

CNA Points of Interest

1. All CNA students are required to enter a valid email address when registering for the course. You should select the email address that you check most frequently. Emails will be sent periodically as required to keep you advised of important information concerning the course. It is your responsibility to frequently check your email for notifications from the CNA Program Manager so that you stay informed of current information. A prompt response to all CNA emails is expected. Failure to check and respond to your CNA emails does not constitute an excuse for missing items of importance.
2. All CNA documents requiring student signatures are considered **official** documents. Students must use **black ink** to sign all CNA documents during the course of the class.
3. Your tuition fee covers the cost of instruction, textbook, stethoscope, (1) set of scrubs for your clinicals, and one (1) name badge. If you lose or misplace your name badge there will be a \$10.00 replacement fee for a new one. **You are responsible for the cost** of the background/drug check (approximately \$78.50), Certification Test Application Fee (currently \$112.00) and PPD (TB) Test (UWG students can get this done free at UWG Health Services).
4. UWG is an approved Pearson VUE In-Facility test site. Our test site code number is 11303. All of our students are scheduled to take the State Certification Test here at UWG. At the end of the course, we submit the necessary paperwork to Pearson VUE to notify them that you have completed the CNA Course. Pearson will then contact you with information concerning how you register for the Certification Test. You will then have to go online, register for your test and you will have to pay the required registration fee (currently \$112.00). Pearson accepts only **American Express, Master Card or Visa** as methods of payment.
5. **Before the first day of class**, you must initiate a background/drug check online through Advantage Students. The cost of the background/drug check is approximately \$78.50. It may cost more/require additional time if you are an international student or from out of state. When registering, you must select "**University of West Georgia – Continuing Education**" to share your results. You must print a copy of your results and deliver a copy to "**The Oaks**" on the **first day** of clinicals. UWG Cont Ed has the capability of checking Advantage students records prior to the first day of class to ensure you have completed this assignment as requested.
6. **EVERY CNA student on the first day of class must** give a copy of the following items to the CNA Instructor for inclusion in your CNA file:
 - A. Government issued driver's license with your photo on it.
 - B. Social Security Card with your signature. If you do not have a Social Security Card, you must visit the nearest Social Security office ASAP and request one. *(The name on your driver's license and Social Security card must match exactly. If there is any difference in the names, you will have to have one changed!)*
 - C. PPD (TB Test) results. (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).

7. **Non-UWG students on the first day of class must** bring a copy of the following documents to show the CNA Instructor. After the CNA Instructor has verified the document exists, the student will be given their information back. You are **personally responsible** to retain copies of these documents and be prepared to share them with officials at the Clinical Site **if they require it:**

A. Completed UWG Health Form

B. Current Immunization Record, specifically addressing the following:

1. MMR (Measles, Mumps & Rubella)
2. Hepatitis-B – 3 Dose Series
3. Varicella (Chicken Pox)
4. Tdap (Tetanus, Diphtheria & Pertussis)
5. Flu Shot

C. Proof of Health Insurance coverage and/or sign a Health Insurance Waiver Form

8. **With regard to the items listed in Item# 5 above, UWG CNA Students** must have a copy of all required documents on file with the **UWG Health Services**. A list of the names of all UWG CNA students will be forwarded to UWG Health Services requesting confirmation that the documents exist in their health records. If a UWG CNA student does not have the proper documents on file, they must correct the problem not-later-than the week **before the the first day of clinicals**. If the problem isn't corrected in time, the student will not be able to participate in the clinicals portion of the course, which means they cannot finish the course.

NOTE: Failure to comply with any of the requirements listed in Items# 4, 5 and 6 will be grounds for dismissal from the class.

9. The CNA program is a total of 88 hours (31 are classroom, 33 lab, and 24 clinical). The State of Georgia will not allow us to issue a certificate of completion unless you complete the entire 88 training hours. It is important that you are not absent/tardy as it is difficult for us to make-up missed training hours. Please see our CNA Attendance Policy with regard to how we will address missed time from class.

10. CNA students are expected to be dressed neat, clean, and be well-groomed. Clothing must be in good taste and condition. Sport shirts, jeans, shorts (no short shorts), slacks, dresses, and/or skirts are acceptable. Clothing bearing offensive or derogatory words, slogans or pictures will not be permitted.

11. You must bring a watch with a second hand to class every day for use during class, lab, clinicals, and during the certification test at the end of the course.

(See “UWG CNA Course Requirements” document for specifics on items listed above.)