



Nurse Aide Program
Application [PDE – 294] for Eligibility to Take the Nurse Aide Competency Examination

Eligibility Requirements—Applicant must be a current resident of Pennsylvania for at least the past 2 years **and** must be able to check the box related to *Prohibitive Offenses Contained in Act 14 of 1997* (found on page 4 of the application) **and** must meet one of the following:

1. Graduate of a Pennsylvania state-approved professional or practical nursing school within the last two years **and** does not possess a nursing license
2. Current student in a Pennsylvania state-approved professional or practical nursing school **and** has successfully completed a clinical rotation in a nursing home or licensed long term care facility⁽¹⁾ **and** has completed courses that contain the subject material listed on the application and earned a grade or pass mark documented on the nursing school transcript
3. Current student attending an out-of-state school of nursing **and** has successfully completed a clinical rotation in a nursing home or licensed long term care facility⁽¹⁾ **and** has completed courses that contain the subject material listed on the application and a grade or pass and mark is documented on the nursing school transcript

⁽¹⁾ Definition: Nursing Home or Long-Term Care Facility – an institution licensed by the Department of Health as a long-term care facility. This includes: a distinct unit of a hospital that possesses a separate license by the Department of Health (transitional care or skilled care unit) and geriatric units at a Veterans Administration institution. This does not include the following: institutions that provide care for the chronically disabled or mentally challenged, geriatric psychiatry, hospice care, home care, and general medical units in a hospital. A list of licensed long-term care facilities is located at <http://app2.health.state.pa.us/commonpoc/nhLocatorie.asp>.

Directions with Self-Checklist:

1. Complete and submit two (2) copies of the *Nurse Aide Program – Application for Eligibility to Take the Nurse Aide Competency Examination*. Be specific with your nursing courses. Each space must include the course number and course name as it corresponds to your transcript. **The nursing course(s) is/are highlighted on your transcript.** Example: Nsg. 134 - Adult Nursing
2. Attach one (1) copy of your transcript that has your name and the name of the nursing school on it. **It does not have to be an original transcript. The school name or web address from a computer printout is acceptable.**
3. Review the list of *Prohibitive Offenses Contained in Act 14 of 1997* (set forth in 63 P.S. § 675), then check the box and sign, date and return the “**Attestation of Compliance with Act 14 Nurse Aide Resident Abuse Prevention Training Act, 63 P.S. § 671 et seq.**” form. Be advised that if you have been convicted of any of the criminal offenses set forth in 63 P.S. §§ 675(a)(1)-(3), it is possible that you will not be eligible for employment in a long-term care or other health care setting. The potential employer is also responsible for reviewing the CHRI.
Your signature must be legible and hand written, not electronic.
4. Send the completed application and your transcript to the address below or fax to 717.783.6672 or email to ra-natcep@pa.gov. NOTE: The application signed by a representative of the Pennsylvania Department of Education (PDE) becomes your letter of eligibility to take the nurse aide examination and must be submitted with the examination registration form.

Nurse Aide Program
Pennsylvania Department of Education
333 Market Street – 11th Floor
Harrisburg, PA 17126-0333

5. Retain a copy of the application for your files. Allow 2-3 weeks for a response.

If you need assistance, call PDE at 717.772.0814 between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday or email us at ra-natcep@pa.gov. A calendar containing the dates on which PDE will review applications is posted at www.education.state.pa.us/nurseaide.

**Nurse Aide Program - Application for Eligibility
to Take the Nurse Aide Competency Examination**

This application determines eligibility to take the Pennsylvania Nurse Aide Competency Examination

Please type or print legibly:

Name _____ Birth Date (MM/DD/YYYY) _____

Mailing Address _____ Telephone (_____) _____

City, State, Zip code _____ Email _____

Education:

Name of Nursing School _____

Address _____

Nursing Instructor's Email _____ Telephone (_____) _____

Attach a copy of your Nursing School Transcript. Refer to your transcript to identify the **specific name or number of the course** in your nursing program in which the following topics were taught and **completed**. (i.e. Nsg. 134-Adult Nsg.)

Residents' rights _____ Basic nursing skills _____

Communication skills _____ Personal care skills _____

Infection control _____ Basic restorative skills _____

Safety/emergency procedures _____ Care of cognitively impaired _____

Death/dying _____ Aging process _____

Abuse prevention _____ Nursing Course with clinical experience _____

Name and address of licensed long-term care facility (nursing home) where you successfully completed clinical experience:

Signature of Applicant _____ **Date** _____

Signature of Nursing Instructor _____ **Date** _____

Send completed application to:

Nurse Aide Program
Pennsylvania Department of Education
333 Market Street, 11th floor
Harrisburg, PA 17126-0333

Fax: 717.783.6672
Email: ra-natcep@pa.gov

Pennsylvania Department of Education Use Only

APPROVED

NEED MORE INFORMATION

NOT APPROVED

Authorized Signature _____ Date _____

Subject material that must be successfully completed:

1. Residents' rights – specifies how residents in long-term care facilities must be treated and provides an ethical code of conduct for healthcare workers.
2. Communication skills – exchange of information verbally, written and nonverbally.
3. Infection control – set of methods used to control and prevent the spread of disease.
4. Safety/emergency procedures – knowledge of common accidents and how to prevent them, as well as common emergencies and how to respond to them.
5. Abuse prevention – knowledge to identify, prevent and report abuse to provide quality care.
6. Death/dying – post-mortem care given to a dying individual to meet all physical needs, as well as to provide comfort and emotional support.
7. Basic nursing skills – procedures to obtain information (such as vital signs).
8. Personal care skills – organized method to meet the needs of the individual in a long-term care facility (such as bathing, grooming, toileting, feeding and positioning).
9. Basic restorative skills – care used to maintain a resident's function and increase independence.
10. Care of cognitively impaired – how to meet the needs of the individual that does not have the ability to think clearly and logically.
11. Aging process – knowledge of the normal changes that occur as an individual ages.
12. Clinical experience – provide name of course in your nursing program where you successfully completed at least one clinical rotation. Also, provide the name and address of the nursing home where you completed clinical experience.

Guidelines for completing the Attestation of Compliance with Act 14

- Review (1), (2), and (3) of the Prohibitive Offenses Contained in 63 P.S. §675 (see following page).
- The check box below must contain a mark.
- Your signature must be legible and hand written, not electronic.
- If you were convicted of a Prohibitive Offense in PA, a PA Criminal History Record Information (CHRI) report must be processed through the PA State Police, dated within one year of the application and attached. A PA CHRI can be obtained at <https://epatch.state.pa.us>.
- If a federal or out-of-state conviction or offense similar in nature to those crimes listed under paragraphs (1) and (2) of the *Prohibitive Offenses Contained in Act 14 of 1997*, an FBI report is required. Go to www.pa.cogentid.com and select the PA Department of Education icon. Approximately two days after having your fingerprints scanned, call 717.772.0814 with your PAE registration ID number as issued by Cogent. The Department of Education will secure and evaluate your FBI report and determine your eligibility to take the nurse aide competency examination.

Attestation of Compliance with Act 14

Nurse Aide Resident Abuse Prevention Training Act, 63 P.S. § 671 et seq.

This application represents my request for waiver from the nurse aide training program and my request for permission to sit for the competency evaluation based upon applicable training gained in nursing school.

I understand that if I have been convicted of any of the criminal offenses set forth in 63 P.S. §§ 675(a)(1)-(3), it is possible that I will not be eligible for employment in a long-term care or other health care setting. A potential employer is also responsible for reviewing my CHRI.

- By checking this box I state that I have not been convicted of any of the *Prohibitive Offenses Contained in Act 14 of 1997* (set forth in 63 P.S. § 675 and found on the following page).

By signing this form, I certify under penalty of law that the information I have provided on this application is true, correct and complete. I understand that false statements herein shall subject me to criminal prosecution under 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Signature

Date

Nurse Aide Resident Abuse Prevention Training Act 14 of 1997 (P.L. 169)
Prohibitive Offenses Contained in 63 P.S. § 675

In no case shall an applicant for enrollment in a state-approved nurse aide training program be approved for admission into such program if the applicant's criminal history record information indicates the applicant has been convicted of any of the following offenses:

- (1) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act." (See 35 P.S. § 780-101 et seq.)¹
- (2) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes.
- (3) A federal or out-of-state offense similar in nature to those crimes listed under paragraphs (1) and (2) above.

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2501	Criminal Homicide	Any
CC2502	Murder	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2507	Criminal Homicide of Law Enforcement Officer	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	----- 2 Misdemeanors
CC3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3934	Theft From a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C or D	Obscene and Other Sexual Materials and Performances	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

Any (1) F or (2) M's within the 3900 Series (CC3901-CC3934)

For questions pertaining to codes, offenses, or convictions, contact PA Department of Education at 717.772.0814 or ra-natcep@pa.gov.

¹ These offenses could be designated as "CS" on a criminal rap sheet.

Nurse Aide Program Competency Examination Frequently Asked Questions

1. As a student nurse, may I work as a nurse aide before taking Pennsylvania's Nurse Aide Competency Examination?

After your education has been evaluated and approved by the Pennsylvania Department of Education (PDE) you may work as a nurse aide in a nursing home for 120 calendar days prior to passing the PA Nurse Aide Competency Examination to meet the federal regulations.

2. As a graduate nurse who has not taken or has failed state boards, may I work as a nurse aide without taking the PA Nurse Aide Competency Examination?

No. Complete and submit the Application for Eligibility to Take the Nurse Aide Competency Examination for (PDE-294). After the application is approved, you may work as a nurse aide in a nursing home for 120 days prior to passing the PA Nurse Aide Competency Examination.

3. How much of my nursing education do I have to complete before I can take Pennsylvania's Nurse Aide Competency Examination?

You must have completed a course in which the topics identified on the application were taught and a grade for this course is documented on your transcript. You must also successfully complete at least one clinical rotation in a nursing home.

4. Do I have to complete a clinical rotation in a licensed long-term care facility (nursing home) before I can take the Pennsylvania's Nurse Aide Competency Examination?

Yes. It is a federal requirement for all nurse aide training programs to complete at least 37.5 hours of clinical experience, under the supervision of a state approved nursing instructor in a licensed long-term care facility, for which you are being waived.

5. Would hospital experience, personal care or assisted living qualify as long-term care (nursing home)?

No. The experience must be in the skilled unit of the licensed long-term care facility (nursing home.) The definition of a nursing home or licensed long-term care facility is an institution licensed by the Department of Health as a long-term care facility. This includes: a distinct unit of a hospital that possesses a separate license by the Department of Health (transitional care or skilled care unit) and geriatric units at a Veterans Administration institution. This does not include the following: institutions that provide care for the chronically disabled or mentally challenged, geriatric psychiatry, hospice care, home and general medical units in a hospital. For a list of licensed long-term care (nursing homes), visit the link below and select Consumers/Health Facilities/Nursing Homes.

<http://app2.health.state.pa.us/commonpoc/nhLocator.asp>.

6. Who do I contact to take Pennsylvania's Nurse Aide Competency Examination?

You must first have your nursing education reviewed by the PDE. To complete this, send the *Nurse Aide Program-Application for Eligibility to Take the Nurse Aide Competency Examination* to PDE. The application can be found on the PDE website at www.education.state.pa.us/nurseaide. A transcript from your nursing school must be submitted with the application.

After the application is approved, you must contact the American Red Cross at 800-795-2350 to register for the examination.

7. As a graduate or student nurse, can I take just the written portion of the Pennsylvania Nurse Aide Competency Examination?

No. The federal regulations requires everyone to take both the written and clinical skills portions of a Nurse Aide Competency Examination.

Nurse Aide Program Competency Examination Frequently Asked Questions (continued)

8. As a graduate or student nurse, can I live in another state but take the exam because I attended/attend a nursing school in PA?

No. You must be a resident of PA for the last two consecutive years to qualify for this opportunity. You can check with the state in which you reside for an opportunity to take the nurse aide examination.

9. Must I submit an official transcript with my application to PDE?

No, the transcript does not have to be an official but must have the name of the nursing school and your name included on the transcript.

10. To work in a hospital, must I take the Pennsylvania Nurse Aide Competency Examination?

It is not a requirement of the federal government; however, many hospitals and home health agencies will only hire individuals as nurse aides after they have taken the state Nurse Aide Competency Examination.

11. Where can I take the Nurse Aide Competency Examination?

The American Red Cross will schedule you at the nearest testing center, determined by your ZIP code. You can also view a list of permanent test sites and the testing schedule at www.pearsonvue.com.

12. What is the cost of Pennsylvania's Nurse Aide Competency Examination?

The current cost of the nurse aide competency examination is \$102.

13. Is there a study guide for the Nurse Aide Competency Examination?

There is a candidate handbook with information and skills that can be found by visiting www.pearsonvue.com, then selecting "Pennsylvania."

14. How many times may I take the Pennsylvania Nurse Aide Competency Examination?

You have three opportunities to pass the Nurse Aide Competency Examination.

15. May I continue to work as a nurse aide if I fail the Pennsylvania Nurse Aide Competency Examination?

You may continue to work as a nurse aide in a long-term care facility for 120 calendar days from the date of hire. If you have not passed the state nurse aide competency examination by the 121st calendar day, you may not work as a nurse aide.

The long-term care facility may allow you to function as a non-hands-on worker, work in another department, or place you on a leave of absence until you pass the Nurse Aide Competency Examination.

16. What must I take to the testing center with me?

Information on what you must take to the testing site is found in the nurse aide candidate handbook located by visiting www.pearsonvue.com, then selecting "Pennsylvania."