

MESSIAH UNIVERSITY - NURSE AIDE TRAINING
CHECKLIST OF REQUIREMENTS FOR APPLICANTS

	TIMELINE	ENROLLMENT REQUIREMENTS CHECKLIST
		NOTE: ALL FORMS AND CLEARANCES ARE TO BE SUBMITTED BY SECURE UPLOAD HERE.
		GETTING STARTED
		Review "Applicant Requirements" and "Required Forms and Clearances" at www.messiah.edu/nurseaidetraining
		Review "Tuition and Refund Policy" and "Program Details" on same website
		Review "Attendance Policy" and "Dress Code" on same website
	4-6 weeks before	REQUIRED FORMS
		Complete " Interest Form " as the FIRST step to express your interest in applying for the course. (After this you will receive an email from bridgecenter@messiah.edu with next steps.)
		Complete " Verification of PA Residency Form " (signed and dated)
		Complete " Attestation of Compliance with Act 14 Form " (all checkboxes signed and dated)
	4-6 weeks before	BACKGROUND CHECKS
		Complete a PA State Police Criminal History Record Check Applicants can access this form at this link: PA Criminal History Record Information
		Upload PA driver's license.
		<u>IF YOU HAVE NOT RESIDED IN THE STATE OF PENNSYLVANIA FOR PAST TWO CONSECUTIVE YEARS:</u> Complete and submit a PA Criminal History Record Information and FBI Report (on website) before the first day of class. Access more details and instructions to request the CHRI and FBI report at this link: Procuring an FBI Report
	4-6 weeks before	HEALTH & SCREENINGS
		Schedule Physical Examination with Physician – Download, print and take " Health Examination Form " with you to your appointment for doctor to complete; Submit form after all tuberculin test results are documented by the doctor on the form. *** Physical Exam must be completed within one year of the start date of the course.
		Schedule and complete Tuberculin (TB) test: ***Documentation of a negative QuantiFERON TB Gold test or a 2-step Mantoux TB skin test is required and must be completed within one year prior to the start date of the NATCEP course. ***A negative chest x-ray must be submitted if a student's test results are positive. The chest x-ray may not be older than five years.
		Have Physical Examination Performed by your Physician - and - Have Step 1 of Tuberculin Test Administered (if completing the 2-step Mantoux TB test)
		Have Step 1 Test Results Read 48-72 hrs. (2-3 days) after Administered
		Have Step 2 of Tuberculin Test Administered 7-21 days (1-3 weeks) after date of Step 1 Test Results Reading. NO LESS THEN 7 DAYS OR MORE THAN 21 DAYS
		Have Step 2 Test Results Read 48-72 hrs. (2-3 days) after Administered
		Drug Screen: Documentation of a negative urine drug screen is required. Applicants can obtain a drug screen through Concentra.
		***There are no required immunizations; however, nurse aide students are strongly encouraged to have an annual flu shot as well as the COVID vaccine and Hepatitis B vaccine.
		For more details, go to https://www.messiah.edu/nurseaidetraining or email bridgecenter@messiah.edu
	1 week before	Payment in full for training course tuition
		NOTE: ALL FORMS AND CLEARANCES ARE TO BE SUBMITTED BY SECURE UPLOAD HERE.