

CNA Course Requirements

****** IMPORTANT:** *Clinical sites may impose restrictions that students must meet in order to be allowed to enter their facilities. When Clinical Policies change, we will do everything possible to provide as much notice as we can of such changes.*

*Failing to comply with any requirement imposed by the State of Georgia or a Clinical site may prevent you from completing the CNA program and may result in you having to withdraw from the program or transfer to a future course with an open seat. *****

*Students must submit documentation for all health and professional requirements outlined within this document to the CNA Instructor on the first day of class. *****

1. COPY OF YOUR DRIVER'S LICENSE, OR STATE ISSUED IDENTIFICATION CARD, OR PASSPORT WITH PHOTO.

2. COPY OF YOUR SOCIAL SECURITY CARD, SIGNED AND NOT LAMINATED. The name on your Social Security Card and Driver's License must match.

3. CRIMINAL BACKGROUND CHECK/DRUG SCREEN: You must initiate a Criminal Background Check & Drug Screen through Advantage Students **before** the first day of the course. The cost for this process is approximately \$78.50. It may cost more and require additional time if you are an international student or do not reside in Georgia:

A. Prior to your participation in this CNA Program, be advised that adverse information on criminal background checks does hinder an individual from obtaining employment and may also hinder an individual from participation in clinical rotation in some facilities

*B. Log into <https://app.advantagestudents.com/student/login>; Create an Account; Select the **Student Package (Background Check and Drug Check** combination) and follow all the directions. Be sure that you elect to share your results with the "University of West Georgia – Continuing Education". If you have any trouble with the registration process, call Crystal at 770-984-2727 ext. 1337.*

*****Do not bring copies of your Background Check and Drug Check to class. We cannot keep a copy in your files. On the first day of clinicals, you will be required to give a copy to the management at the Long-Term Care Facility where you clinicals will be conducted. *****

4. PHYSICAL ASSESSMENT: Please provide a completed Physical Assessment Form to verify that you will be able to meet the requirements of the NATP training program's physical demands of interacting with actual patients during clinicals rotations. This document can be signed by a Nurse, Nurse Practitioner, or Physician Assistant.

5. PROFESSIONAL LIABILITY INSURANCE: You must purchase a Professional Liability Insurance Policy from "Nurses Service Organization" (NSO). NSO will not insure individuals that are not 18 years of age. If you are not 18 years old, you will have to find a company that will write you a Professional Liability Insurance Policy meeting the required specifications:

- Occurrence Based policy

- Minimum coverage amounts of \$1,000,000 each occurrence & \$3,000,000 aggregate
- Dates of coverage (**Policy must be effective before the first day of the CNA Course.**)
- The cost of the Policy is approximately \$43.00.

Click on the link below to start the process.

<https://www.nso.com/>

To make sure that you complete the process correctly, I suggest that you contact NSO at 1-833-247-6178. Tell them that you are a CNA student. That you will be required to work three (3) shifts in a Long-Term Care Facility treating patients as part of your training. Tell them you need a Professional Liability Policy with the required coverage. You can ask an agent to walk you through the process while you are on the phone to ensure you purchase the exact Policy for your personal situation.

6. **TWO (2) STEP PPD (TB) TEST:** This test takes two (2) visits to a Health Facility so allow ample time to complete this before the first day of the course. If your results are positive, you must have a chest x-ray done and the results signed by a doctor confirming that you are not infected with TB. TB test results done previously must be good within one year of the last date of clinicals scheduled for your course.

7. **CERTIFICATE OF IMMUNIZATION:** You must provide an Immunization record which shows, at a minimum, that the following immunizations have been received:

- A. MMR (Measles, Mumps & Rubella)
- B. HEPATITIS-B (HEP-B) Immunization
- C. VARICELLA (Chicken Pox)
- D. TETANUS, DIPHTHERIA & PERTUSSIS (Tdap)
- E. FLU SHOT: If Flu Shots are offered during the dates of your CNA Course, you must obtain the shot.)

8. **HEALTH INSURANCE:** Provide a copy of a Health Insurance card or you can sign a Health Insurance Waiver.

UWG Students who are attending classes and have paid their health service fees can have the 2-Step TB Test and Physical Assessment completed by the UWG Health Services if you make an appointment. **NON-UWG Students** should go to their family Doctor, Health Department, Medical Clinics, etc., to have their forms completed.

All course requirement documents listed on this checklist will be attached to your registration confirmation. If you do not receive these items, please call Dale Fleming at 678-839-6612 ASAP.

If you have any questions, feel free to call:

1. *Carles Stinson – CNA Lead Instructor: 404-683-5679; Email csstinson@yahoo.com*
2. *Sonja Evans – CNA Program Coordinator: 470-435-0335; Email Sonja.evans1231@gmail.com*
3. *Dale Fleming – CNA Program Manager: 678-839-6612; Email dfleming@westga.edu.*