



# **HACC's Nurse Aide Training Program Information**

All required admission paperwork must be completed and provided to the HACC Nurse Aide Office no later than three (3) weeks prior to the start of your class. You may not be admitted to class if not received.

This packet contains program information and instructions for completing all the required admission paperwork. Please read in detail.

## Table of Contents

<b>Communication .....</b>	<b>3</b>
<b>Grades .....</b>	<b>3</b>
<b>Attendance.....</b>	<b>3</b>
<b>Attendance (cont'd).....</b>	<b>4</b>
<b>Required Admission Paperwork.....</b>	<b>4</b>
<b>Required Admission Paperwork (cont'd).....</b>	<b>5</b>
<b>Class Schedule .....</b>	<b>6</b>
<b>Disability Services .....</b>	<b>6</b>
<b>Dress Code.....</b>	<b>6</b>
<b>Refund Policy .....</b>	<b>6</b>
<b>Reimbursement Opportunity.....</b>	<b>6</b>
<b>Replacement Cost for Certificates of Completion, PPD's/Physical Exams or Background Checks .....</b>	<b>7</b>
<b>Nurse Aide Registry .....</b>	<b>7</b>
<b>Nurse Aide Essential Qualifications .....</b>	<b>7</b>
<b>Nurse Aide Essential Qualifications (cont'd) .....</b>	<b>8</b>
<b>Federal Background of Investigation (FBI) Report Instructions .....</b>	<b>9</b>
<b>Federal Background of Investigation (FBI) Report Instructions (cont'd) .....</b>	<b>10</b>
<b>Health Examination Form .....</b>	<b>11</b>
<b>Nurse Aide Prohibitive Offense Listing .....</b>	<b>12</b>

Dear Prospective Nurse Aide Student:

Thank you for registering for the Nurse Aide Training Program with HACC, Central Pennsylvania's Community College. This is a 120-hour program which includes classroom, lab, and clinical experiences. You can expect to do approximately thirty (30) minutes of homework for every hour of class. This means if you have a seven (7) hour day of classroom time, you can expect to do 3.5 hours of homework after class each day. This is an intense program and you need to be able to arrange your schedule so you have the adequate time to study.

The following are some important information and answers to frequently asked questions about the program that you need to read and understand prior to taking this course. Please read them and if you have any questions, please contact the HACC Nurse Aide Office at (717) 221-1352 or [nurseaide@hacc.edu](mailto:nurseaide@hacc.edu).

### **Communication**

This course is taught in English with English textbooks and workbooks. You must be able to speak, write, and understand English fluently. Please review the Nurse Aide Essential Qualifications on page 7 of this packet to make sure that you can perform them.

### **Grades**

There are three (3) written quizzes and one (1) final exam in this program and you must achieve a 75% or higher on each one in order to be successful. If you are unable to achieve a passing grade the first time you will be given a second chance to achieve the 75% or higher to continue in the program. If you are unsuccessful on the second attempt you will be dismissed from the program and no refund will be issued. These assessments are not cumulative and you must be successful on each one to ensure that you have the necessary knowledge to continue to the next level of the program.

Lab Skills Competency – you must satisfactorily complete all lab skills before continuing to the clinical portion of the program.

The clinical is also graded and if you are unable to attain a 5.0 average in the clinical area by demonstrating safety, privacy, individuality, communication and good infection control practices, you may also be dismissed from the program. You will be providing direct patient/resident care on the clinical floor and must demonstrate satisfactory performance. The point system for the clinical average is described in detail in the workbook you will receive on the first day of the program.

### **Attendance**

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

Please note that 100% attendance is required for the classroom and lab portion of the program. In other words, you **cannot** be absent at any time from the first day of class (Orientation day) up through the start of clinical. Any time missed during this timeframe will result in dismissal from the program with NO refund.

### **Mandatory Program Days per syllabus**

- 18 day syllabus- Orientation Day through day 10 (0-10 are mandatory)
- 21 evening syllabus – Orientation day through day 13 (0-13 are mandatory)
- 26 evening syllabus – Orientation day through day 16 (0-16 are mandatory)
- 28 day syllabus – Orientation day through day 19 (0-19 are mandatory)
- 31 day syllabus – Orientation day through day 20 (0-20 are mandatory)

If you have any preplanned appointments that fall during the class schedule (e.g. doctor's appointment, jury duty, sporting events, personal commitments, etc.), please register for a class that does not conflict with your appointments.

## **Attendance (cont'd)**

Please be aware that if you miss any time during clinical or after, you must make up all time in a future class (no exceptions). You must notify your instructor if you cannot come to class; otherwise, it will be deemed a “no call/no show” and you will be dismissed from the program and no refund given. If you notify your instructor before missing time, you will be able to make up the missed time but you may have to drive a further distance than where you are taking the original course. You must make up any approved time missed within one (1) month of your original class date, unless arrangements are made previously with the instructor or the HACC office. You must make up each minute of class. You are only permitted to miss 2 days (which must be made up in a subsequent class). If you miss more than 2 days between the start of clinical and the end of the program, you will be dismissed from the program and no refund will be given. Remember, your classmates and residents in the clinical area are counting on you to be part of their team. By showing up each day, you are preventing additional assignments to your classmates and disappointment on the part of your assigned resident.

## **Required Admission Paperwork**

These steps must be followed 4 to 6 weeks prior to the first day of class, and all paperwork must be submitted to the HACC Nurse Aide Office 2 to 3 weeks prior to the start of class to be accepted into the program. If the paperwork is inaccurate or not complete, you will be asked to obtain the correct/complete information or receive a refund for the paid tuition. You are responsible for making sure all documentation and clearances are complete. If you have questions concerning the completion of any paperwork, please call the HACC Nurse Aide Office at (717) 221-1352 or by email at [nurseaide@hacc.edu](mailto:nurseaide@hacc.edu).

### **Health Examination Form** (included in packet)

- **2-step Mantoux (PPD)** – Documentation of a negative 2-step Mantoux or negative QuantiFERON TB Gold Test is required.
  - Documentation of (2) separate Mantoux/PPD tests (includes dates & signatures when administered and read) is required.
  - The 2-step Mantoux/PPD must be completed accurately and within the state time frames.
    - The 1st PPD is given and is read 48-72 hours later.
    - All 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 after the first one is read, it will be deemed inaccurate. The student must repeat the 2-step PPD and transfer to another class.
  - A chest x-ray should be performed on all positive reactions to the PPD test. Documentation of a negative chest x-ray is required. (PPD is considered positive if the induration is greater than 10mm after 48 to 72 hours.)
  - If 2-step Mantoux is not given, please bring lab results from the IGRA blood test (QuantiFERON TB GOLD test or SPOT (T-Spot)) lab results. These tests with negative results will be accepted if PPD's are not completed.
  
- **Physical Examination** – Documentation of a complete physical and is 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 lift 40 pounds to waist level without any physical limitations or restrictions.
    - The physical **must** be signed by an MD, DO, CRNP, or PA.
    - All three questions must be answered **“yes”** and if any of the answers are “no”, please contact our office as this may prevent you from attending the class.
    - If you are under the care of a physician for any medical condition that could limit your capability to lift 40 pounds to waist level, you **must provide documentation** from your physician stating you are able to meet the lifting requirements.

## **Required Admission Paperwork (cont'd)**

- **Flu Vaccine** – Documentation of a current flu vaccination is required if participating in a Nurse Aide class between the months of October and March (flu season).
  - Please know that some clinical facilities **DO** require flu vaccines outside of the flu season. Please call the HACC Nurse Aide Office to find out if the vaccine is required for your clinical location
  
- **PA State Police – Criminal History Record Information (CHRI) report** – Documentation of a completed CHRI is required and must be dated within one year of the start of class.
  - Background checks can be obtained through the mail and will take approximately 3 to 4 weeks to receive results or it can be obtained online at the Pennsylvania State Police website at <https://epatch.state.pa.us>
  - **If you have NOT been a full-time resident of Pennsylvania for the past two (2) consecutive years, you are required to complete a Federal Background Check in addition to the PA State Police Background Check.** (Please follow the procedure for “Obtaining an FBI Report”)
  - If using the PA State Police website, please be sure to make a note of the control number.
  - Once your report is processed, you can click on the link that says Certification Page and print the page that contains the PA State seal.
  - You must choose a purpose for the report and it **cannot be “Volunteer”**.
  - If you have a background other than “No Record”, you may be unable to take the Nurse Aide program based on your results. Please refer to the Prohibitive Offense Listing included in this packet for offenses that may prohibit your admission.
  - All Background checks with a “Record” must be completed with a final disposition for each crime listed, or you cannot enroll in the Nurse Aide program.
  - If you have any questions regarding any items on your background check or what offenses are prohibited, please contact the HACC Nurse Aide Office at (717) 221-1352 or by email at [nurseaide@hacc.edu](mailto:nurseaide@hacc.edu)
  
- **Pennsylvania Department of Education Verification of Residency and Attestation of Compliance with Act 14** – these forms must be completed and signed on the first day (Orientation day) of the program.
  - You will need to provide complete addresses for the past two (2) years of your residencies and provide your instructor a photo ID with your legal name and PA address.
  - You will have to complete the Attestation of Compliance with Act 14 form after reviewing the prohibitive offense list.
  - If you have not committed any of the offenses in PA but were convicted outside of the state of PA, you will need to obtain an FBI report in addition to the PA State Police Background Check.
  - If you have any questions regarding any items on your background check or what offenses are prohibited, please contact the HACC Nurse Office at (717) 221-1352 or by email at [nurseaide@hacc.edu](mailto:nurseaide@hacc.edu)
  
- **Identification (ID)** – You must present two (2) forms of identification on the first day of class (Orientation day).
  - One form of ID must display your current address, which can be a driver’s license, passport, or state issued ID.
  - The other form of ID must be a signature bearing ID card, which can be your social security card, credit card, library card, or any other form of ID with your name and signature.
  - Original ID is required and copies are not accepted.
  - If you have changed your name since registering for the course, you must supply legal documentation showing your current name, i.e. marriage license or divorce decree.

## **Class Schedule**

Nurse Aide classes are required to have a minimum of seven (7) students in order for the class to run. If on the first day of class (Orientation day) there are less than seven (7) students enrolled, the class may be delayed or cancelled. It is your responsibility to obtain all of the necessary paperwork in order to be admitted into the class and provide these documents to the HACC Nurse Aide Office 2 to 3 weeks before the start of class. Please note, if there is inclement/bad weather, class may be delayed or cancelled for the day. DO NOT plan vacations, appointments or job interviews for the day after your expected graduation date in case the class is extended.

## **Disability Services**

If you have a documented Individualized Education Plan (IEP) or any special accommodations supported by documentation, we request that you contact HACC's disability services at (717) 780-2614. You need to contact their office well in advance of the class start date in order for them to complete the assessment of accommodations. (Please be aware that accommodations for the State Competency Exam taken after the course is completed must be applied for at least one (1) month in advance of taking the state test.) You can review the accommodations page at <https://wsr.pearsonvue.com/pa/nurseaiders/>. Click on the link for test accommodations and please be aware current (1-5 years) documentation of a disability is necessary when requesting accommodations and is outlined in detail at the above website.

## **Dress Code**

White scrub tops and navy blue scrub pants are required to identify you from the regular staff in the skilled nursing facility. Nursing homes designate different color scrubs for their employees depending on the area they are assigned. HACC requires our students to follow this dress code so staff will recognize that you are a student and not an agency Nurse Aide or an employee of the facility. This provides safety so a staff member will not ask you to do something that you do not have permission to do as a Nurse Aide student. Uniforms **must** be worn during the entire class and clinical. A white lab jacket or cotton sweater is acceptable (no hoodies or sweatshirts). White nursing-quality shoes, leather or vinyl sneakers with closed toe and closed heel are required. Crocs or shoes with mesh inserts are not permitted.

### **Uniform:**

- Solid white uniform tops
- Solid navy blue uniform pants, or below-the-knee uniform skirt or culottes
- White knee-high or calf-length socks or white full-length nylons
- White lab jacket or cotton sweater (no sweatshirts or hoodies)
- White clinical style, low heel, non-skid sole, or white sneakers
- Undergarments must be appropriate for uniform (neutral color that blends with your skin tone)

## **Refund Policy**

Students may request a full refund of the paid tuition up to one (1) day prior to the start of class. **No** refunds will be issued once class has started.

## **Reimbursement Opportunity**

If you are employed by a skilled nursing care facility (one that accepts residents on Medicare/Medicaid) within 12 months of completing the Nurse Aide Training Program and have paid for training/testing yourself, you are eligible for reimbursement of those funds.

You will receive a reimbursement letter on the last day of your training class (don't lose it as we cannot reissue a lost letter). This letter is given to the skilled nursing facility where you are employed. After 130 hours of employment, you will receive half (1/2) of the funds you have spent for training/testing, and the remaining half (1/2) after you have worked an additional 130 hours. If you have questions pertaining to the type of facility required to give you the reimbursement, please contact the HACC Nurse Aide Office at (717) 221-1352 or by email at [nurseaide@hacc.edu](mailto:nurseaide@hacc.edu) or ask your instructor. (Please note: You must work at the same facility for 260 hours to receive the full reimbursement. If you leave prior to completing the first 130 hours or the second 130 hours you will not receive the expected reimbursement.)

## **Replacement Cost for Certificates of Completion, PPD's/Physical Exams or Background Checks**

Always keep a copy of the above documents for your records. These forms may be needed by a future employer. The replacement cost for any of the above items is \$15 and you may request them by calling the HACC Nurse Aide Office at (717) 221-1352. Please know we require two weeks' notice to process replacement certificates and other document copies.

## **Nurse Aide Registry**

Successful completion of this course prepares you to take the Pennsylvania Nurse Aide Competency Exam to enroll in the Nurse Aide Registry for the Commonwealth of Pennsylvania. There is an additional cost of \$102 (subject to change) to take the registry exam; this fee is not included in your tuition. Information about the exam will be given to each student while attending the Nurse Aide class. It is not a HACC program and this is something that you register for after you have successfully completed the Nurse Aide program and have obtained your certificate of completion. You must have a valid email address in order to register for the registry exam, and you will be required to enter this email address on paperwork during the first day (Orientation day) of the program.

## **Nurse Aide Essential Qualifications**

All individuals, including persons with disabilities, who apply for admission to the Nurse Aide program, must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and complete, the Nurse Aide program at HACC. These are the standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program coordinator or the director of Healthcare Education/Workforce Development to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the Healthcare Education/Workforce Development office at 717-221-1352 if you have any questions about this matter.

**Any candidate *not* meeting these criteria will be denied admission into the program.**

- **Hearing** - Able to hear and understand residents and staff, to interpret conversation, to assess and monitor residents.
  - Communicate and interact with residents, staff and families from a variety of cultural backgrounds.
  - Follow verbal instructions.
  - Use a stethoscope to hear blood pressure sounds.
  - Detect and discriminate between sounds of normal conversation.
  - Ability to hear sounds of a variety of equipment alarms, e.g. bed/chair alarms and call bells.
- **Mobility** - Mobile and strong enough to support and move residents. Able to move quickly from place to place to perform resident care.
  - Support and transfer residents safely from bed to wheelchair and modify resident position in bed.
  - Lift 40 lbs. to waist level.
  - Reach above shoulder height to manipulate equipment.
  - Reach below waist level to manipulate equipment.
  - Ability to bend, stoop and kneel
- **Visual** - Able to monitor and assess resident, to read fine print on monitors, devices and gauges.
  - Read written instructions.
  - Ability to see and discriminate between a variety of equipment visual alarms.
  - Ability to observe demonstrations and residents close up and at a distance to learn skills and to gather resident data, e.g., observe a resident and the resident's gait, appearance, posture.

## **Nurse Aide Essential Qualifications (cont'd)**

- **Motor Skills (fine and gross)** - Perform multiple motor tasks simultaneously. You will be required to have fine and gross motor skills sufficient to handle equipment and provide safe and effective resident care; steady arm and hand movements while manipulating objects or assisting residents.
  - Operate and manipulate equipment, e.g. mechanical lifts, wheelchairs/gurneys.
  - Push/pull beds; transport residents.
  - Lift and move residents safely.
  - Able to chart/write in medical records/record resident data.
  
- **Tactile** - Able to assess resident's vital signs.
  - Distinguish pulse rate, textures, firmness and strength.
  
- **Communication** - verbal, nonverbal, reading and writing
  - Able to communicate in English orally and in legible writing with clients and members of the healthcare team using correct grammar, punctuation and spelling.
  - Able to quickly, accurately, and independently follow verbal and written instructions.
  - Actively participate in group discussions.
  - Verbal communication must be clear and easily understood.
  - Able to accurately read and comprehend written material in English.
  - Able to quickly and accurately clarify information and reconcile conflicting information.
  - Able to accurately convey and interpret nonverbal communication.
  - Able to use communication equipment – telephone, computer, translation device.
  
- **Intellectual and Cognitive Abilities** - Candidates must be able to measure, calculate, reason, analyze, and apply information.
  
- **Behavioral and Social Attributes** - Candidates must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the care of residents, and developing mature, sensitive and effective relationships with residents and other healthcare workers. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many residents. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that will be assessed during the education process.
  
- **Ethical Standards** - A candidate must demonstrate professional demeanor and behavior and must perform in an ethical manner while engaging with peers, faculty, staff and residents and their families.

**Candidate must meet the above criteria to be admitted into the Nurse Aide Program.**

*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.*



## **Federal Background of Investigation (FBI) Report Instructions**

Please read and follow the instructions how to request an FBI report from the **Department of Education**.

The fingerprint-based FBI report is a multiple step process, as follows:

- **Pre-register to get your fingerprints** – You must register before going to the selected fingerprint site. Pre-enrollment can be completed online or by phone.
    - To pre-register by phone, call: 844-321-2101 Monday through Friday, 8am to 6pm EST.
    - During the pre-enrollment process, all of your demographic data (name, address, etc.) is collected. You will also know what forms of photo ID must be brought with you to the fingerprinting appointment.
    - If pre-enrolling online, the website is: <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 **MorphoTrust** 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. Please select a fingerprinting location that is convenient for you.
    - **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. Examples of an approved ID is a State-issued photo driver’s license or passport. 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 ten of your fingers are scanned. The entire fingerprinting process should take no more than five minutes.
  - Once your fingerprints have been scanned, you will receive an UNOFFICIAL FBI LETTER of your FBI report. (You will receive only one copy of this letter so please do not discard it.)
  - Once you receive your unofficial FBI letter, you must send a written request to the PDE by email or fax ONLY requesting the official FBI report.
    - Please send the written request to the designated and approved PDE staff members at:
      - Sheri Weidman, Coordinator, NATCEP
        - Email: [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov)
- OR
- Fax: (717) 783-6672

## **Federal Background of Investigation (FBI) Report Instructions (cont'd)**

You must include the following information in your written request to the PDE:

- Applicant's full name
  - Current mailing address
  - Universal Enrollment Identification (UEID) number
  - Email address
  - Telephone number
- It can take up to 6 weeks to receive your official FBI report in the mail so please plan for this when you register for your nurse aide class.
  - **PLEASE NOTE: The unofficial FBI letter will NOT be accepted for entry into the nurse aide program. You must obtain the official FBI report from the PDE.**
  - When you receive your official FBI report stamped in red ink, please provide the Original to the HACC Office.
    - HACC, Central Pennsylvania's Community College  
Nurse Aide Training  
One HACC Drive (Midtown 1, Room 219)  
Harrisburg, PA 17110

OR

Hand deliver the report to our physical location at:

- HACC, Central Pennsylvania's Community College  
Nurse Aide Training  
1523 N. 4<sup>th</sup> Street (Midtown 1, Room 219)  
Harrisburg, PA 17102

**Please send the original FBI Report – Do NOT send a copy. The original FBI report with the red “ORIGINAL” stamped on it must be taken to the first day (Orientation day) of your Nurse Aide class.**

**NOTE:** If the HACC nurse aide training program determines that additional information is needed in order to accept you into the program, it is your responsibility to request and forward that information to the HACC Nurse Aide Program staff for further evaluation prior to the start of class.

**This process can take more time than the usual 4 to 6 weeks, so please plan accordingly.**

If at any time you have questions, please contact the HACC Nurse Aide Office at 717-221-1352.



# Health Examination Form for Admission to Nurse Aide Training Program

## To Be Completed and Reviewed by Student (please print)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### Influenza Vaccine:

Documentation of a current influenza vaccine is required when participating in a Nurse Aide Training Program during the months of October through March (flu season). Please provide documentation of vaccine along with your required admission paperwork to the HACC Nurse Aide Office. **Date influenza vaccine administered:** \_\_\_\_\_

### 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.)

Step 1 Date Administered: \_\_\_\_\_ R. arm/L. arm (circle one)  
 By whom- signature/title: \_\_\_\_\_  
 Date Read: \_\_\_\_\_ (Must be read 48-72 hrs. after administered)  
 By whom- signature/title : \_\_\_\_\_  
 Results: \_\_\_\_\_ mm (results must be measured in millimeters) **Positive results are equal to or greater than 10mm.**

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

Step 2 Date Administered: \_\_\_\_\_ R. arm/L. arm (circle one)  
 By whom- signature/title: \_\_\_\_\_  
 Date Read: \_\_\_\_\_ (Must be read 48 -72 hrs. after administered)  
 By whom- signature/title: \_\_\_\_\_  
 Results: \_\_\_\_\_ mm (results must be measured in millimeters) **Positive results are equal to or greater than 10mm.**

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

If IGRA blood test is given instead of PPD's, please indicate date completed and results: \_\_\_\_\_  
 Acceptable IGRA blood tests include QuantiFERON – TB Gold in-Tube test (QFT-GIT) or SPOT TB test (T-Spot).  
**Please provide documentation of IGRA blood test results along with this form.**

### To Be Completed by MD, DO, CRNP, or PA: (please complete all sections, including signature, title, and contact information)

**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 them from performing the essential function of the job.  
**Yes No** I certify that the student/employee is able to lift 40 pounds to waist level without restrictions.

**Comments:** If the applicant has any limitations, please explain. \_\_\_\_\_

Date of Examination: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Examiner's Name and Title: \_\_\_\_\_  
 Examiner's Signature: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Please direct any questions to: HACC Nurse Aide Training | (717) 221-1352 | [nurseaide@hacc.edu](mailto:nurseaide@hacc.edu)

## Nurse Aide Resident Abuse Prevention Training Act 14 of 1997 (P.L. 169)

*Prohibitive Offenses Contained in 63 P.S. § 675*

In no case shall an applicant for enrollment in a State-approved nurse aide training program be approved for admission into such program if the applicant’s criminal history record information indicates the applicant has been convicted of any of the following offenses:

- (1) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.” (See 35 P.S. § 780-101 *et seq.*)<sup>1</sup>
- (2) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2501	Criminal Homicide	Any
CC2502	Murder	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2507	Criminal Homicide of Law Enforcement Officer	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	----- 2 Misdemeanors
CC3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3934	Theft From a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C or D	Obscene and Other Sexual Materials and Performances	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

Any (1) F or (2) M's within the 3900 Series (CC3901-CC3934)

- (3) A Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2) above.

For questions pertaining to codes, offenses, or convictions, contact PA Department of Education at (717) 772-0814 or [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov).

<sup>1</sup> These offenses could be designated as “CS” on a criminal rap sheet.