
    - Standing for periods of time while providing resident care.
    - Bending, stooping, kneeling, and reaching as necessary to provide care.
    - Reaching above shoulder level to obtain or operate equipment.
    - Reaching below waist level to obtain or operate equipment.
    - Supporting and repositioning a resident in bed.
    - Assisting a resident with transferring from a bed to a wheelchair using appropriate techniques.
    - Assisting a resident with walking while using a transfer belt.
    - Exert maximum force to lift, push, pull, or carry objects up to a **minimum of 40 pounds to waist level** (beds, patients, wheelchairs, or other related equipment) as required for program activities.
- Students must be able to perform these activities safely using appropriate body mechanics and equipment.

Visual Abilities

- Students must have sufficient visual ability to observe residents, read written information, operate equipment, and recognize changes that may affect resident safety.

Motor Skills

- Students must have sufficient fine and gross motor coordination to safely operate equipment and provide safe resident care.

Tactile Abilities

- Students must be able to use touch to obtain information needed to provide safe resident care.

Nurse Aide Program Student Handbook Acknowledgement

I acknowledge that I have received, reviewed, and understand the **HACC Nurse Aide Program Student Handbook**. I understand that the handbook contains important information about program requirements, policies, expectations, and responsibilities.

By signing below, I acknowledge that:

- I have reviewed the **Nurse Aide Program Overview**, including program requirements, costs, attendance expectations, and completion requirements.
- I understand that I am responsible for completing all **required admission paperwork, health requirements, background clearances, and other documentation** by the required deadlines.
- I understand the **essential functions for Nurse Aide Students** and the abilities and professional behaviors required for participation in the classroom, laboratory, and clinical settings.
- I understand and agree to follow the **HACC Nurse Aide Program Dress Code** during classroom and clinical hours.
- I understand the **program's attendance, grading, progression, and clinical requirements** and that failure to meet these requirements may affect my ability to continue in or complete the program.
- I understand that I am responsible for following the instructions and policies of HACC, the Nurse Aide Program, and assigned clinical facilities.
- I understand that additional requirements may apply based on the policies of a clinical facility or applicable regulatory requirements.
- I understand the information provided regarding the **reimbursement opportunity**, including that eligibility depends on meeting the stated requirements.
- I understand that I am responsible for asking the Nurse Aide Program staff or instructor for clarification if I have questions about any handbook requirement or policy.
- I understand that policies, procedures, requirements, and program information may be updated as needed. I agree to follow the current requirements communicated by the Nurse Aide Program.
- I understand that I must protect resident privacy and confidentiality and follow applicable HACC and clinical-site requirements.

I confirm that I have had the opportunity to ask questions and seek clarification regarding the information contained in this handbook.

I understand that signing this acknowledgement does not guarantee admission, successful completion of the program, or eligibility for nurse aide certification. I understand that I am responsible for meeting all program requirements.

Student Acknowledgement- Please retain this handbook for your reference throughout the program.

Student Name (Print): _____

Student Signature: _____

Date: _____