

## CNA Course Requirements

1. **CRIMINAL BACKGROUND/DRUG SCREEN (CB/DS)**: A Criminal Background Check & Drug Screen is required by the State of Georgia 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. All students are responsible for ordering and payment of the CB/DS through Advantage Students. UWG has an account with Advantage Students and are able to confirm whether or not you have initiated the CB/DS.

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 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:

- A. Log into <https://app.advantagestudents.com/student/login>.
- 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. 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 CB/DS will receive a failing grade for the course. 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.

**DO NOT bring a copy of your CB/DS to class. Keep a copy for yourself in 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 services fees can have the forms completed by the UWG Health Services. The official copy of the completed form will be maintained in the UWG Health Services' medical files. To ensure student compliance with this course requirement, you are required to bring a copy of a completed Physical Assessment 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 for your files.

**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 give it to your CNA Instructor. The UWG CNA Program Manager will review the form, record that the requirement has been met. **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. **PROFESSIONAL LIABILITY INSURANCE:** Per contractual agreement between the Clinical site and UWG, every CNA student that attends clinical sessions at their facility must have a current Professional Liability Insurance Policy with coverage in the amounts \$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.

The UWG School of Nursing Students must comply with this requirement and use the following website:

**<https://www.nso.com/malpractice-insurance/individuals/nursing-students>**

to obtain their liability insurance policy of \$1 million each claim, and \$3 million aggregate:

Click on the link it will take you to the website where you can purchase your insurance.  
Under "Your Profession" click on the down arrow and choose "Student."  
Select "Get a Quick Quote"  
Click on "Professional of Student"  
Select "Student"  
State of Residence "Georgia"  
"Type in Profession" – "Nurses Aide"  
Enter Your Graduation Date (End date of your CNA Course)  
Select "Continue"

Click “Continue” – Should show up \$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. 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 scheduled for your course.

**Non-UWG students** must 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. **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.

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<sup>nd</sup> Hep-B booster;
4. In 5 months, get a 3<sup>rd</sup> Hep-B booster;
5. 1-2 months after the 3<sup>rd</sup> 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 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 the requirements. 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 will be attached to your registration confirmation. If you do not receive these items, please call Dale Fleming at 678-839-6612.**