

CNA Course Requirements

1. **CRIMINAL BACKGROUND/DRUG SCREEN (CBG/DS)**: A Criminal Background Check/Drug Screen is required of **all** students prior at time of enrollment in the CNA Course. This requirement is based on:

- A. Recommendations from the Georgia Hospital Association,
- B. Concern by the clinical agencies regarding safety of patients and the liability risk if a student harms a patient in a clinical setting, and,
- C. Nursing students being denied initial licensure or delayed licensure by the Board of Nursing because of offenses that have occurred during nursing school.

You **MUST** initiate a CBG/DC online through Infomart Advantage Students **before** the first day of class. All students are responsible for ordering and payment of the CBG/DC through Advantage Students at <https://www.advantagestudents.com>. Please turn in a copy of your confirmation receipt from Advantage students as proof of purchase on the first day of the CNA course.

If you have not moved out of State since your last background check, only list your current address on the application. If you list a previous address on your application, you will be charged for additional fees and we cannot have those waived for you. The cost for the CBG/DS is approximately \$78.50. It may cost more and require additional time if you are an international student or from out of State:

- A. Log into www.advantagestudents.com.
- B. Click on Students and then select “University of West Georgia – Continuing Education”.
- C. Select the Student Package
- D. Select the method of payment.
- E. Enter all required documentation

If you have any trouble with the registration process, call Natalie at 770-984-2727 ext. 1376.

Drug Screen:

Once the order has been processed and payment has been received, an email will be sent to you with a link that will direct you to a site to schedule your drug screen. Once you are directed to the site, choose a collection facility convenient to you. This will be where you must go for your drug screen. If asked for an address, complete the appropriate fields, the search results will identify clinics in close proximity to the address you provide. From the clinics list, select the one you want to use, confirm your selection and finally print the “e-Passport.” Take this with you to the clinic along with a photo ID. It is imperative that you report to the clinic as soon as possible. This link will be made available on the confirmation page and your Advantage Students account profile.

Students who cannot meet the clinical requirement components of the CNA course due to issues in their CBC/DS will receive a failing grade for the course. The UWG CNA program cannot be responsible for any information in a student’s CBC/DS due to legal constraints by the University System of Georgia and the limitations of involvement with obtaining and evaluating CBDs.

Instructors and staff are not allowed to view student CBC/DS information, except to be informed of its completion.

If you think there could be a problem with your CBC/DS due to previous significant incidents in past history that will keep you from progressing in the CNA course or achieving your Nurse Aide Certification, you should make an appointment to talk with Dale Fleming - CNA Program Manager, PH: 678-839-6612/dfleming@westga.edu.

UWG does not need a copy of your CBC/DS. DO NOT bring a copy to class. Make a copy for yourself and keep it with your CNA information. You will be required to take a copy to give to The Oaks on the first day of your clinicals.

2. **PHYSICAL ASSESSMENT:** Per contractual agreement between the clinical site and UWG, every CNA student must have a physical assessment form completed before the first day of class. This document can be signed by a Nurse, Nurse Practitioner, or Physician Assistant:

UWG students who have **paid** their health service fees will need to have the forms completed by the UWG Health Services Center. Completed forms will be maintained in the UWG Health Services Center's medical files. To ensure student compliance with this course requirement, the UWG CNA Program Manager will provide the UWG Health Services with a class roster and have them confirm that the assessment for exists in each student's health records.

Non-UWG students must go to their family Doctor, Health Department, Medical Clinics, etc., to have their forms completed. Students must bring their completed forms on the first day of class and show them to the CNA Instructor. **Non-UWG** students' completed forms will be returned to the student to be held in their possession in case the clinical site requests to see the document.

3. **PPD (TB) TEST:** A PPD (TB) test must be completed before the first day of class. A copy of the TB test results must be given to the CNA Instructor on the first day of class. All UWG students who have paid their health services fees may get their TB test completed in the UWG Health Services Center. TB skin tests should be done on Mondays due to the need for reading the results within 48-72 hours from the time the test is administered. If your TB test result is 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 for your course.

4. **MMR (MEASLES, MUMPS & RUBELLA):** Students must provide documentation from one of the following – Either “A”, “B”, or “C”:

A. MMR Immunization – 2 doses (*date must be after 1970*):

OR

B. Measles Immunization – 2 doses (*date must be after March 4, 1962*); **and** Mumps Immunization – 2 doses (*date must be after April 22, 1971*); and Rubella Immunization – 2 doses (*date must be after June 9, 1969*);

OR

C. MMR (MEASLES, MUMPS & RUBELLA) Titer showing immunity, which **MUST** include lab results and date lab was performed.

5. **HEPATITIS-B (HEP-B) IMMUNIZATION:** For your safety/protection during clinicals, the UWG CNA Program requires that all students provide provide documentation of

Hepatitis-B Immunization. Documentation of the Hep-B immunizations must be given to the CNA Instructor on the first day of class.

SCENARIO “A”: If you have received the 3-step vaccination and your Hep-B Titer is **POSITIVE**, you must provide supporting documentation from a Nurse Practitioner, Physician’s Assistant, Medical Doctor, or Health Department that includes:

1. The date of the titer;
2. The actual lab results of the titer; and
3. Clear indication of immunity

SCENARIO “B”: If you do not have documentation that you have received the 3-step vaccination and your Hep-B is **POSITIVE**, you **must** have a Hep-B Titer done.

If the Hep-B Titer is **POSITIVE** see **SCENARIO “A”**.

If your Hep-B Titer is **NEGATIVE**:

1. Get a Hep-B booster;
2. Then obtain a Hep-B Titer 4-6 weeks later (If **POSITIVE**, see **SCENARIO “A”**; If **NEGATIVE**, continue to next step)
3. Get a 2nd Hep-B booster;
4. In 5 months, get a 3rd Hep-B booster;
5. 1-2 months after the 3rd booster, obtain a Hepatitis B-Titer (IF **POSITIVE**, see **SCENARIO “A”**; If **NEGATIVE**, see **SCENARIO “D”**)

SCENARIO “C”: Per CDC guidelines, if your titer remains **NEGATIVE** after repeating the 3-step series. You may be a “NON-responder”. In this case provide documentation from your healthcare provider identifying you as a non-responder and include all supporting documentation.

6. **VARICELLA (CHICKEN POX)**: Students must provide **ONE** of the following:

- A. Documentation of two (2) doses of Varicella vaccine, four (4) weeks apart.
 - Dose 1 – Need date of immunization
 - Dose 2 – Need date or immunization
- B. Date of positive titer (Including lab results and date performed) stating “immune,” signed by a Nurse Practitioner, Physician’s Assistant, Medical Doctor, or Health Department.

7. **TETANUS, DIPHTHERIA & PERTUSSIS (Tdap)**: Student **MUST** provide proof of a one-time immunization for Tetanus, Diphtheria and Pertussis (Tdap). The document submitted for the Tdap, **MUST** be clearly marked as a Tdap and listed alone without any other possible vaccination choices. If the document you submit is not clearly marked as a Tdap, it will not be accepted by the CNA Instructor. **IN** addition to the initial immunizations, students are required to have a tetanus booster if their last one is more than 10 years old. Verification of tetanus should be provided by a Nurse Practitioner, Physician’s Assistant, Medical Doctor, or Health Department.

8. **FLU SHOT**: A mandatory flu shot is due annually as soon as available at the beginning of flu season which is typically around September for the following year. **This is a mandate by our contracted clinical facilities.**

9. **HEALTH INSURANCE**: Both documents below are required:

- A. Student must bring a copy (front and back) of a medical insurance card with them on the first day of class as proof of current health insurance to remain active and on file throughout the course.

OR

- B. Student must sign a Health Insurance waiver in the event that a lapse occurs with insurance coverage. The Health Insurance waiver must be submitted to the CNA Instructor.

Individual contracting clinical agencies may impose additional health and professional requirements that the student must meet before participating in clinical activities in that clinical agency. The student's clinical instructor will inform the student if additional requirements are needed and will provide instructions on how to complete requirements. Students must meet any additional requirements by the appropriate deadlines and at their own expense. The absence of any required documents may prevent the student from progressing in the CNA program and may result in the student being dismissed from the program. Students will submit evidence for all required health and professional documents to the CNA Instructor. If you have questions, feel free to call Dale Fleming at 678-839-6552.

All forms needed on this checklist will be attached to your registration confirmation. If you do not receive these items, please call Continuing Education at 678-839-6615.