

Registration Requirements for Students

All documentation must be received by HVA EduCenter in order to complete a student registration.

If a facility reserves a number of seats in a specified class that facility has until the 25th of the month to provide all documentation without losing these seats. After that date, we cannot guarantee these reservations.

A student is not considered accepted into a Nurse Aide class until all of the following have been completed and received by HVA.

- Minimum age of 18
- Applicants residing in the Commonwealth for the last two years will complete and submit a Pennsylvania State Police—Criminal Record History Information (CHRI). **A resident of the Commonwealth for less than 2 years prior to the date of application must complete and submit a CHRI and an FBI report. This FBI report will be sent to the PDE and then forwarded to HVA.**
- An applicant's CHRI report must be in compliance. It may not contain any prohibitive offenses as cited in Act 14.
- A physical exam dated within one year of the start of the nurse aide training program. **The exam must be completed by an MD, DO, CRNP or PA.** The physical exam may be completed on the EduCenter form or on one provided by the physician's office. The physical must indicate that the applicant is free of communicable diseases. The physical must also indicate that the applicant is physically able to perform the duties of a nurse assistant. The nurse assistant must have full use of hands, able to stand for long periods, bend, pull, push, and lift a minimum of 40 pounds without restriction.
- Documentation of a negative two step PPD Mantoux test that is dated within one year of the start of class. If the student is unable to have PPD, a chest X-ray negative for active disease and clearance from a physician or Erie County Department of Health must be submitted by the student that is less than five years old.
- The student or sponsoring facility bears responsibility for the cost of any physician fees, physical and PPD.

These requirements are mandated by the Pennsylvania Department of Education. All documentation **must** be received and reviewed by HVA staff prior to the student starting class. The quote from the PDE is, **"the student is not allowed to step over the threshold of the school if all requirements have not been met"**.

Sincerely,



Ellen Leonard, RN
Director of Education
HealthCare Ventures Alliance