



2025-2026 | REVISED MARCH 2026



COMMUNITY COLLEGE

# NURSE AIDE TRAINING PROGRAM

EC3PA.ORG/NURSE-AIDE-TRAINING-COMPETENCY-EVALUATION-PROGRAM

INFORMATION PACKET



HEALTH SCIENCES



COMMUNITY COLLEGE

## Your Journey Starts Today!

Dear Future Student,

Welcome to Erie County Community College! We're delighted that you've chosen us to be part of your educational journey, and we are here to support you every step of the way.

As you begin the enrollment process, there are several important pre-admission criteria you'll need to complete, all of which are outlined in this packet. Since some steps can take several weeks, we encourage you to start as soon as possible to prevent any delays. To expedite the process, we recommend working on multiple criteria at once when possible. Please work closely with the Health and Safety Coordinator or Director of Health Sciences to complete all the requirements for your program.

Once you have completed the health and safety requirements for admission, you will then be able to enroll in the program. Once enrolled you will receive an email invitation from a program representative to attend the mandatory new student orientation. To ensure you receive this important notification, please make sure you are checking your EC3 student email regularly once enrolled, as we will not send this to your personal email address.

At the orientation, you will go over the program syllabus, be sized for uniforms (scrubs), and receive instructions for how to obtain a student ID badge. Your student ID will allow you to have free transportation through EMTA for the duration of your program.

This packet contains all the essential information you'll need, so we urge you to read through it thoroughly. Many of your questions will be answered here, and this will help ensure a smooth start to your program.

We are thrilled to have you as part of the EC3 family and look forward to helping you achieve your goals. If you have any questions or need assistance along the way, please don't hesitate to reach out. We're here to help you succeed!

Sincerely,

The EC3 Health Sciences Team

**Nurse Aide Training Program Webpage:**

<https://www.ec3pa.org/nurse-aide-training-competency-evaluation-program>

## **Nurse Aide Training Program Description**

EC3's Department of Education approved Nurse Aide Training Program is designed to prepare students for entry-level employment as nurse aides in healthcare settings. This comprehensive short-term program includes 66 hours of classroom instruction, 54 hours of hands-on practicum experience at an off-site clinical location, and 30 hours of NNAAP certification review and prep for a combined total of 150 hours. Students who complete this program will earn eligibility to sit for the National Nurse Aide Assessment Program (NNAAP) certification exam. The first attempt at the NNAAP exam is covered in the cost of the program, however any retests are at the student's own expense.

Classes will run Monday-Wednesday through a period of 8 weeks. New classes will begin every 8-week semester during Fall, Spring, and Summer terms. Enrollment is limited to 10 students per program start. Students who meet compliance with the pre-admission health and safety requirements will be enrolled on a first-come, first-served basis. All other students will be placed on a wait list for the upcoming start dates.

## **Virtual Information Sessions**

To learn more about your program of interest, we encourage you to attend one of our virtual information sessions. These sessions are recommended for all programs and provide valuable insights that help students navigate the steps to get started. We will do our best to also answer any questions that you may have about your program. Students can find the link to our information session on the program website.

## **Get Started as a Nurse Aide Today!**

### **Learning Outcomes**

- Demonstrate proficiency in basic nursing skills such as taking vital signs, assisting with activities of daily living, and providing personal care to patients.
- Understand and apply infection control principles to maintain a safe and clean healthcare environment.
- Effectively communicate with patients, their families, and members of the healthcare team.
- Demonstrate empathy, compassion, and respect for patients' rights and dignity while providing care.
- Apply knowledge of safety and emergency procedures in a healthcare setting.
- Prepare and assist patients with mobility and positioning as per their individual needs.
- Understand and adhere to ethical and legal standards in the healthcare industry.
- Prepare for state certification exam.

## Programs and Hours

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm		
2	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm		
3	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm		
4	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 101: Lecture/Lab 8:00 am – 2:30 pm	NUR 102: Practicum 7:00 am- 1:30 pm		
5	NUR 102: Practicum 7:00 am- 1:30 pm	NUR 102: Practicum 7:00 am- 1:30 pm	NUR 102: Practicum 7:00 am- 1:30 pm		
6	NUR 102: Practicum 7:00 am- 1:30 pm	NUR 102: Practicum 7:00 am- 1:30 pm	NUR 102: Practicum 7:00 am- 1:30 pm		
7	NUR 102: Practicum 7:00 am- 1:30 pm	NUR 102: Practicum 7:00 am- 1:30 pm	NUR 103: Cert. Prep 8:00 am – 2:30 pm		
8	NUR 103: Cert. Prep 8:00 am – 2:30 pm	NUR 103: Cert. Prep 8:00 am – 2:30 pm	NUR 103: Cert. Prep 8:00 am – 2:30 pm	Cert. Prep Cert. Prep 8:00 am – 2:30 pm	

**NOTE:** Practicum days are located at an off-site location. Transportation is the responsibility of the student to and from the site. Students must be in full uniform each day, have all their required paperwork, and must maintain full compliance with all health and safety requirements until the completion of the program.

## Practicum Health and Safety Requirements

Erie County Community College (EC3), in accordance with Pennsylvania Department of Education standards, requires all CNA applicants to meet several health and safety requirements prior to enrollment. These requirements align with EC3's practicum placement policies and should be started at least 8 weeks before your intended start date to allow adequate time for completion.

EC3 uses Complio for students to order, monitor, and track compliance for the health and safety requirements. Students will need to create an account with [Complio](#) to order the following requirements and upload all required documentation to their student account.

All health and safety requirements are out of pocket expenses that are not included in the cost of tuition for CNA. There are resources outside of EC3 that students may apply for, and certain eligibility requirements may need to be met. Please speak to the academic advisor or Director of Health Sciences for more information.

### Health and Safety Requirements Ordered Through Complio:

Item Description	Estimated Cost	Timeline to Complete
Student Account Tracker in Complio	\$35.00	Do this step first
Criminal History Record Check	\$34.00	Upon the creation of Complio, complete this step. Background checks can take up to 4-6 weeks to complete. Please allow time for this to occur. Order may show in pending status until results are completed.
FBI Fingerprint Clearance (if PA residency is less than 2 concurrent years)- EC3 Program Director will verify if this needs to be completed through your Complio verification form and Residency ID (driver's license or passport)	\$37.00	This can be done at the same time as the background check. Please do not wait too long to start this. FBI FPC can take up to 4-6 weeks to complete.
Urine Drug Screen	\$44.00	Once this is ordered, students have 72 hours to complete it, or a new authorization will need to be purchased. Drug Screens will only be good for 6 months once completed. Negative dilute, for cause, or positive screenings will result in additional drug testing at the students' expense.

**NOTE:** *If a student receives a failed background check or believes they may receive a failed background check, it may be helpful to research Pennsylvania laws that allow for "setting aside" of prior convictions under certain circumstances and Pennsylvania laws that allow for "expungement," which is the sealing of criminal records. Until a prohibited offense is removed, students will remain ineligible to enroll in the program as they must show a passed criminal background check prior to enrollment.*

Students should review the [list of prohibited offenses](#) for the NATCEP program as outlined by the Pennsylvania Department of Education.

## Health and Safety Requirements NOT Ordered Through Complio:

Item Description	Estimated Cost	Timeline to Complete
<a href="#">Physical Clearance Form</a>	Cost varies depending on insurance, co-pay, and deductible (Self-pay generally run \$45-\$150)	<p>Students can complete this and upload results at any time.</p> <p><b>The physician clearance form is in the document's library section of your Complio student account.</b></p> <p>Download the document and take it to your clinical provider to complete, then upload the signed form into Complio.</p>
Two-Step TB Testing (PPD, QuantiFERON Gold, or Chest x-ray)	Cost varies depending on insurance, co-pay, and deductible (Self-pay generally run \$120-\$160)	<p>Begin this process early. The two-step process takes 2-4 weeks to complete. Students take the second test no less than 1 week or no more than 3 weeks after the first test results.</p> <p>QuantiFERON is a one-step process, however most facilities will not give a QuantiFERON Gold without having a physical by their office.</p> <p>Chest x-rays will also take time as they take a physicians order.</p>

### NOTE:

- All results and clearances must be recent and within 6 months of the start date of the program.
- EC3 requires all students to meet the placement requirements as determined by the State of Pennsylvania and/or our program's most stringent clinical partner. We do this for ease of random placement.
- Healthcare students have a responsibility to protect themselves and their patients and families from preventable diseases. All students will purchase a supplemental background screen and Medical Document Tracker from Complio. Program requirements are evaluated and approved by Complio.
- Students are responsible for maintaining all health and safety requirements by submitting/uploading the required documentation into Complio by the required due dates. Failure to maintain program health and safety requirements may result in the inability to continue the practicum experience or a withdrawal from the healthcare program.
- All immunization records must include the student's name and the signature of the healthcare provider.

## Practicum Compliance Requirements and Online Portals

Practicum placement depends on site availability, and students do not have the option to choose their location. Practicum schedules and hours vary and may not align with classroom days or times. You may be required to travel to/from your site, so reliable transportation is essential as 100% attendance is mandatory for completing your practicum. Once a practicum site is assigned, it cannot be changed.

Failure to attend your assigned site or refusal to accept the placement may result in withdrawal from the program, which will affect your ability to receive a certificate of completion.

## Criteria to Meet Health and Safety Requirements

### A. Create a Student Account Tracker in Complio & Place Order

Students wishing to enroll in a healthcare program at EC3 are required to purchase and utilize the health and safety tracker through Complio.

- Go to the Complio website and create your account using an email that you check often. Complio will send an email to the address used during the account creation. Click on the Activation Link within that message.
- Login and follow Create Order. Follow the prompts and answer the questions. Select the screening package for CNA.
- Enter the personal information requested to complete your screening. Add your residential history.
- Use your mouse to sign the disclosure and authorization form and authorize the background check.
- Enter payment details. Please read the refund policy from Complio. Submit your order. Complio will immediately begin processing your background check.

### B. Criminal History Record Check

Students will purchase through Complio. All students admitted to EC3 healthcare programs are required to show a "Pass" result on the required supplemental background screening completed within the past six (6) months.

Please note that results for the Complio self-check cannot be accessed by EC3. If you have done a self-check, you will be required to do an additional background check through Complio using your program access code.

#### To meet this requirement:

In the Complio system, complete the "Pass Certificate" of your Background Check. This can only be done after you have purchased the Immunization Tracker and your Background Check has met EC3's requirements.

### c. **FBI Fingerprint Clearance**

All students admitted to EC3's Nurse Aide Training Program are required to obtain and maintain a valid FBI Fingerprint Clearance if PA residency is 2 years or less. The fingerprint clearance must remain current throughout every semester of enrollment in the program

If the fingerprint clearance is suspended or revoked at any time during the healthcare program, the student must report this to the Director of Health Sciences within five (5) school days and will be unable to continue in the program until the fingerprint clearance is reinstated.

Proof of fingerprint clearance from the FBI generally takes 4-6 weeks and could take up to 8 weeks. Students need to allow for this amount of time and begin the process early so the results can be received in time for starting the program.

Cards cannot expire anytime during the program. It is the student's responsibility to maintain currency.

You will need to provide proper documentation to be fingerprinted; acceptable forms of ID include driver's license, state-issued ID card, Passport, or Resident Alien Card (school ID is not acceptable).

#### To meet this requirement:

Purchase through Complio. Students will be required to go to an IdentoGO location to be physically fingerprinted. Results will be directly sent to Complio, and they will upload the results to the system. Students can verify the result through their Complio student dashboard.

### d. **Urine Drug Screen**

All students entering a healthcare program with a practicum component will be required to complete a 10-panel urine drug screen with oxy panel, to be completed within 6 months of the start of the practicum rotation. Students will be expected to follow the guidelines and timelines of their academic program. Students will have to go to the lab they select and complete the drug screen within 72 hours of placing the order in Complio. Once the order is placed, Complio will provide a receipt upon payment. The student will receive an authorization form which will need to be taken with them to the lab. Failure to take the authorization form to the lab will result in the student not being permitted to take the drug test, and a new order will need to be placed at the student's expense.

#### **Important things to note:**

- Students may not take prescriptions to the lab to be evaluated during the testing process. Students may provide a list of the prescriptions they are currently taking as needed.
- Do not over hydrate as this may cause a negative dilute reading. This reading will result in having to retake the urine drug screen at student's expense.
- If the student receives a second negative dilute, or a test which comes back positive, after pending Medical Review Office (MRO), the student may be withdrawn from the program.
- If the student produces a dilute sample which tests positive, the result is considered positive and pending Medical Review Office (MRO) review, the student may be withdrawn.
- Do not eat foods that may interfere with drug screening such as poppy seeds, everything bagel seasoning, hemp seeds/products, coca tea, tonic water, foods with alcohol, energy drinks, and some dietary supplements for at least 3 days prior to testing.

## E. Medical Marijuana Policy

EC3 prohibits the use, possession, or distribution of marijuana on all campuses and in all off-campus student activities, including internships and practicum learning experiences in healthcare, regardless of its legal status in Pennsylvania. EC3 and its clinical partners are committed to ensuring patient safety in the clinical workplace and educational settings.

Any student or employee who violates EC3's policy prohibiting the use, distribution, or possession of illegal substances on campus or in student activities such as practicum programs or internships may be subject to disciplinary action or criminal prosecution.

Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening. A positive result related to medical marijuana on the urine drug screen will be handled in accordance with the Urine Drug Screen policy above.

## F. Tuberculosis (TB)

Tuberculosis (TB) is caused by a bacterium called *Mycobacterium tuberculosis* which usually infects the lungs but can attack any part of the body such as the kidney, spine, and brain. Not everyone infected with TB bacteria develops tuberculosis. As a result, two TB-related conditions exist: latent TB infection (LTBI) and TB disease. If not treated properly, TB disease can be fatal.

All students entering an EC3 healthcare program that requires practicum courses are required to upload documentation showing negative TB disease status. Documentation may include a negative 2-step Tuberculosis Skin Test (TST) or negative blood test (QuantiFERON or T-Spot) performed within the previous six (6) months. The TST or negative blood test must remain current throughout the semester of enrollment.

To maintain compliance with annual TB testing requirements, students who initially submitted a 2-step TST may submit a current 1-step TST for subsequent annual testing. A TST is considered current if no more than 365 days have elapsed since the date of administration of the second of the 2-step TST.

**Most recent skin testing or blood tests must have been completed within the previous twelve (12) months.**

If you have ever had a positive TST, you must provide documentation of a negative blood test or negative chest x-ray from within the previous twelve (12) months.

### To meet this requirement:

1. Upload proof of a negative 2-step TST completed within the previous 6 months, including date given, date read, result, name and signature of the healthcare provider. **Please note: 2-step TST consists of four total visits and two separate readings.**

Follow the steps below:

#### Step 1

- Administer first TST following proper protocol
- Review and document result
  - Positive - consider TB infected, no second TST needed; evaluate for TB disease (x-ray)
  - Negative - a second TST is needed. Retest in 1 to 3 weeks after first TST result is read.

## Step 2

- Administer second TST 1 to 3 weeks after first test is read
- Review and document results
  - Positive - consider TB infection and evaluate for TB disease (x-ray).
  - Negative - consider a person not infected

OR

Submit documentation of a negative blood test (QuantiFERON or T-Spot) performed within the last twelve months.

OR

## 2. FOR POSITIVE RESULTS:

- If you have a positive TST, provide documentation of a negative chest x-ray performed within the last year (12) months.
- Students who have a positive TST are not guaranteed a practicum placement without evidence that there is no active TB. This may impact continuation in your healthcare program.

### Please Note:

- If the student has prior immunizations it is required for students to provide written documentation of all doses. If the results are negative and documentation is not available, it is required to start a new series.
- All documentation is required to have the student's full name.
- A new chest x-ray must be completed every five years.

## g. Healthcare Provider Signature Form

This form is in the Complio document library. Download the form and take it to your physician who will be providing your medical clearance evaluation. Student physical clearances must be completed and signed by a licensed healthcare provider (M.D., D.O., N.P., P.A.) within the past six (6) months of the start date.

### To meet this requirement:

Upload a copy of the Healthcare Provider Signature form completed within the past six (6) months of the start date. Must include signature, facility (name, address, contact information)

## FINANCIAL INFORMATION

### Program Costs \*

PROGRAM TUITION AND FEES	Nurse Aide Training Program
Tuition	\$1,120.00
Course Fees (including books, materials, 2 scrub tops, and one attempt for the national certification exam)	\$450.00
New Student Fee	\$40.00
College and Technology Fee	\$175.00
<b>TOTAL Tuition and Fees</b>	<b>\$1,785.00</b>

### Estimated Out of Pocket Costs for Additional Requirements

ADDITIONAL EXPENSES	ESTIMATED COST
<b>Books</b>	Included with tuition
<b>Uniform</b> ( <i>Students need black scrub pants, they will receive a scrub top</i> )	\$50-100.00
<b>Complio</b> – Immunization Tracker	\$35.00
<b>Physical Exam</b> - Medical Clearance	\$45.00-\$150.00
<b>Immunizations (Two-step TB)</b>	\$120.00-\$160.00
<b>Criminal Background Check</b>	\$34.00
<b>Urine Drug Screen</b> ( <i>students have 72 hours to complete once ordered</i> )	\$44.00
<b>FBI Fingerprint Clearance</b> ( <i>if PA residency is less than 2 years</i> )	\$37.00

*\*Please note that these are only estimates and may change. Additional fees may apply.*

## Payment Options

After enrolled, tuition must be paid by the due date, and it's crucial to do so before the tuition due date to avoid being dropped from your program. Please work with the EC3 Finance Office for questions regarding payment for your program. Email [finance@ec3pa.org](mailto:finance@ec3pa.org).

## Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines may be eligible for a refund or partial refund. Please pay careful attention to the refund deadline for your program. **Health and safety items are not eligible for tuition refund.** Financial Services processes all refunds. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

For questions related to refunds please contact the EC3 Finance Office at [finance@ec3pa.org](mailto:finance@ec3pa.org).

## Attendance Policy

All students must complete the entire amount of approved program hours, including all classroom, laboratory, and practicum time to be eligible to receive a certificate of completion.

In compliance with Regulation Section §483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours in instruction in the five content areas as listed below before any resident contact. Therefore, if you are tardy or absent on a day when the following content is taught, you may be asked to re-enroll in a future class. The administration will determine if you will be permitted to attend a future class.

The five content areas are as follows:

1. Communication and interpersonal skills
2. Infection control
3. Safety/emergency procedures, including abdominal thrust
4. Promotion of residents' independence
5. Respecting residents' rights

Attendance will be documented daily and reflect the number of classroom/lab/practicum hours. Hours are recorded as class for class, lab for lab, and practicum for practicum time.

Any class or practicum time that is missed **MUST be made up within a week of completion of program.** The student must complete all the approved program hours as follows:

1. Missed theory/lecture= time made up in theory/lecture (must be made up before going to practicum)
2. Missed laboratory= time made up in the laboratory (must be made up before going to practicum)
3. Missed practicum=time made up in practicum (will not be authorized to sit for the exam until all time is completed).

Report all absences to the EC3 Director of Health Sciences:

- Bailey Shafer [bshafer@ec3pa.org](mailto:bshafer@ec3pa.org)
- (814) 413-7044