

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. CRIMINAL BACKGROUND CHECK/DRUG SCREEN: Please 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 will 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. *****

2. 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:

3. PROFESSIONAL LIABILITY INSURANCE: You must have a Professional Liability Insurance Policy with coverage in the amounts of \$1 million each occurrence and \$3 million aggregate. You do not have to purchase this insurance before the course starts, but you must have proof of the policy before the first day of clinicals. The company “**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 with the stated coverage in order to be able to attend our CNA Course.

Click on the link below and it will take you to the website to purchase your insurance. The approximate cost of the Policy is \$42.00.

<https://www.nso.com/malpractice-insurance/individuals/nursing-students>

Under “Select Your Profession” click on the down arrow and choose “Student.” Look to the right and Select “Get a Quick Quote”

Click on “Professional or Student”
Select “Student”
State of Residence “Georgia”
“Type in Profession” – “Nurses Aide”
Enter Your Graduation Date (End date of your CNA Course)
Select “Continue” – It should show \$42.00
Click “Continue” – Follow the remaining instructions to enter your personal information and pay the fee.

***** You will need to bring proof of your Professional Liability Insurance Coverage with you on your first day of Clinicals. *****

4. **PPD (TB) TEST:** Complete a **Two-Step PPD (TB)** test before the first day of class. 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.

5. **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:

6. **HEALTH INSURANCE:** Provide copy of a medical insurance card or sign a Health Insurance Waiver on the first day of class.

UWG Students who have paid their health service fees can have the PPD and Physical Assessment completed by the UWG Health Services by appointment. **NON-UWG Students** should go to their family Doctor, Health Department, Medical Clinics, etc., to have their forms completed.

All forms needed on this checklist should 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.*