Dear **SPRING 2018 NAE 100 Student**:

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

1. **CRIMINAL BACKGROUND CHECK (CBC):** A fingerprint CBC (225 ILCS 46) is required of all students. For a list of disqualifying convictions, see [http://www.idph.state.il.us/nar/disconvictions.htm](http://www.idph.state.il.us/nar/disconvictions.htm).
   - The CBC form is located at [www.mchenry.edu/cbc](http://www.mchenry.edu/cbc). Complete the CBC form, print it out and return it, **IN PERSON**, to Room E212 at MCC.
   - A student under the age of 17 must have a parent/guardian sign the CBC form as well.
   - A student currently on the IDPH Health Care Worker Registry must complete a new CBC form. **NO EXCEPTIONS!**
   - Every question/space on the CBC form must be **completely TYPED** in. Incomplete CBC forms will not be accepted/processed.
   - Be sure to sign and date at the bottom before turning the form in.

**CBC FORMS DUE:** To Room E212 between 9:00 am Wednesday, January 3 and noon on Monday, January 8, 2018 for classes starting January 2018.

2. **FINGERPRINTING:** Accurate Biometrics will be at MCC to process fingerprints on Wednesday, January 10, 2018 from 3:00 pm until 8:30 pm.
   - Fingerprinting will be completed in Room E214. Each student that completed a CBC application form will have a fingerprint form ready in this room.
   - A current driver’s license, state ID or US passport will be required for identity verification. This information must match the information provided on the CBC application form.
   - Any student unable to submit the completed CBC form as required above OR unable to attend fingerprinting on January 10th must contact Accurate Biometrics at 9 Crystal Lake Rd., Unit 230, Lake in the Hills, IL 60156 to make an appointment to be fingerprinted at Accurate Biometrics. More information can be found at: [www.accuratebiometrics.com](http://www.accuratebiometrics.com).
   - It is the student’s responsibility to obtain a copy of the fingerprinting form from Room E212 before being fingerprinted at Accurate Biometrics.
   - After fingerprinting is completed, the student will receive a confirmation form. 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.

**FINGERPRINTING:** Wednesday, January 10, 2018 from 3:00 pm until 8:30 pm in Room E214 at MCC

3. **Physical:** A student must submit proof of a physical exam indicating there are no restrictions to participate in the course and are free of communicable disease. The required form can be found at [www.mchenry.edu/naeform](http://www.mchenry.edu/naeform). The physical must be done **within 30 days** of the first day of class. Exams completed earlier will not be accepted.

4. **2-step TB Test:** A student must complete a two-step skin test or chest X-ray for Tuberculosis.
   - The TB screening must be completed **within 6 months** of 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.

**PHYSICAL, TB TEST & COPY OF YOUR SIGNED SOCIAL SECURITY CARD DUE:** First day of class to your instructor.
A copier is available for student use in the MCC Library. MCC staff cannot make copies for students.

Sincerely,

Cheryl A. Ziszik, MS, RN
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