

# THE ACADEMY

700 Pitt Street, Lewistown, PA  
717-248-3933



— THE —  
ACADEMY



## Certified Nurse Aide Training Program Student Handbook/Policies

Mifflin County Academy of Science and Technology  
700 Pitt Street, Lewistown, PA 17044  
Administrative Director: Barry King  
Chief School Administrator: Vance Varner

## **MISSION STATEMENT**

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**“Educate each student to meet life’s challenges.”**

### **Notice of Non-Discrimination**

The Academy complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran’s status or marital status in the administration of the Nurse Aide programs and policies.

**Last Update: 01/02/2023**

## Faculty and Staff

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## **COURSE DESCRIPTION**

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The Academy Nurse Aide course offers training for the non-licensed individual to provide safe, effective and caring services to patients, residents and clients in a long-term care setting. This is a rigorous and challenging short-term course. It will provide classroom instruction, practice of clinical skills in the classroom lab setting, as well as practice of skills in an actual clinical facility. Students will learn about being a contributing member of the health care team, communication and interpersonal skills, infection control techniques, providing personal care, and assisting a client with restoration and or rehabilitation.

Clinical opportunities will be provided within the course schedule at a local long-term care facility. Time of clinical sessions may differ from the classroom sessions. Students will be provided with a schedule of dates and times at the Mandatory Pre-Class meeting.



The Academy Nurse Aide Course is approved by the Pennsylvania Department of Education and meets all requirements set forth by the State of Pennsylvania for nurse aide training.

## **PRE-REQUISITES/ADMISSION POLICY**

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Individuals admitted into the Adult Nurse Aide Program must submit the following documentation prior to the Mandatory Pre-Class meeting:

- Equivalent of high school diploma or GED is recommended and provide copy of such. ***(It is not a law that students possess a high school diploma or GED to enter nurse aide training, however it may be an employment or admission requirement of a long-term care facility.)***
- Be able to speak, read, write and understand English.
- Be in good health and be able to lift 50 pounds throughout the entire class and clinical sessions.
- Obtain a physical exam by the registration deadline. Physical exam must document that student is free of all communicable diseases and that student is able to lift 50 lbs. (Physical form enclosed in this packet.) The student is responsible for the cost of the physical exam.
- Provide documentation of a negative Two-Step Mantoux (PPD) or equivalent dated within a year of starting class. If a two-step result is positive, a negative chest x-ray report dated within five (5) years of admission must be submitted. The Physical Form includes an area for this documentation to be provided. PPDs must be read by an C.M.A., LPN, RN, CRNP, PA-C or MD and reading needs to include induration of mm (Ex: 0 mm; 1 mm). (Physical form enclosed in this packet.) QuantiFERON TB Gold results will be accepted.
- Influenza vaccine and COVID vaccines are highly recommended but not mandated. However, if you choose not to get the vaccines, you will be required to wear a mask during the flu season (October through April). Form enclosed in packet.
- Read and understand the *policies* outlined in The Academy Nurse Aide Training Program Student Handbook. You must sign, date and submit the signature page (page 19).
- Complete the Verification of Pennsylvania Residency Form/Attestation of Compliance with Act 14 (Form enclosed in this packet) and **submit two forms of identification** – one with a photo – by the registration deadline.



- Obtain and submit to the school a **Criminal History Record Information (CHRI)** report with a watermark seal from the Pennsylvania State Police during the year prior to beginning a Nurse Aide Training Program. The CHRI report must be free of prohibitive offenses as cited in Act 14 of 1997 [63 P.S. §§ 675 (a) (1)-(3)]. **Website: <https://epatch.state.pa.us>.**
- Obtain and submit a **Child Abuse Clearance** to the school. Clearance must have no record of incident in order to be admitted to the class. Apply and print clearance on-line at **[www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)**.
- Obtain and submit an **FBI report only if you have resided in Pennsylvania for LESS than two years prior to the date of admission, or you are not certain whether a crime committed in another state is similar to those crimes listed on the Prohibitive Offenses Contained in 63 P.S. § 675.** FBI reports must be evaluated and signed off by the Nurse Aide training program staff prior to enrollment in the program.
  - **Website for FBI Clearance: <https://uenroll.identogo.com/> Enter service code 1KG6NX when asked.**  
The FBI and CHRI (PA Criminal check) must be in compliance and not contain prohibitive offenses as cited in Act 14.
  - For instructions about the clearance process, see the enclosed instructions in this packet.
- Applicants are responsible for all clearance fees.
- Please note: Exclusion from Participation in Federal Health Care Programs Long-term care facilities are not permitted to hire an employee who is excluded from participation in Medicare, Medicaid or any other federal health care program. A list of excluded persons can be found at <http://www.dhs.state.pa.us/publications/medichecksearch/index.htm>.

## **REQUIRED TEXT**

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Hartman's *Nursing Assistant Care: Long-Term Care, 5<sup>th</sup> Edition*

Textbook/workbook are provided at the first class session and are included in course tuition. Text is subject to change.

## REQUIRED EQUIPMENT

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### Theory/Lab

- Basic supplies such as paper, **BLACK** ink pen and pencils.
- **Watch with a second hand only** (NO DIGITAL OR SMARTWATCHES).  
Students may not wear any type of smartwatch during class, lab or clinical time due to capabilities on smartwatch, (Ex – calculator/math problems on quiz or final exam; compatibility with cell phone - phone calls, email, etc.)
- Stethoscope
- Scrubs are **required** during class/lab time

### Clinical

- **Watch with a second hand only** (NO DIGITAL OR SMARTWATCHES).  
Students may not wear any type of smartwatch during class, lab or clinical time due to capabilities on smartwatch, (Ex – math problems, compatibility with cell phone -phone calls, email, etc.)
- Stethoscope
- 3 x 5 inch memo pad
- **BLACK** ink pen
- Sharpie marker
- Scrubs must be worn (If able, purchase one pair wine color scrubs for graduation.)
- Clean white or solid color, comfortable shoes **are required**. CLOGS OR BACKLESS/STRAPLESS SHOES ARE NOT PERMITTED IN THE CLINICAL SETTING. Leather tennis shoes are permissible.
- Artificial fingernails and fingernail polish are not permitted in the clinical setting. Fingernails must be kept short (long fingernails harbor germs and can scratch residents). Example: When you turn your hand and look at the palm, fingernails need to be short enough that you cannot see the fingernail over the tip of your finger.
- A **maximum** of two pairs of stud (post) earrings may be worn at clinical sites. Dangling and hoop earrings are not permitted at clinical settings for student and resident safety. The instructor reserves the right to request the removal of more than two pairs of stud earrings. If the student does not comply, the student may be sent home and dismissed from the program.
- Tongue, lip, eyebrow, nose, or any other **facial piercings** are **not** permitted at clinical settings. The instructor reserves the right to request the removal of any jewelry or piercings considered inappropriate or unprofessional in a clinical setting. Other body piercings must not be visible/apparent under



the uniform. If the student does not comply with removing piercings, the student may be sent home and dismissed from the program.

- Jewelry, other than a wrist watch, should not be worn with the exception of a wedding band.
- Tattoos will need to be covered, if a resident is offended by the tattoo. If tattoos are on the arm, student may wear a long sleeve shirt under scrub top or wear a lab coat.
- Hair styles may not be extreme (i.e., unusual color, long spikes, etc). Long hair must be contained, preferable up and off the collar. Hair should not fall forward when providing care.
- Men must be clean-shaven. Moustaches and beards are to be neatly trimmed. Sideburns are to be no longer than earlobe length.
- The student must be clean and well groomed. Students are to avoid the use of **perfume, cologne**, etc. worn at the clinical site. Instructor reserves the right to send any student home that, in the instructor's opinion, has poor body hygiene (body odor, odor of cigarettes, etc.) or poor personal appearance, wrinkled uniform, dirty shoes, etc.
- Subtle, tasteful makeup may be worn.

**KEEP IN MIND, YOU ARE REPRESENTING THE MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY SCHOOL.**

### **COURSE OBJECTIVES**

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Upon completion of this course, the student will be able to:

1. Describe the basic physical, emotional and psychosocial aspects of an elderly client.
2. Demonstrate caring, supportive and safe care of clients.
3. Define the Nurse Aide's scope of practice and describe how the Nurse Aide is an important part of the health care team.
4. Demonstrate competence in the administration of basic nurse aide skills related to the personal care and comfort of residents, including activities of daily living.
5. Demonstrate effective, personal communication with faculty, clients and health care team members.



## CLINICAL OBJECTIVES

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Upon completion of the clinical sessions, the students will be able to:

1. Work cooperatively with other nursing and health care professionals.
2. Follow facility procedures related to student/nurse aide scope of practice.
3. Convey respect for staff, patients, fellow students and instructors.
4. Preserve and protect client's autonomy, dignity and rights.
5. Maintain appropriate confidentiality.
6. Take the initiative to seek out learning experiences.
7. Be self-directed in utilizing time and setting priorities.
8. Proficiently perform basic nurse aide skills working with residents in a health care environment.
9. Each student should receive experience using a mechanical lift. However, with proper supervision, only students ages 18 or older are permitted to operate the mechanical lift in the clinical environment. For additional information please go to <http://www.dol.gov/whd/childlabor.htm>.

## STANDARD OF CONDUCT POLICY

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- Academic honesty is expected of all students. Dishonesty or cheating may result in immediate dismissal from the Nurse Aide Program.
- **The school will provide all students with an Academy Nurse Aide student ID badge.** All students **MUST** wear the identification badge during all clinical time. **ID badge must be worn in the student's chest area** to be visible by residents/staff. Replacement fee of \$5 for ID badge if lost.
- Professional and safe behavior is expected of all nurse aide students at all times.
- Students must demonstrate care that is legally sound and held to high ethical standards to ensure abuse-free communication and care delivery.
- Student use of an electronic device such as a cell phone and a smartwatch is prohibited during all class, lab and clinical sessions and can result in dismissal from the program.
- Evidence of behavior related to drug or alcohol use will not be tolerated. The student will be sent home and dismissed from the program.
- Possession of alcohol or any form of weapon is prohibited.
- Disruptive behavior (profane language, insubordination, lack of respect of classmates or staff, sleeping or talking in class) can result in disciplinary action.

- Violation of these standards of conduct can result in disciplinary action which may include dismissal from the nurse aide program.

## **UTILIZATION OF STUDENTS POLICY**

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1. Nurse Aide Students will not be utilized for any services or functions that they have not been supervised or determined as competent by the instructor. Learning opportunities will be sought by program instructors to guide student learning.
2. Students will be supervised in the performance of resident care tasks which have been taught in class and/or lab, for which student has demonstrated competent performance.
3. Per PDE (PA Department of Education) students may not be assigned to more than three residents.
4. STUDENTS MAY NOT REPLACE STAFF OR SERVE AS A STAFF MEMBER.

## **TEACHING STRATEGIES**

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It is the instructor's responsibility to provide a structure and framework for learning and to give guidance and direction to all learning experiences. Each student is responsible for his/her own learning. Using a variety of strategies in the classroom and during the clinical experience, the instructor aims to facilitate the student's learning activities that are directed to meet course outcomes. **However, learning is ultimately the responsibility of the student and active participation is expected.**

Classroom/lab sessions will involve lecture, lecture-discussion, videos, demonstrations, handouts, small group discussion and activities, skill practice with equipment, mannequins and with other students, quizzes and tests.

Clinical sessions will involve demonstrations, skills practice, observations, hands-on care, working with residents, facility staff and clinical instructors.

## **DISCIPLINARY ACTION POLICY**

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A student is expected to exhibit professional behavior when performing activities or representing the program in any capacity. The student is expected to follow the "Code of Conduct" identified in the Academy's student handbook. Failure to



demonstrate professional behavior in the classroom or at the clinical facility will result in immediate dismissal from the course. The Academy's student handbook is available on the school's website: [www.theacademy.net](http://www.theacademy.net)

## **ATTENDANCE/PARTICIPATION POLICY**

Attendance at every class and clinical session in this intensive course is **required**. The Nurse Aide course consists of lecture, skills lab and clinical instruction. All the material covered is necessary to function as a Nurse Aide, to meet the state requirements and enable the student to pass the state-approved competency examination. Absences for any reason may result in failure or dismissal from this course.

The State of Pennsylvania requires that an individual attend a specific number of class and clinical hours to pass and complete the Nurse Aide Course and receive a certificate of completion. In order to complete this course within regulation, **attendance at all scheduled classes and clinical sessions is required**. You must also be on time for all class and clinical sessions.

Students will attend 40 hours of theory, 25 hours of laboratory and 55 hours of clinical throughout the course.

Attendance will be documented on a daily basis and reflect the number of classroom/lab/clinical hours. (Class for class, lab for lab, clinical for clinical time.)

In compliance with Regulation Section 483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours of instruction in the five content areas listed below before the student has any contact with residents.

1. Communication and Interpersonal Skills
2. Infection Control
3. Safety/emergency procedures, including abdominal thrust
4. Promotion of resident's independence
5. Respecting resident's rights

If you are tardy or absent on a day when the above content is being presented, you may be dismissed from the Nurse Aide Program and asked to re-enroll in a future class. The administration will determine if you will be permitted to attend a future class.



**Any absence or tardiness must be called directly to the instructor.** Absences must be called to the instructor 2 hours prior to the start of classroom/clinical time. The instructor will provide students with phone number at Pre-Class meeting. The student must provide reason of absence or tardiness. An ***email or text*** is ***not an appropriate method*** of communicating absence or tardiness.

If a student is a **No Call/No Show** one time, the student will be immediately dismissed from the program, regardless of the reason. Again, the student must call the instructor directly with any absence or tardiness.

Tardiness is not acceptable in the health care industry or the Nurse Aide class. Students are expected to report to class and clinical sessions before or at the designated time. Being able to find the classroom and clinical facility is a requirement of the student **PRIOR to the first class and clinical session**. If student **arrives late**, it is the student's responsibility to notify the instructor immediately upon arrival for accurate documentation of time. Students should also note that tardiness includes being late returning from scheduled classroom breaks. If the student is tardy 3 times, the instructor will notify the students' sponsoring facility.

## **MAKE UP TIME**

If under emergency circumstances class or clinical time is missed, makeup time may be allowed, but **is not guaranteed**. **Failure to notify the instructor negates the ability to make up the time and the student will be administratively withdrawn from the class.**

If makeup time is approved, it **must be completed at the time arranged by the instructor and is based on instructor availability**. It is the students' responsibility to rearrange their schedule to complete the required make up time designated by the instructor.

A non-refundable makeup fee will be required to makeup time. Charges for missed time are as follows:

- \$50 per incident for 3 hours or less missed and
- \$100 per incident for time missed of 3 hours and 1 minute or more.
- The makeup fee must be received at the office **prior** to the scheduled makeup time. Fees must be paid in person via cash, personal check or credit card. If makeup fee is not paid, or if the student does not show up for the

makeup time, they will be withdrawn from the course. Another makeup time will not be scheduled. Makeup and course fees will not be refunded.

Students who are withdrawn from the Nurse Aide course will be unable to successfully complete the course they are registered in. They may re-register for another session, and pay the course fee in full at a future time. At that time, all course completion requirements will have to be met. Course fees and/or course hours do not transfer. Re-registration is at the discretion of the Nurse Aide Coordinator and school Administrator.

### **DAYCARE AND TRANSPORTATION POLICY**

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It is the **responsibility of the student** to make daycare and transportation arrangements **well before the start** of the Nurse Aide course. Bus transportation is not available to all clinical facilities. Transportation to the clinical facility is the student's responsibility. **Daycare and/or transportation difficulties are not sufficient reason to miss class or clinical sessions.** The Academy does not make daycare and/or transportation arrangements.

### **ELECTRONICS DEVICE POLICY**

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The Nurse Aide classroom, lab area and clinical sites are learning environments. The use of personal electronic devices such as cellphones, tablets, pagers, smartwatches, etc. **is strictly prohibited.** Students are provided opportunities at lunch to respond to messages, texts, etc. The instructor has the ability to confiscate electronic devices and put devices in "Cell Phone red box" if a student does not comply. Devices will be returned at the end of the class session. Clinical facilities **DO NOT ALLOW** any electronic devices. They must be left locked in the student's car or left at home.

If there is a **family emergency**, have your family call the main phone number at The Academy (**Ph #717-248-3933**) and the front office staff will get the message to the student.

### **NO SMOKING/DRUG and ALCOHOL POLICY**

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Tobacco and nicotine products of any type are prohibited from all classroom, lab and most clinical sites. This includes vaping, any use of cigarettes, electronic



cigarettes, cigars, pipes, smokeless and tobacco. Drug use in the classroom, lab, and clinical site is also forbidden. This includes, but is not limited to, the use of all forms Tetrahydrocannabinol legal or illegal. This includes all parking lots, sidewalks and open space areas.

Nurse Aide students must also be aware that most of the clinical facilities are smoke and vaping free.

Evidence of behavior related to drug or alcohol use will not be tolerated. The student will be sent home and dismissed from the program.

## **STUDENT GRIEVANCE POLICY**

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Should the student want to express a grievance, complaint or dissatisfaction, the following steps must be observed and adhered to.

### **STEP 1**

1. Student will submit the grievance or complaint in written or oral manner to the primary instructor/Nurse Aide Program Coordinator.
2. Primary instructor/Nurse Aide Program Coordinator reviews and responds to the grievance within 3 days
3. The primary instructor/Nurse Aide Program Coordinator documents in writing, the grievance, the review of the problem and the resolution of the problem.
4. The primary instructor/Nurse Aide Program Coordinator meets with the student to share the resolution to the grievance. A copy of this documentation should be kept on file.
5. If the student and the primary instructor/Nurse Aide Program Coordinator are unable to resolve the issue or if the grievance is against the primary instructor/Nurse Aide Program Coordinator, the grievance should be brought to the attention of the Supervisor of Adult Education by the student within 72 hours.

NOTE: The student is entitled to private and confidential counseling, however, another instructor or staff member may be asked to witness the counseling.

### **STEP 2**

1. If the student and primary instructor/Nurse Aide Program Coordinator are unable to resolve the grievance, a meeting between the Supervisor of Adult Education and student will take place within 3 days of the receipt of



complaint. The student should place the grievance in writing if it has not been done.

2. The Supervisor of Adult Education will review the documentation submitted by the student and will conduct an investigation as needed.
3. The Supervisor of Adult Education documents the review process and the resolution of the grievance.
4. A meeting will be scheduled with the Supervisor of Adult Education and student to disclose the resolution.
5. If the decision rendered by the Supervisor of Adult Education is not brought to a satisfactory conclusion, the student may appeal to the Administrative Director within 48 hours.

### STEP 3

1. All documentation is submitted to the Administrative Director for review and consideration.
2. Notification of the Administrative Director's decision will be given in writing to the involved parties within 72 hours.
3. The decision of the Administrative Director will be final.

## **TUITION/REFUND POLICY**

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Self-Sponsored: Students are responsible for tuition payments. The course must be paid in full before training begins. Uniforms are an additional cost.

If you personally incur the tuition cost of the program and successfully complete the nurse aide program, you will be issued a receipt. **By law, only one original receipt will be given to the nurse aide graduate.**

The fee for the Nurse Aide Competency Exam WILL BE SEPARATE FROM THE TUITION. The Nurse Aide State Competency Exam will be an additional cost for the student once all course hours have been completed and student has performed proficiently according to policy in class, lab and clinical.

In order to receive a full refund, the student must notify the program instructor/coordinator or Supervisor of Adult Education at least 48 hours prior to the beginning of the course of his or her withdrawal. A fifty percent refund will be issued if a cancellation notice is made before the start of the second day of the program. No refund is available after the second day of the Nurse Aide Program.

## **INCLEMENT WEATHER POLICY**

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It is the student's responsibility to monitor the television/ radio announcements regarding school closures due to bad weather. Canceled classes/clinical will be made up at a later date. Students will be provided with makeup date information at their next scheduled class or clinical session.

The following radio stations are notified if the Academy closes due to inclement weather:

MERF 95.7 FM

**Closings/delays will also be posted on the school's website:  
[www.theacademy.net](http://www.theacademy.net).**

## **COURSE CALENDAR**

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Course sessions are Monday-Friday. While at the Academy classes are from 7:30 AM – 2:50 PM with a 30-minute lunch. While at clinical locations, classes are from 6 AM – 1:20 PM or 2:30 PM. Clinical rotation includes one 30-minute lunch.

Occasionally, class may be held on the weekend to stay on schedule if there are delays or cancellations.

A course calendar specific to the course will be provided to student on the first day of class.

The instructor has the ability to schedule make up time on a weekend. If this is the case, the student may need to rearrange their schedule to complete make up time.

## **PROFESSIONAL BEHAVIORS/EMPLOYABILITY EVALUATIONS**

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Nurse Aide students are expected to act in a professional manner at all times. Classroom behavior, skills lab participation and demeanor at the clinical site are all evaluated. This evaluation includes appropriate dress, being on time, and communication with instructors, staff and residents. A student may be withdrawn from class for not adhering to professional behavior expectations.



## EVALUATION METHODS

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Students are responsible for contacting the course instructor if there is any difficulty in understanding the course materials or completing the course assignments.

Twenty-four (24) chapter tests comprised of (25-50 questions) will be given throughout this course and a comprehensive final exam of 100 questions will also be given.

## REQUIREMENTS OF SUCCESSFUL COMPLETION

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- 1) Attendance at every class and clinical session, for all of the scheduled time is mandatory.
  - The State of Pennsylvania requires a minimum number of classroom, lab, and clinical hours for each participant. **The course is an intensive study in theory and patient care skills.** It is vital that the students be in attendance to be successful in meeting these competencies.
- 2) **Students need to maintain an overall average of 80% or better on the 24-chapter quizzes in order to pass the course. If the 24-chapter quiz average is below 80%, the student will not be allowed to participate in clinical and, therefore, will not complete the course.**
  - Students may retake one chapter test (NOT THE FINAL EXAMINATION) to try to improve their overall grade after all chapter tests are completed. The test being retaken must be their LOWEST scored test. If the student does not call to cancel or does not show up for the scheduled retake appointment, they forfeit the opportunity for retesting.
- 3). **Students must have an 80% or better on Final Exam. If the Final Exam is below 80%, the student will not be allowed to participate in clinical and, therefore, will not complete the course.**
- 4). A passing score for the lab component of class will require a student to perform competencies and to miss no more than 3 steps per skill. A student will have a final opportunity to repeat and pass the skill with the same criteria. If a student is unable to perform a skill within these guidelines, the student will be dismissed from the program.



- 3) While in the clinical setting, the Instructor will use an Instructor Clinical Assessment Tool. Using this tool, the student will receive a numerical grade on a daily basis. There are two Assessment Categories:

Under the **Theory/Skill Assessment** category the student will be graded on 5 subcategories:

- a. Communication
- b. Infection Control
- c. Safety
- d. Resident's Rights
- e. Promotes Resident Independence

Under the **Professionalism Assessment** category, the student will be graded on 5 subcategories:

- a. Role of Nurse Aide Student
- b. Responsibility
- c. Dependability
- d. Accountability
- e. Quality of care

The grading system that will be used consists of:

3 – 4 Unsatisfactory

5 – 6 Satisfactory

7 – 8 Above Satisfactory

By the last day of the clinical setting, the student will be required to have at least 5's under all categories to pass the clinical setting. If a student receives a 3 or 4 (unsatisfactory) on the last clinical day under any category, the student will fail the clinical component of the program.

**It is possible for the student to complete and pass all classroom and lab requirements, but not pass the course if the clinical objectives are not met or if professional behaviors are not maintained.**

If all the requirements for successful completion are met, the student will receive a certificate of completion.

**ALL CLASSROOM AND CLINICAL HOURS MUST BE COMPLETED. ALL FEES MUST BE PAID BEFORE A CERTIFICATE OF COMPLETION IS PROVIDED.**

### **EXAMINATION FEES**

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**The state competency exam, National Nurse Aide Assessment Program (NNAAP)** testing fee is \$135.00. This fee is in addition to the initial Nurse Aide Training Program tuition.

### **EXCLUSION FROM PARTICIATION**

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While your CHRI may be acceptable for nurse aide training, you should be aware that Pennsylvania maintains a data base by Department of Health and Human Services' Office of Inspector General (HHS-OIG) that identifies individual or entities that have been excluded nationwide from participation in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal health care programs. If you are on this exclusion list, it is possible that you will not be eligible for employment in a health care agency. To see if you are on the list, please go to the following website  
<http://oig.hhs.gov/fraud/exclusion.asp>

## **ACKNOWLEDGMENT OF NURSE AIDE TRAINING PROGRAM POLICIES**

By signing this form, I confirm that I have read and agree with all policies and necessary requirements for successful completion of THE ACADEMY'S NURSE AIDE TRAINING PROGRAM.

1. Admission policy (page 4)
2. Attendance (page 10)
3. Verification of Pennsylvania Residency and Attestation form (page 4)
4. Criminal History Record Information and FBI, Attestation of Compliance with Act 14 (page 4-5)
5. Requirements of Successful Completion (academic, skill demonstration, clinical) (page 16-17)
6. Non-discrimination (page 2)
7. Physical Exam/Health Condition (page 4)
8. Standards of Conduct (page 8)
9. Grievance (page 13)
10. Tuition/Refund (page 14)
11. Utilization of students/trainees (page 9)

I HAVE READ THE ABOVE POLICIES THAT ARE NECESSARY REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE ACADEMY'S NURSE AIDE TRAINING PROGRAM.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If applicant is enrolled in a high school program, parent/guardian signature is required.**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## N.A. Class Registration Checklist

Student Name: \_\_\_\_\_

Documents:	
<b>Academy's Registration Form</b>	
<b>Facility submitted sponsoring letter</b>	
<b>Child Abuse Clearance Results (Must be within the past year)</b>	
<b>PA Criminal Record Background Check (Must be within the past year)</b>	
<ul style="list-style-type: none"> <li>• Date of PA Criminal Record</li> </ul>	
<ul style="list-style-type: none"> <li>• PA State Seal</li> </ul>	
<ul style="list-style-type: none"> <li>• PA Criminal Record Results</li> </ul>	
<ul style="list-style-type: none"> <li>• Criminal Record signed/dated by person from Academy obtaining CHRI?</li> </ul>	
<ul style="list-style-type: none"> <li>• If student denied to school D/T CHRI, was denial letter sent?</li> </ul>	
<b>Verification of PA Residency</b>	
<ul style="list-style-type: none"> <li>• Was student a PA resident for last 2 years?</li> </ul>	
<ul style="list-style-type: none"> <li>• If not a PA resident for last 2 years, FBI check must be completed</li> </ul>	
<ul style="list-style-type: none"> <li>• If not a facility-sponsored student, FBI check must go to PDE for approval into program</li> </ul>	
<ul style="list-style-type: none"> <li>• PA Residency form signed by NATCEP representative from Academy</li> </ul>	
<b>Attestation of Compliance with ACT 14 form check marked/dated/signed</b>	
<b>2 forms of ID (1 must be a photo ID)</b>	
<b>Physical form (Signed by MD, PA-C, CRNP)</b>	
<b>Free from Communicable Diseases</b>	
<b>2-step PPD (No more than 1 year old)</b>	
<b>Quantiferon TB-Gold or Chest X-Ray</b>	
<b>Flu Vaccine (For September-April classes)</b>	
<b>COVID Vaccines</b>	
<b>Signature page of Nurse Aide Admission &amp; Training Policies</b>	

\*\*\* May not enroll any applicant into a NATCEP class if their CHRI is "under review".

Mifflin County Academy of Science & Technology  
700 Pitt St.  
Lewistown, PA 17044

**Nurse Aide Program Registration Form - Tuition: \$2000**

All information on this form must be completed and returned with your tuition to the above address.  
Call ahead to ensure availability

(Full Legal Name)

Last, First, Middle Name \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

Social Security # \_\_\_\_\_ County \_\_\_\_\_

Address/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

Gender: M \_\_\_\_\_ F \_\_\_\_\_ Email Address \_\_\_\_\_

**Race:** (Please circle)

- |   |   |   |  |
|---|---|---|--|
| 1 | American Indian/Alaskan Native (not Hispanic) | 4 | White (not Hispanic)                                     |
| 2 | Black or African American (not Hispanic)      | 5 | Multi-Racial (not Hispanic)                              |
| 3 | Hispanic (any race)                           | 6 | Asian (not Hispanic)                                     |
|   |   | 7 | Native Hawaiian or other Pacific Islander (not Hispanic) |

**Are you a single parent?** Yes No (Please circle)  
**Are you a displaced homemaker?** Yes No (Please circle)  
**Are you a foster student?** Yes No (Please circle)  
**Are you a migrant?** Yes No (Please circle)  
**Are you homeless** Yes No (Please circle)

**The above information is used for state reporting purposes only and is not shared with anyone else.**

The Academy requests social security numbers for the purpose of enrollment to verify your identity for official record keeping and state reporting. If you choose not to provide your social security number, financial aid may not be available to you.

Please read and sign the following statement:

I understand the following:

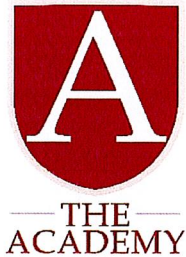
- Tuition may be refunded prior to the first class. No refunds will be made after the class begins.**
- The school is not liable for damage or theft of any personal belongings brought on premises by students.
- The school is not liable for payment of medical expenses or damages due to bodily injury whether self-inflicted or inflicted by another student.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Method of Payment: (Circle One)** Check Money Order Cash Discover Master Card VISA

**Amount: \$** \_\_\_\_\_ **Notes:** \_\_\_\_\_





## Procedures for Obtaining Clearances

**Act 34** – State Police Criminal History can be obtained on-line at  
<https://epatch.state.pa.us/Home.jsp>.

- Cannot be a volunteer clearance. Submit to the school a printed copy of the Certification Form. Cost \$22

**Act 151** – Child Abuse Clearance can be obtained on-line at  
<https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application on-line will give you immediate access to your results or the status of your results if the results cannot be processed immediately. A same-day clearance can be obtained at the Verification Unit in Harrisburg. 5 Magnolia Drive, Harrisburg, PA, Office #53. Directions can be obtained by calling 717-783-6211. Contact the school for the form if you wish to mail your Abuse clearance request which may take 6-8 weeks to process.

- Cannot be a volunteer clearance. Submit to the school the printed copy of the Clearance Certificate.

**Act 114** – FBI Fingerprint Clearance – must register prior to going to get the prints done. Information can be found at <https://uenroll.identogo.com>. **ENTER SERVICE CODE 1KG6NX WHEN ASKED.** Follow all directions on the website for submission, registration and fingerprint locations.

- Submit to the school the registration number/receipt after your prints have been taken. The school will be able to access the results of the clearance.

*Student is responsible for all costs associated with obtaining clearances. Volunteer clearances are not acceptable.*



### Verification of Residency for Enrollment into a Nurse Aide Training Program

Date of application \_\_\_\_\_ (MM/DD/YYYY)      Class start date \_\_\_\_\_ (MM/DD/YYYY)

Printed name  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle initial \_\_\_\_\_

Current address  
Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

I lived at the above Pennsylvania address for 2 consecutive years or more.

I lived in Pennsylvania for 2 consecutive years or more at my current address and previous addresses listed below:

1. Prior address  
Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

I lived at this address from \_\_\_\_\_ (MM/DD/YYYY)      Until \_\_\_\_\_ (MM/DD/YYYY)

2. Prior address  
Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

I lived at this address from \_\_\_\_\_ (MM/DD/YYYY)      Until \_\_\_\_\_ (MM/DD/YYYY)

I have not lived in Pennsylvania for the past 2 or more consecutive years and must submit a Pennsylvania Criminal History Report and Federal Criminal History Report to the NATCEP.

By submitting this form, I certify all the information I provided on this application is complete, accurate, true and correct. I make this declaration subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (MM/DD/YYYY)

(For NATCEP Staff)

I am the Authorized NATCEP Representative who received this completed form and verified the applicant by their physical comparison with an official State issued photo identification:

I verified the applicant resided in Pennsylvania for 2 consecutive years or more.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (MM/DD/YYYY)





## Process for Procuring a Federal Bureau of Investigation (FBI) Report for Eligibility to Enroll in a Nurse Aide Training Program

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### POLICY

Pennsylvania Act 14 of 1997 – Title 22 Chapter 701. Nurse Aide Training Program Applicant Criminal History Record Information § 701.11 Submission of CHRI Report.

The facility [program] shall require an applicant to submit a CHRI report, which was obtained in the preceding 1-year period prior to enrolling as a nurse aide student into the program according to one of the following:

1. The facility [program] shall require all applicants who have resided in this Commonwealth for a minimum of 2 full years prior to their dates of application to obtain a CHRI report from the State Police.
2. The facility [program] shall require all applicants who have resided in this Commonwealth less than 2 full years prior to their dates of application to obtain a CHRI report from the Federal Bureau of Investigation by contacting the Department for the required process.

Prospective nurse aide applicants who have **not resided** in Pennsylvania for the last two years must obtain a Pennsylvania State Police CHRI Report **and** an FBI Report.

**Effective January 1, 2019**, PDE will no longer evaluate FBI reports or prepare letters of approval or disapproval for enrollment in a PDE-approved nurse aide training program as related to compliance with PA Act 14. Instead, the responsibility for review and action is placed on the designated nurse aide training program staff. **Nurse aide training program staff are required to sign and date the FBI report to indicate the evaluation and determination for enrollment in compliance with PA Act 14 was completed** and include a legible copy of the FBI report in the individual student's training file to be available for PDE monitoring review.

If a prospective nurse aide student is currently employed in a long-term nursing facility and plans to enroll in a PDE-approved nurse aide training program, the individual may provide an FBI report secured through the PA Department of Aging (DoA) for review and evaluation of compliance with PA Act 14 as stated above.

**NOTE:** Neither PDE nor DoA participate in the evaluation and determination of FBI reports or PA CHRI for compliance with PA Act 14 as required for enrollment in a PDE-approved nurse aide training program. Be advised that crime codes differ by state so additional research may be necessary. If the designated nurse aide training program staff require assistance with the evaluation and determination, it is recommended the program seek guidance from their solicitor.

## NATCEP APPLICANT PROCEDURES

The fingerprint-based background check is a multiple-step process, as follows:

1. Registration – The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or via telephone. The registration website is available on the [IDEMIA website](https://uenroll.identogo.com/) at <https://uenroll.identogo.com/>. Telephonic registration is available at 844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data (name, address, etc.) for the applicant is collected along with notices about identification requirements and other important information.

When registering online, an applicant must use the appropriate agency specific Service Code **1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDE-AVTS). Select Schedule and Manage Appointment. Note that if the applicant proceeds with the process under an incorrect Service Code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will be required to start the process over and pay for the background check again.

2. Payment – The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards as well as money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are accepted.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, download an application from the [IDEMIA website](https://www.identogo.com/locations/pennsylvania) at <https://www.identogo.com/locations/pennsylvania>.

3. Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the [IDEMIA website](https://www.identogo.com/locations/pennsylvania). The location of fingerprint sites may change; applicants are encouraged to confirm the site location.
4. Fingerprinting – At the fingerprint site, the Enrollment Agents (EA) manage the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types can be found on the [IDEMIA website](https://www.identogo.com/locations/pennsylvania). Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than five minutes.



NOTE: If the applicant's fingerprints cannot be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. The name check process takes 4 to 6 weeks.

5. Reviewing an FBI Report – Nurse aide training program staff do not access the applicant's FBI Report online.

In order for the designated and approved PDE staff to access an applicant's FBI report, the prospective nurse aide trainee must provide to PDE a legible **written request** via fax 717.783.6672 or email [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov) that includes:

- (1) applicant's full name and
- (2) current mailing address and
- (3) Universal Enrollment Identification (UEID) number and
- (4) email address and
- (5) telephone number.

PDE staff will print the FBI report and stamp each page "**original**" in red ink. PDE will send only one copy of the FBI report per UEID via certified mail to the applicant within 30 calendar days of the written request.

The designated and approved PDE staff members are:

Sheri Weidman	Arthur Richardson
Coordinator, NATCEP	Support Staff
Email: <a href="mailto:ra-natcep@pa.gov">ra-natcep@pa.gov</a>	Fax: 717.783.6672

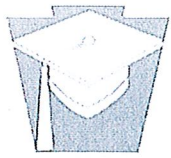
The applicant must provide the FBI report to the nurse aide training program staff for their review and determination for eligibility to enroll in a nurse aide training program in compliance with PA Act 14 of 1997 – Title 22 Chapter 701 prohibitive offense list **prior to** enrollment in a PDE-approved nurse aide training program. Be advised that crime codes differ by state so some research may be necessary. If the program determines that additional information is needed for evaluation and determination for enrollment eligibility, it is the applicant's responsibility to make a request to the appropriate jurisdiction and provide any additional documentation to the program staff for further evaluation **prior to** enrollment in the nurse aide training program.

6. Applicants have a one-time opportunity to obtain an unofficial copy of their report via email from the [IDEMIA website](#).

## CONFIDENTIALITY (SECURITY) OF APPLICANT INFORMATION

Onsite access to the Livescan equipment and the data traveling from the equipment is comprehensively secured and regulated by both IDEMIA and the regulations governing the use of that data.

Electronic Security – The computer system is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. IDEMIA ensures that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. Systems are configured to provide a point of defense with controlled access from both inside and outside the network. Livescan systems are configured to support logging and audit capability. Furthermore, the Livescan solution will support 128-bit encryption.



**Attestation of Compliance with PA Act 14  
Nurse Aide Resident Abuse Prevention Training Act, 63 P.S. § 671 et seq.**

All candidates must submit an original or copy of an original PA CHRI obtained through the Pennsylvania State Police during the year prior to enrolling in a PA NATCEP as required by Act 14. If a candidate has not been a resident of Pennsylvania for the last two (2) consecutive years, a PA CHRI and a FBI criminal history report are required prior to enrollment.

As evidence you have not been convicted of any of the Prohibitive Offenses Contained in 63 P.S. § 675, check the box then sign and date the Attestation of Compliance with Act 14 below.

Candidates who were convicted of a Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2) of the Prohibitive Offenses Contained in 63 P.S. § 675 must provide a PA CHRI and an FBI report to determine eligibility for enrollment in a PA Nurse Aide Training Program.

**Attestation**

This form represents my request to enroll in a nurse aide training program and is verification of compliance with Act 14 – Nurse Aide Resident Abuse Prevention Training Act, 63 P.S. § 671 et seq.

I have reviewed the list of Prohibitive Offenses Contained in 63 P.S. § 675 and hereby testify that I have not been convicted of any of the criminal offenses set forth in 63 P.S. §§ 675(a)(1)-(3):

- (1) an offense designated as a felony under the act known as “The Controlled Substance, Drug, Device and Cosmetic Act”,
- (2) an offense under one or more of the following provisions of Title 18, and
- (3) a Federal or out-of-state offense similar in nature to those crimes listed under paragraphs (1) and (2).

I check this box to confirm I have not been convicted of any Prohibitive Offense contained in Act 14 of 1997 (set forth in 63 P.S. § 675 and found on the following page).

I understand if a conviction for any of the criminal offenses set forth in 63 P.S. §§ 675(a)(1)-(3) is present, it is possible I will not be eligible for employment in a long-term care or other health care setting. A potential employer is responsible for reviewing my official Criminal History Record Information report.

By signing this form, I certify under penalty of law that the information I have provided on this application is true, correct and complete. I understand that false statements herein shall subject me to criminal prosecution under 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(MM/DD/YYYY)



## Prohibitive Offenses Contained in 63 P.S. § 675

In no case shall an applicant for enrollment in a State-approved nurse aide training program be admitted into a program if the applicant's criminal history record information indicates a conviction of any of the following offenses:

1. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act." (See 35 P.S. § 780-101 et seq.). These offenses may be designated as "CS" on a criminal rap sheet.
2. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes below.
3. A Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2).

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2501	Criminal Homicide	Any
CC2502	Murder	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2507	Criminal Homicide of Law Enforcement Officer	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3934	Theft from a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C or D	Obscene and Other Sexual Materials and Performances	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

Any two Misdemeanor convictions for offenses CC3901 thru CC3934 in any combination is prohibited.

# Mifflin County Academy of Science & Technology

## Nurse Aide Physical Examination Form

**Form must be signed by a physician, DO, CRNP or PA**

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_

Student Phone: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**To be completed by Health Care Provider:**

Please note: PA Department of Education requires that individuals have a 2-step Mantoux prior to entering a PA State Nurse Aide Program.

**\*\*Results must be read by an LPN or RN and results must be recorded in mm as per CDC recommendations.**

1. Two-Step Tuberculin Test-PPD required

**First Date Administered:** \_\_\_\_\_ **Date Read:** \_\_\_\_\_

Results: \_\_\_\_\_ mm **Read by:** \_\_\_\_\_

2. Second PPD is to be administered one week after first PPD is read but no longer than 21 days.

**Second Date Administered:** \_\_\_\_\_ **Date Read:** \_\_\_\_\_

Results: \_\_\_\_\_ mm **Read by:** \_\_\_\_\_

3. If an IGRA was processed or Chest x-ray was obtained, a copy of the results must be attached.

Please Circle:

**YES or NO:** Applicant is able to lift 50 pounds.

**YES or NO:** Applicant is free from any restriction or limitations. If no, briefly explain the restriction or limitation below:

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**YES or NO:** I certify this applicant was examined and believe him/her to be free of communicable disease.

**Provider Signature:** \_\_\_\_\_

**Provider Title:** \_\_\_\_\_

**Provider Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## How to Conduct a Two-Step PPD / Mantoux Test

The Two-Step PPD\* / Mantoux is used to detect individuals with past Tuberculosis (TB) infection who have diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as a new infection.

There are **four (4) required visits** when following the Two-Step Mantoux protocol:

### *Visit 1, Day 1*

Place the 1<sup>st</sup> skin test and have the patient return to the doctor's office in 2 – 3 days (48 – 72 hours) to read the results.

### *Visit 2, Day 3 or 4*

Read the 1<sup>st</sup> skin test results (48-72 hours of visit one). If the first test is positive, the patient may have (had) a TB infection. Refer the patient for a chest x-ray and physician evaluation. An asymptomatic patient, whose chest x-ray indicates no active disease, may begin work.

### *Visit 3, Day 7 or 10*

Place a 2<sup>nd</sup> skin test on patients whose 1<sup>st</sup> test was negative at 48 – 72 hours. Depending on office policy, the 2<sup>nd</sup> test is given between seven (7) - ten (10) days from the initial test date. Have the patient return to the doctor's office in 2 – 3 days (48 – 72 hours) to read the results.

### *Visit 4, Day 10 or 13*

Read the 2<sup>nd</sup> skin test results (48-72 hours of visit three). A positive 2<sup>nd</sup> test indicates TB infection in the distant past. Refer the patient for a chest x-ray and physician evaluation. An asymptomatic patient, whose chest x-ray indicates no active disease, may begin work.

### Important Information

- The test results for Test 1 and Test 2 must be read within 48-72 hours. If it is longer than 48-72 hours, the PPD test and results are invalid.
- The maximum time allowed between Test 1 and Test 2 is 2.5 weeks. If the patient receives Test 2 after 2.5 weeks, the Two-Step method and testing is invalid.

### *Sensitivity of this Method*

The majority of significant PPD skin test reactions will remain “positive” 7 days after application. Those that have diminished or disappeared by Day 7 will be boosted back to positive by the 2<sup>nd</sup> skin test.

\*PPD means “purified protein derivative.” It is the substance used in the Mantoux TB skin test, which is the accepted standard method of TB skin testing. TB skin tests are commonly referred to as a PPD.

Institution Consultation Services / effective TB solutions  
Francis J. Curry, National Tuberculosis Center  
<http://www.nationaltbcenter.edu>

# Mifflin County Academy of Science & Technology

## Certified Nursing Assistant Program

Clinical training for the Certified Nursing Assistant Program will take place at local long-term care agencies. It is not required but highly recommended that all students receive the flu vaccine.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **FLU VACCINE:**

\_\_\_\_\_, received a **flu vaccine** on \_\_\_\_\_.

Student Name

Date

Administered by: \_\_\_\_\_

Signature/Credentials

**OR**

\_\_\_\_\_, cannot receive a **flu vaccine** for the following

Student Name

medical reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of physician, DO, CRNP or PA: \_\_\_\_\_

Signature/Credentials

### **COVID VACCINE:**

\_\_\_\_\_, received a **COVID vaccine** on \_\_\_\_\_.

Student Name

Date

Administered by: \_\_\_\_\_

Signature/Credentials

**OR**

\_\_\_\_\_, cannot receive a **COVID vaccine** for the following

Student Name

medical reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of physician, DO, CRNP or PA: \_\_\_\_\_

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### **Office Use Only:**

Proof of Flu Vaccine Received \_\_\_\_\_ Date Received \_\_\_\_\_

Received by Whom: \_\_\_\_\_