**HTI Nurse Aide I Program Eligibility Checklist**

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\_\_\_\_ 1. Submit a Completed Registration form along with payment online, in-person by phone.

\_\_\_\_ 2. Request / Submit official copy of “**High School Transcript” or GED Certificate.**

\_\_\_\_ 3. Submit Proof of negative **Tuberculin skin test.** (Must be less than one year of the last clinical

 date.)

\_\_\_\_ 4. Submit proof of **Hepatitis B vaccine**; OR signed vaccine declination form.

\_\_\_\_ 5. Submit proof of the BLS/ CPR for healthcare professionals) or enrollment in the course.

\_\_\_\_\_ 6. Submit receipt as proof **criminal background check** has been requested using contracted

 Vendor  [FirstPoint.](https://www.studentscreener.com/Process/PersonalInformation.aspx%22%20%5Ct%20%22_blank)

Registration is complete once all items on the checklist have been completed.

The student is required to submit the above items along with the signed checklist ***ten days prior to the first day of class*** in order to be considered for acceptance into the program.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest the following information submitted above is correct.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: You will need to bring two forms of identification, including a Social Security Card (copies are not accepted) and a Government-issued photo identification to class on the first day of class.

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| **FOR OFFICE USE ONLY:****The checklist has been reviewed and the student has completed all eligibility requirements****Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of Acceptance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |