

CNA Course Requirements

****** IMPORTANT:** *Clinical sites may impose restrictions that students must meet to be allowed to enter their facilities. If existing 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 scan their documentation for health and professional requirements outlined below and email the pdf file to dfleming@westga.edu before the first day of class. The only exception is the Criminal Background Check/Drug screen. Do not email any documents related this requirement. We cannot keep a copy in your files. You need to keep a copy in your personal 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 your clinicals will be conducted.

1. **COPY OF DRIVER'S LICENSE, OR STATE ISSUED IDENTIFICATION CARD, OR PASSPORT WITH PHOTO.** (Front only)
2. **COPY OF YOUR SOCIAL SECURITY CARD, SIGNED AND NOT LAMINATED.**
The name on your Social Security Card and Driver's License must match (Front only).
3. **BACKGROUND CHECK/DRUG SCREEN:** You must initiate a Background Check/Drug Screen through Advantage Students **before** the first day of the course. The cost for this process is approximately \$99.95. It may cost more and require additional time if you are an international student, do not reside in Georgia or have previously lived outside Georgia:
 - A. *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 rotations in some facilities.*
 - B. To initiate the process, go to www.advantagestudents.com; Click Register; Click Students and fill out required fields; Click on the link in the email sent to you from Advantage Students to validate your email address; Log into your Advantage Students Account; Click get started and get started again under Affiliated Schools; Select University of West Georgia and UWG CNA Program; Select the **Student Package (Background Check and Drug Check** combination) and follow all the directions. If you have any trouble with the registration process, call Crystal at 770-984-2727 ext. 1337.
4. **PHYSICAL ASSESSMENT:** Please provide a completed Physical Assessment Form to verify that you are physically 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. All UWG students that have paid their Health Service fee may have the Physical Assessment completed at the University Health Services Center located on the Carrollton Campus.
5. **PROFESSIONAL LIABILITY INSURANCE:** Cont West requires that the Professional Liability Policy be purchased from "Nurses Service Organization" (NSO). NSO will write you a Policy if you are not 18 years old. You will have to complete the registration form and

have your parents/Legal guardian sign it. Submit the form to NSO and they 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 (**The effective date of the Policy must be before the first day of the CNA Course.**)
- The cost of the Policy is approximately \$43.00.

Click the link <https://www.nso.com/> to start the process or 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. **PPD (TB) TEST:** All students are required to submit a negative tuberculosis documentation 1-Step TB/PPD form, or Quantiferon/Tspot Test. If your results are positive, you must submit the results of a chest x-ray and symptom evaluation signed by a licensed Medical Provider (MD, PA, or NP). TB test results done previously must be good within one year of the last date of clinicals scheduled for your course. All UWG students that have paid their Health Service fee may have the PPD Test completed at the University Health Services Center located on the Carrollton Campus.
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: A mandatory flu shot is required as soon as vaccinations for the current flu season are available (typically around September).
8. **HEALTH INSURANCE:** Provide a copy of a Health Insurance card (Front only) or sign a Health Insurance Waiver form and give it to the CNA Instructor.

All course requirement documents listed on this checklist should be attached to your registration confirmation. If you do not receive this document when you register or have any questions, please call Dale Fleming at 678-839-6612 ASAP or email: dfleming@westga.edu