CNA Course Requirements

1. **CRIMINAL BACKGROUND/DRUG SCREEN (CB/DS):** A Criminal Background Check & Drug Screen is required for all students who participate in the UWG 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 CB/DS online through Infomart Advantage Students before the first day of class. UWG has an account with Advantage Students and is able to confirm the status of your CB/DS.

The cost for the CB/DS is approximately $78.50. It may cost more and require additional time if you are an international student or from out of State:

   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 Crystal at 770-984-2727 ext. 1337.

**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. You will be able to select a facility in a location convenient for you.

The UWG CNA program cannot be responsible for any information in a student’s CB/DS due to legal constraints by the University System of Georgia and the limitations of involvement with obtaining and evaluating CB/DS. Instructors and staff are not allowed to view student CB/DS information, except to be informed of its completion.

*Please do not bring a copy of your CB/DS to class. Keep a copy for yourself in your files. You will be required to take a copy to give the management at the Long-Term Care Facility 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 can have the forms completed by the UWG Health Services. You are required to bring a copy of a completed form with you on the first day of class and give it to your CNA Instructor. The UWG CNA Program Manager will review the form, record that the requirement has been met and return the copy of the form back to you for your files.
NON-UWG students should go to their family Doctor, Health Department, Medical Clinics, etc., to have their forms completed. You are required to bring a copy of a completed form with you on the first day of class and give it to your CNA Instructor. The UWG CNA Program Manager will review the form, record that the requirement has been met and return the copy of the form back to you for your files.

3. PROFESSIONAL LIABILITY INSURANCE: Per contractual agreement between the Clinical site and UWG, CNA students that attend clinical sessions at their facility must have a current 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. Wait until we have the dates established and know for certain where the clinicals are going to be conducted. The CNA Program Manager will remind you of the requirement prior to the clinicals and you will need to be prepared to purchase the policy immediately.

To obtain your liability insurance policy, click on the link below and it will take you to the website to purchase your insurance.

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 $40.00
Click “Continue” – Follow the remaining instructions to enter your personal information and pay the fee.

4. 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 service fees may get their TB test completed in the UWG Health Services by appointment only.

NON-UWG students should go to their family Doctor, Health Department, Medical Clinics, etc., to have their TB Tests completed. Students must bring their completed forms on the first day of class and give it to your CNA Instructor. The UWG CNA Program Manager will review the form, record that the requirement has been met, then return the copy of the form back to you for your files.

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 scheduled for your course.
5. **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.

6. **HEPATITIS-B (HEP-B) IMMUNIZATION:** For your safety/protection during clinicals, the UWG CNA Program requires that all students 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 2\textsuperscript{nd} Hep-B booster;
   4. In 5 months, get a 3\textsuperscript{rd} Hep-B booster;
   5. 1-2 months after the 3\textsuperscript{rd} 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 flu shot is due annually as soon as available at the beginning of flu season, typically around September for the following year. The flu shot is required unless you have a medical condition, substantiated by a Doctor, which would prevent you from taking the shot. You will need to provide proof in the form of a note from a Doctor stating that you cannot take the flu shot.

9. **HEALTH INSURANCE:** Each 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 and give it to the CNA Instructor. If no proof of insurance is provided, or in the event that a lapse occurs with insurance coverage, the Student must sign a Health Insurance waiver. The signed Health Insurance waiver must be given to the CNA Instructor on the first day of class.

Individual contracting clinical agencies may impose additional health and professional requirements that the student must meet before participating in clinical activities. The student’s clinical instructor will inform you if additional requirements are needed. Students must meet any additional requirements by the appropriate deadlines and at their own expense. The absence of any required document 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 678-839-6612.

**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.**