

General Instructions for Completing the Pennsylvania Nurse Aide Training Report

1. **Print or type** all of the requested information on the Pennsylvania Nurse Aide Training Report. If more than ten students are accepted for a nurse aide class, an additional Pennsylvania Nurse Aide Training Report must be thoroughly completed and include all program information, including signatures.
2. The **designated program representative** (administrator or coordinator) is responsible for ensuring that all spaces and columns requesting program or student information is complete and accurate. *Only the information requested should be entered on this form.*

Completing the Pennsylvania Nurse Aide Training Report

The Pennsylvania Nurse Aide Training Report can be completed with the requested information, on or before the first day of class.

1. Header Section

- Enter the approved Nurse Aide Training Competency Evaluation Program name and complete mailing address.
- Enter the name and mailing address of the clinical site where students completed their clinical experience. If your student was assigned to residents at two different clinical sites, enter the name and address of the second clinical site on the back of the Pennsylvania Nurse Aide Training Report. If the clinical site is the same as the program, leave the space blank.
- Document the total program hours and distribution of theory, lab, and clinical hours.
- Record the training program code number.
- Enter the class start and completion dates.
- Record the number of applicants accepted into class.

2. Student Information Section

- **Student Name** - alphabetize students by their last then first name.
- **Address** - complete mailing address. Number/name of street or P.O, city, state, zip code.
- **Birth Date** - student's date of birth as, MM/DD/YYYY, example: 12/14/1993.
- **PA Residency** - mark either the **Yes** or **No** box as verification of PA residency for the last two consecutive years.
- **PA Criminal History Report Information Date Reviewed by NATCEP** - record the date the NATCEP representative signs and dates the student's CHRI as attestation of compliance with the Prohibitive Offenses contained in Act 14 (P.L. 169).

2. Student Information Section

- **PA CHRI Date Disseminated by the Pennsylvania State Police** - record the date when the CHRI was disseminated by the Pennsylvania State Police (NOT the date the CHRI was requested).
- **Date the FBI Letter of Eligibility for Enrollment is Received by NATCEP** - enter the date when the NATCEP receives and reviews a student's FBI letter of eligibility for enrollment in a NATCEP Training Program, as issued by the Pennsylvania Department of Education or FBI letter of eligibility for employment, as issued by the Pennsylvania Department of Aging. If an FBI report is not required for enrollment in a nurse aide class based on residency in PA for the last two consecutive years, leave the space blank. **Do NOT write N/A.**
- **Date of Hire** - record the date the student is placed on the payroll as a nurse aide. Be advised that some health care facilities hire employees and place them on the payroll as a nurse aide prior to enrolling them in class.
- **Date Student Completed Training** - This is the date the student completed all of the program requirements. If the student is required to make-up missed time, then the date they completed the training program hours could be different from other students.

If a student withdraws from class or is dismissed, record the date they withdrew and a brief explanation. The explanation may extend into adjacent columns. Anecdotal notes should be retained in the student's records.

Example 11/03/15 Withdrew Day 2

11/13/15 No Call /No Show (NC/NS) dismissed per student policy

11/23/15 Dismissed due to unsuccessful academic achievement

11/30/15 Dismissed unsuccessful clinical achievement

- **Date of CEP (Competency Evaluation Program) Exam** – Record the date the student takes the Pennsylvania Nurse Aide Competency Examination. Place the first exam date on the first line. This information can be obtained by checking the PA nurse aide registry.

If the student needs a second or third attempt to pass the examination, enter the corresponding date.

Written P/F - Enter a mark in the written column to indicate a P (Pass) or F (Fail) for the result of the written examination. If the exam is taken orally, indicate an O or by interpreter, an I.

- **Skills P/F** - Enter a mark in the "Skills" column to indicate a P (Pass) or F (Fail) for the result of the skills exam.

3. Footer Section

- Provide the primary instructor's signature, date, phone number, and license information.
- Provide the school/facility administrator's signature, date, phone number, and license information, if applicable.
- Provide the signature of the designated NATCEP representative for reviewing Pennsylvania CHRI's and FBI letters, date, and phone number.