

NAE 100: Basic Nursing Assistant Course Requirements



Enrolling in the Basic Nursing Assistant Program (NAE 100 course) requires the following six (6) items to be completed before beginning class:

1. CRIMINAL BACKGROUND CHECK:

A mandatory healthcare worker background check form (225 ILCS 46) is required of all students PRIOR to the start of the semester. The fillable PDF form can be found at www.mchenry.edu/cbc.

The form is due approximately three weeks before class begins. Completed forms must be submitted within the specified timeframe. See the NAE webpage for due date. Forms submitted too early cannot be accepted.

- Information entered must match your current driver's license information.
- The form may be completed electronically or on the computer and printed. EVERY question/space must be completed (enter "N/A" if it does not apply). Then either print, sign, and date or complete the form online and submit it electronically.
- Students under age 17 must have a parent/guardian sign the CBC form as well.
- Students currently on the IDPH Health Care Worker Registry must still submit the background check form—no exceptions.
- For a list of disqualifying convictions, see www.idph.state.il.us/nar/disconvictions.htm.

2. PHYSICAL:

A physical exam must be done WITHIN THE 30 DAYS prior to the first day of class—no exceptions.

Find the required medical form at:
www.mchenry.edu/nae/naemedicalform.pdf.

- Students must submit proof of a physical exam (using the required medical form) indicating they have no restrictions to participate in the course and that they are free of communicable disease.
- Contact your primary care provider to schedule your physical exam.
- The physical must be done within the 30 days before the start of class. Exams completed earlier will not be accepted.

3. TB TEST:

The student must complete a two-step skin test, negative TB blood test, or if positive, chest X-ray for Tuberculosis.

The TB screening must have been completed WITHIN THE SIX MONTHS prior to the first day of class.

- Results should be recorded on the medical/physical form linked above.
- Contact the McHenry County Department of Health at (815) 334-4510 or your personal health care provider for testing.
- Please note: a two-step TB test requires two TB injections repeated between 1-3 weeks after the first injection. Please plan accordingly to have both completed before the start of class.

Learn more at www.mchenry.edu/nae

Nursing Department (815) 455-8710 | nursing@mchenry.edu

Betsy Schnowske, DNP, RN, Director of Nursing | (815) 479-7534

4. FINGERPRINTING:

Fingerprinting is performed by Accurate Biometrics at McHenry County College approximately two weeks before the start of the semester. See the NAE webpage for the date. After registering for NAE 100, reminder emails from nursing@mchenry.edu will be sent to students 6-8 weeks prior to the start of class with the date, time, and room number of fingerprinting.

- All students should plan to be fingerprinted at MCC. Once background check forms are processed, students will be notified via email 1-2 days prior to the fingerprinting date if they are determined to be exempt from fingerprinting and do not need to attend.
- Students must show a current driver's license, state ID, or US passport to verify their identity upon arrival to be fingerprinted. This information must match the information provided on the background check form.
- Any student that has not completed the fingerprinting process will not be allowed to attend class.

Students unable to attend fingerprinting at MCC:

- After your CBC form has been submitted, contact the Nursing department to obtain your fingerprint authorization form. Please note forms are not available until after CBC forms have been collected and processed (approximately one week before class begins).
- To request your fingerprinting form, contact nursing@mchenry.edu, call (815) 455-8710, or visit office E212 to arrange for a pick up time. Forms must be picked up from office E212.

- The form must then be taken to an Accurate Biometrics location for fingerprinting. It is the student's responsibility to request and obtain a copy of the fingerprinting authorization form from MCC before being fingerprinted at Accurate Biometrics.
- Students then go to Accurate Biometrics, 9 Crystal Lake Road, Unit 230, Lake in the Hills, IL, to be fingerprinted. Phone number, hours of operation, and other locations can be found at: www.accuratebiometrics.com
- After fingerprinting is completed, the student will receive a confirmation from Accurate Biometrics. Submit the confirmation, in person, to office E212 on or before the first day of class.

5. SOCIAL SECURITY CARD:

A copy of your valid, signed Social Security card must be submitted on the first day of class.

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

6. COVID-19 VACCINE:

Clinical sites mandate all students be fully vaccinated before the start of clinical.

- Students are required to be in compliance with current CDC guidelines regarding COVID-19 vaccination status, found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>.

Check your MCC-issued email address; all communications will only be sent to your [myMCCusername]@students.mchenry.edu email address. Students can expect emails from nursing@mchenry.edu regarding the NAE 100 requirements. If you are not receiving emails, please check your spam/junk folder and contact registration at (815) 455-8588 to verify your email address is correct. How to access your .edu student email address: Follow these directions (www.mchenry.edu/tech/email.html).

CHECKLIST:

- TB test (must be done within the six months prior to the start of class)
- Physical exam (must be done within the 30 days prior to the start of class)
- Get vaccinated for COVID-19
- Submit Healthcare Worker Background Check form
- Complete fingerprinting process
- Make copy of Social Security card

Bring the following documentation to the first day of class. Instructors will collect this paperwork:

- Copy of Social Security Card
- NAE Medical Form that shows proof of your physical exam and TB test results

Learn more at www.mchenry.edu/nae

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For information regarding dual credit/enrollment, PCCS high school students may contact the College and Career Readiness Department:
Director of College and Career Readiness | (815) 455-8569

