



## **Spalding University Nursing Assistant Checklist**

### **Kentucky (NATCEP) Document Checklist**

#### **State Required Documents**

- \_\_\_\_\_ 1) 2 Step TB Test or blood assay or Chest Xray negative within 12 months
- \_\_\_\_\_ 2) Copy of a Background check dated within the last 12 months
- \_\_\_\_\_ 3) Copy of Driver License or other Legal ID
- \_\_\_\_\_ 4) Copy of Social Security Card
- \_\_\_\_\_ 5) Hep B Waiver (If no record of immunization)
- \_\_\_\_\_ 6) Student Agreement
- \_\_\_\_\_ 7) Authorization to Obtain Information



*Hepatitis B Vaccine Waiver*

**Hepatitis B Vaccine Waiver**

\_\_\_\_\_  
Initials

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. The School of Nursing recommended that I have the three series injections to be vaccinated with hepatitis B vaccine. I understand that if I do not have the three injection series that I continue to be at risk of acquiring hepatitis B, a serious disease.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## **Spalding University**

### **Nursing Assistant Student Agreement**

#### **On-line CNA Course**

As a student enrolled in **Nursing Assistant**, you have received a copy of the course expectations/requirements defined within the syllabus. It is your responsibility to review the syllabus prior to each learning experience, thus assuring preparedness and noting projects, assignments, deadlines, etc. The faculty reserves the right to make necessary changes in the syllabus at any time during the semester as deemed necessary. In such an event you will be notified verbally, and in writing/electronically. Adhering to the course syllabus is integral your academic success.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Authorization to Maintain Information**

I hereby give permission to Spalding University to have on file required documentation needed for compliance with the online nursing assistant course. This may include personal information such as a driver's license, social security card, drug screen and background check. It may also include required medical records, such as a TB test reading or Hepatitis B Injection if applicable.

Signed \_\_\_\_\_

Date \_\_\_\_\_