

### Nurse Aide Employment Reference Guide

APPLICANT'S BACKGROUND AND EDUCATION	HIRING REQUIREMENTS
No previous training as a nurse aide.	<b>Must</b> enroll in a Nurse Aide Training and Competency Evaluation Program (NATCEP). Applicant may only perform nurse aide duties for which they have demonstrated competence and received 16 hours of required instruction by an approved nurse aide instructor. <b>Must</b> complete training and pass state test within 120 days of hire and three test opportunities. Needs extended orientation after training.
Previous training or experience but not on nurse aide registry.	<b>Must</b> enroll in an approved nurse aide training program. (same as above)
Completed a Pennsylvania approved nurse aide training program within the last 24 months at another facility or educational institution but has not participated in three exam opportunities.	Hire <b>after</b> verifying nurse aide training. <b>Must</b> pass state test within 120 days of hire. Needs extended orientation.
Completed an approved nurse aide training program beyond the last 24 months and is not on the Pennsylvania or that state's nurse aide registry.	<b>Do not hire.</b> Must <b>repeat</b> a nurse aide training program.
Currently on the Pennsylvania's Nurse Aide Registry without any annotations of substantiated abuse or neglect of a resident.	Hire <b>after</b> verifying enrollment in Pennsylvania's Nurse Aide Registry. Must have proof of registry status, (i.e. print out of the online registry check, copy of display portion, or copy of wallet card). Needs extended orientation.
Was on the Pennsylvania's Nurse Aide Registry and enrollment has expired, but candidate has worked at least eight consecutive hours for pay in an approved facility type during each 24 month period.	Hire <b>after</b> the individual updates status. <b>Must</b> contact the Nurse Aide Registry at 1-800-852-0518 or <a href="https://pulseportal.com">https://pulseportal.com</a> to update status.
Was on the Pennsylvania's Nurse Aide Registry, enrollment has expired and candidate has <b>not</b> worked at least eight consecutive hours for pay in an approved facility type during each 24 month period.	Hire <b>after</b> the individual re-tests. Must contact PearsonVUE at 1-800-852-0518 or online at <a href="http://www.pearsonvue.com">www.pearsonvue.com</a> for registration form. Applicant has <b>one</b> opportunity to retest. If they pass the test, they are re-enrolled on the nurse aide registry. If unsuccessful, the individual <b>must</b> re-train and test.
Currently on nurse-aide registry out of state without any annotations of substantiated abuse or neglect of a resident.	Hire <b>after</b> verifying enrollment on the other state's nurse aide registry. To obtain an application for enrollment by reciprocity, call the Pennsylvania's Nurse Aide Registry at 1-800-852-0518 or online at <a href="http://www.pearsonvue.com">www.pearsonvue.com</a> . Applicant may work up to 120 days until placement on the Pennsylvania's Nurse Aide Registry. Keep a copy of the application on file.
Was on nurse aide registry out of state without any annotations of substantiated abuse or neglect of a resident and enrollment has expired.	Hire <b>after</b> applicant updates their status on the original state registry, then they apply for reciprocity by calling the Pennsylvania Nurse Aide Registry at 1-800-852-0518 or online at <a href="http://www.pearsonvue.com">www.pearsonvue.com</a> . If applicant is not eligible to renew their status on the original states registry then the applicant must re-test <b>prior</b> to being hired.
Nurse aide on registry with verified annotations of abuse or neglect of a resident.	<b>DO NOT HIRE!</b>
Applicant has had acute or emergency training in the military.	<b>Must</b> enroll in a NATCEP. (see initial comment under hiring requirements)