

Dear SPRING 2019 NAE 100 Student:

The Basic Nursing Assistant Program (NAE 100 course) requires ALL of the following five (5) items to be completed before class begins.

1. CRIMINAL BACKGROUND CHECK (CBC):

*A mandatory fingerprint CBC form (225 ILCS 46) is required of all students PRIOR to the beginning of the new semester. The fillable form can be found at www.mchenry.edu/cbc. Completed forms must be turned in, **IN PERSON**, at Room E212, between 8:00am–6:00pm on Wednesday, January 2 and Thursday, January 3, 2019.*

- To complete the form, go to www.mchenry.edu/cbc. **EVERY** question/space must be completed (put N/A if not applicable). DO NOT leave any blank spaces. Then sign and date form.
- Information you enter must match your current driver's license information.
- Handwritten or incomplete forms will not be accepted.
- A student under age 17 must have a parent/guardian sign the CBC form as well.
- Student currently on the IDPH Health Care Worker Registry must complete a new CBC form – NO EXCEPTIONS!
- For a list of disqualifying convictions, see <http://www.idph.state.il.us/nar/disconvictions.htm>.

2. FINGERPRINTING:

Is performed by Accurate Biometrics in Room E214 on Tuesday, January 15, 2019, from 9:00am–2:00pm

- Students who submit a CBC form, on time, will have a fingerprint form ready in Room E214 on January 15th.
- For identification verification, upon arrival in Room E214 students must show a current driver's license, state ID, or US passport. This information must match the information provided on the CBC application form.
- **IF** you cannot make the January 15th date **THEN** you must pick up the form on January 16th from room E212 and go to Accurate Biometrics, 9 Crystal Lake Road, Unit 230, Lake in the Hills, Illinois, to be fingerprinted. Phone number, hours of operation, and other locations can be found at: www.accuratebiometrics.com
- It is the student's responsibility to pick up a copy of the fingerprinting form **before** going to Accurate Biometrics.
- After fingerprinting is completed, the student will receive a confirmation form. Immediately submit this form, in person, to Room E212 at MCC.
- Any student that has not completed the entire fingerprinting process will not be allowed to attend class.

Students must bring the following documentation to their first day of class in the new semester. Please give items to your instructor.

3. PHYSICAL: Find the required form at: www.mchenry.edu/naeform

- A student must submit proof of a physical exam (using the required exam form) indicating there are no restrictions to participate in the course and are free of communicable disease. The physical must be done within 30 days prior to the first day of class. Exams completed earlier will not be accepted.

4. TB TEST (2-Step): A student must complete a two-step skin test or chest X-ray for Tuberculosis.

- The TB screening must be completed within 6 months prior to the first day of class.
- Contact the McHenry County Health Department at (815) 334-4510 or your personal health care provider for testing.

5. SOCIAL SECURITY CARD: A copy of your valid, signed Social Security card must be submitted.

- A copier is available for student use in the MCC Library. MCC staff cannot make copies for students.