



THE BRIDGE CENTER  
FOR CONTINUING EDUCATION

# **NATCEP**

**Nurse Aide Training and Competency Evaluation Program**

**Student Handbook**

The student policies contained herein have been developed by the NATCEP Policy Maker Committee. Student policies are approved by the Program Administrator.

Kristen Slabaugh

Signature to indicate policy approval

August 6, 2025

Date

Kristen Slabaugh, DNP, CRNP, CNE  
NATCEP Program Administrator

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## Nurse Aide Training and Competency Evaluation Program (NATCEP)

### INTRODUCTION

Welcome to the Nurse Aide Training and Competency Evaluation Program. This program is administered by the Bridge Center for Continuing Education at Messiah University. We are committed to providing you with an excellent educational experience to prepare you for success as a future nurse aide. This student handbook is a comprehensive guide to all student-related policies. Please read this handbook carefully. You will be expected to follow all rules and regulations to ensure compliance with federal and state regulations. Policies are reviewed annually and revised as necessary to maintain compliance with the PA Department of Education and OBRA regulatory standards.

For additional information at any time during your application process or during the course, please contact the Bridge Center for Continuing Education at [bridgecenter@messiah.edu](mailto:bridgecenter@messiah.edu).

### NON-DISCRIMINATION POLICY

In accordance with state and federal laws, participation in the Nurse Aide Training Program is governed and administered on individual achievement and mastery of program competencies. Participants will not be discriminated against on the basis of race, color, national origin, sex, age, or disability, although some disabilities may preclude a person from performing essential functions of the job. Inquiries should be directed to Mahogany Blackston, 717-796-1800 Ext. 4469 or [via email](#). *This nondiscrimination policy supports Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973.*

### ADMISSION POLICY

Students are admitted on a first-come, first-served basis for a maximum of 10 students. All application materials must be submitted at least 2 business days before the first day of class. Applicants who do not comply with all the requirements will be denied admission. The following documents/criteria are required for acceptance:

- Completed application
- Basic reading and writing in the English language and basic math skills in the English language are required to perform the nurse aide role (self-reported).
- Age 16 years or older
- Verification of PA residency
  - FBI Report (only if applicant is out of state or lived in PA for less than two consecutive years)
- Attestation of Compliance with Act 14 with no prohibitive offenses
- PA Criminal History Record Information Report (CHRI)
- Health Examination
- Drug screen

## HEALTH AND PHYSICAL REQUIREMENTS

This policy is in place to ensure compliance with the Pennsylvania Department of Health and Department of Education regulations.

- **Physical Exam:** If the physician answers “no” to any of the questions, the physician must provide an explanation and suggest appropriate accommodations.
- **Immunizations:** There are no required immunizations; however, nurse aide students are strongly encouraged to have an annual flu shot, COVID-19 vaccine, and Hepatitis B vaccine.

If a student experiences a change in their medical or physical condition, the NATCEP Coordinator may request additional documentation from a physician for the student’s return to the NATCEP.

**Costs:** The applicant is responsible for the physical exam, TB test, and immunizations.

## CRIMINAL HISTORY RECORD INFORMATION (CHRI)

The purpose of the Criminal History Record Information Policy is to maintain compliance with PA Act 14 of 1997, Title 22, Chapter 701. The CHRI (and FBI report if needed) are valid for 1 year.

In compliance with Act 14, Messiah University's policy is that each applicant completes a PA CHRI report obtained during the year prior to enrolling in the nurse aide training program.

Students must:

- Verify their residency in PA for two years prior to enrolling in a nurse aide training program with current PA Driver’s license or PA state ID.
  - **If the applicant has resided in the commonwealth for the last two years prior to entering the nurse aide training program**, a CHRI request is made to the Pennsylvania State Police (form SP4-164) [online](#) or via police station. The electronic version must reflect a state seal embedded in the final report; no “volunteer CHRI” will be accepted.
  - **If the applicant has not resided in the Commonwealth for the last two years**, the applicant must request a CHRI report from the PA State Police *and* an FBI report (see below).
- Review the list of Prohibitive Offenses contained in Act 14 and sign an Attestation of Compliance with Act 14 (Appendix A).
  - If the applicant has committed a Federal or out-of-state offense similar in nature to those crimes listed under paragraphs (1) and (2) of the Prohibitive Offenses Contained in Act 14 of 1997, the applicant must provide evidence that they are eligible for enrollment

The Program Administrator or RN Instructor will:

- Receive the applicant’s original CHRI report
- Review the CHRI report for prohibited offenses
- Sign and date the original or copy of the original and place in a locked file/storage area

### Right to Know:

- Only the Program Administrator and RN instructor will have access to review the CHRI files which will be stored in a locked cabinet, in a locked office.

- The applicant will be notified in writing if the decision not to admit the applicant is based on the CHRI report.
- Applicants whose record documents a prohibitive offense as “disposition unreported” will be directed to the Clerk of Courts or Municipality where the arrest was made in order to clarify in writing the disposition of the arrest. Prohibitive offenses that are ungraded will also be referred to the Clerk of Courts for written clarification. The applicant will not be admitted into the nurse aide training class until clarification of the arrest and compliance with Act 14 is established.
- Applicants, whose CHRI documents prohibitive offenses that disqualify them, they will be directed to the Pennsylvania State Police to secure information on expunging their record. If an applicant’s record is expunged or now displays compliance with Act 14, the applicant may reapply for enrollment in a nurse aide training class.
- Applicants will be denied admission if the CHRI report indicates that the applicant has been convicted of any of the offenses designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act (P.S. 780-101, 780-144), or any offense listed under Act 14.
- Representatives from the PA Department of Education, State, or Federal agencies will be permitted to view all PA Nurse Aide Training reports and all related Pennsylvania CHRI’s and FBI reports.

**EXCLUSION NOTE:** Advisement on Bulletin, 99-11-05: Exclusion from Participation in Medicare, Medicaid, or any other federal health care program is required. While your CHRI may be acceptable for NATCEP, you should be aware that PA maintains a database by the Department of Health and Human Services’ Office of Inspector General that identifies individuals or entities that have been excluded nationwide from participating in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal health care programs. **If you are on this [exclusion list](#), it is possible that you will not be eligible for employment in a health care agency.**

## FBI REPORT

NATCEP applicants who have **not resided** in Pennsylvania for the last two years must obtain a Pennsylvania State Police CHRI Report **and** an FBI Report. The training program evaluates the CHRI/FBI report for compliance with PA Act 14 of 1997. The applicant will receive a certified letter with their FBI report and stamped **ORIGINAL** in red ink.

If an applicant is **not** currently employed in a long-term nursing facility prior to enrolling in a PDE-approved nurse aide class, the applicant must provide an FBI report secured through IDEMIA and the Department of Education.

If the applicant **is currently employed** by a licensed long-term care facility, a CHRI, a letter from the Department of Aging, and, when applicable, an FBI RAP sheet from IDEMIA are acceptable. For NATCEP compliance, the employer must provide to the NATCEP **prior to** enrollment:

- (1) CHRI, and when applicable, a letter from Aging or an FBI report with a full signature and date on each document to verify compliance with PA Act 13, **and** (2) written verification of the prospective student’s employment (not impending hire) on nursing facility letterhead that includes initial hire date and job title of the employee/student.
- (2) The NATCEP representative must record their full signature and date on each facility-signed document to confirm receipt **prior to** enrollment in the NATCEP and retain it in the student file for compliance review.

## NATCEP APPLICATION PROCEDURE

**The fingerprint background check is a multiple-step process.**

1. Registration
  - The applicant must register prior to going to the fingerprint site. Pre-enrollment can be completed [online](#) or via telephone (844-321-2101).
  - When registering online, an applicant must use the appropriate agency-specific Service Code **1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDEAVTS).
  - Select Schedule and Manage Appointment. Note that if the applicant proceeds with the process under an incorrect Service Code, the pre-enrollment and/or results cannot be transferred to another state agency, and the applicant will be required to start the process over and pay for the background check again.
2. Payment – The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards, as well as money orders or cashier's checks payable to **MorphoTrust**, will be accepted on site. No cash transactions or personal checks are accepted.
3. Fingerprint Locations – After registration, proceed to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the [IDEMIA website](#).
4. Fingerprinting – The agent will review the applicant's state or federal photo ID. Applicants must show an acceptable photo ID to be processed. A list of acceptable ID types can be found on the IDEMIA website. After the identity of the applicant has been established, all ten fingers are scanned to complete the process.
5. Request an official FBI Report from PDE – NATCEP administrators do not access the applicant's FBI Report. Official FBI reports must originate from a state agency such as PDE. Unofficial copies will not be acceptable.
  - Provide to PDE a legible **request** via fax to 717.783.6672 or email [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov) that includes:
    - a. Applicant's full name as shown on photo identification
    - b. Current, full mailing address, including apartment number, if applicable
    - c. Universal Enrollment Identification (UEID) number provided when you register
    - d. Email address
    - e. Telephone number
    - f. Training program name: Messiah University
    - g. Training program 7-digit code: 3951046
  - PDE staff will print the FBI report and stamp each page "**ORIGINAL**" in red ink. PDE will send only one copy of the FBI report per UEID via certified mail to the applicant within **30 calendar days** of providing a complete written request. Someone must sign for receipt of the certified letter upon delivery.
  - The applicant is responsible to provide the FBI report to the NATCEP. The program will determine eligibility to enroll.

- Be advised that crime codes differ by state and may require research. If the program determines additional information is needed, it is the applicant's responsibility to make a request to the appropriate jurisdiction and provide any additional documentation.

6. Applicants have a one-time opportunity to obtain an unofficial copy of their report via email from the [IDEMIA website](#). An unofficial copy of the FBI report is not acceptable for enrollment.

### **Confidentiality (Security) of Applicant Information**

On-site access to the Livescan equipment and the data traveling from the equipment is comprehensively secured and regulated by both IDEMIA and the regulations governing the use of that data.

**Electronic Security** – The computer system is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. IDEMIA ensures that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. Systems are configured to provide a point of defense with controlled access from both inside and outside the network. Livescan systems are configured to support logging and audit capability. Furthermore, the Livescan solution will support 128-bit encryption.

## **TUITION AND REIMBURSEMENT POLICY**

### **Tuition**

The cost of the Messiah University NATCEP course is \$1600. The tuition fee includes the NATCEP course and student workbook. Course tuition fees and competency fees may be paid and/or reimbursed by an employer. Please contact your employer's human resources department to inquire.

### **Additional Costs**

Competency testing fees for the competency test through Credentia (\$135) will be the responsibility of each student. Students will be required to create a Credentia account on the last day of the program and pay the competency testing fee by personal credit card. Fees for competency testing are separate from tuition. Credentia will issue a receipt to the student who pays for the State Competency Examination.

Students are responsible for any costs incurred for transportation to and from Messiah Lifeways, the cost of the physical examination, clearances, CPR training, and uniforms. The NATCEP provides a workbook and a textbook for every student.

### **Refunds**

Students may request a full refund up to 1 week prior to the first day of class by contacting [bridgecenter@messiah.edu](mailto:bridgecenter@messiah.edu). Otherwise, no refunds are issued. Students dismissed or withdrawn from the program will not receive a refund.

## **ATTENDANCE POLICY**

- Attendance is mandatory. All students must complete the entire number of approved program hours. This includes all classroom, laboratory, and clinical time.



- Absence must be reported to the RN Instructor at [mblackston@messiah.edu](mailto:mblackston@messiah.edu), before the start of the class/clinical day.
- In compliance with Regulation Section §483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours of instruction in the five content areas as listed below before any resident contact. Therefore, if a student is tardy or absent on a day when the following content is taught, they may be dismissed. The Program Administrator and/or RN Instructor will determine if the student 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 resident's independence
  5. Respecting resident's rights
- If clinical time is missed, it must be made up on the clinical make-up day provided in the program calendar. If a student misses more than one clinical day, they will be dismissed.
- Attendance will be monitored and documented by the RN Instructor on a daily basis in a written log, reflecting the number of classroom, lab, and clinical hours.
- Attendance and return from breaks are validated by the use of a clock in the classroom. Students must be in their seats and ready to begin class by the set time in accordance with the program calendar. A second instance of being late results in dismissal.
- Failure to return to the classroom or clinical on time after a break or lunch is called being tardy. The first offense of tardiness will receive a verbal warning. The second offense will receive a written warning. The third offense could result in termination from the course.

## LEVEL OF ACHIEVEMENT POLICY

To successfully complete the NATCEP course, the student must fulfill the following requirements:

**I. Theory:** maintain an 80% pass rate. Each quiz must be passed with a minimum score of 80%.

Requirement	Level of Achievement	Parameters
10 Quizzes	Must achieve an 80% or higher overall average on quizzes. No quiz grades are rounded up.	A student may re-test one time per quiz for a grade less than 80%.
1 Final exam	Must achieve an 80% or higher on the final exam. No final grade is rounded up.	A student may re-take the final one time for a grade less than 80%.

- If a student needs to take the quizzes using an audio recording, they must request this option in advance from the RN instructor prior to starting the NATCEP course.
- No dictionary or other resource materials will be permitted during the quizzes and final exam.
- Students are not permitted to wear a smart watch or have their phone with them during the quiz or exam.
- If a student demonstrates unsatisfactory progress in any component of the NATCEP, the RN instructor may provide counseling, remediation, issue a warning, or dismiss the student from the program.

**II. Skills Lab:** The student must satisfactorily demonstrate all of the required skills.

Requirement	Level of Achievement	Parameters
All procedure checklists will be completed	All procedures must be performed at the satisfactory level.	Satisfactory level of achievement is attained if no more than 2 noncritical steps are missed
Each procedure must be satisfactorily demonstrated <b>before</b> it is performed on a resident.	Each procedure will be evaluated as satisfactory or unsatisfactory. The RN Instructor will sign off on each satisfactorily performed skill on the procedure checklist.	<ul style="list-style-type: none"> <li>Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement.</li> <li>Missing a critical step will result in failure of the procedure.</li> <li>If a student fails a procedure, they will be required to remediate and re-test to demonstrate satisfactory performance up to two attempts.</li> </ul>

- Students will be given two opportunities to achieve a satisfactory rating on each procedure.
- The RN instructor will provide additional lab time for students to practice if remediation is required.
- After satisfactory demonstration of a procedure, the RN Instructor will sign and date the student's procedure evaluation checklist.

**III. Clinical:** Student must satisfactorily demonstrate the performance objectives and demonstrate professional conduct. Satisfactory clinical performance is required.

Requirement	Level of Achievement	Parameters
Clinical assignments will require the satisfactory demonstration of performance objectives.	All performance objectives must be satisfactorily demonstrated. Based on clinical evaluation tool: <ul style="list-style-type: none"> <li>3-4 unsatisfactory</li> <li>5-6 satisfactory</li> <li>7-8 above satisfactory</li> </ul>	<ul style="list-style-type: none"> <li>3-4 unsatisfactory</li> <li>5-6 satisfactory</li> <li>7-8 above satisfactory</li> </ul> Rating will be awarded when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions.
	The following areas must be satisfactorily demonstrated and evaluated on a daily basis: <ul style="list-style-type: none"> <li>Infection control</li> <li>Resident care</li> <li>Safety</li> <li>Communication</li> <li>Resident rights</li> <li>Professional conduct</li> </ul>	Unsatisfactory performance (3-4) is defined as: <ul style="list-style-type: none"> <li>Frequent or major infractions</li> <li>Frequent cueing</li> <li>Unsafe or incorrect demonstration</li> <li>Violation of resident's rights</li> </ul>
	The RN Instructor will maintain anecdotal notes to support progress, incidents,	A major infraction is defined as actual or potential for actual harm, or immediate jeopardy.

	and a satisfactory level of achievement.	A minor infraction is defined as no actual harm with the potential for minimal harm.
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- A final clinical grade may be Satisfactory or Unsatisfactory (S or U).
- Pass or Fail (P or F) or a numeric scale, for example, 0-10, with a final average, is required to pass clinical.
- If a student demonstrates unsatisfactory progress in any component, the RN instructor may choose to provide counseling, remediation, issue a warning, or dismiss the student from the program.
- If the clinical site staff observes a student performing or behaving unsatisfactorily, the clinical site has the right to refuse the student's return to the clinical site.

### DRESS CODE POLICY

All participants in the Messiah University NATCEP are required to abide by this dress code policy. The RN instructor determines compliance with this dress code. Modesty and appropriateness in dress and appearance are crucial for demonstrating respect for the residents and clients. The RN Instructor has the right to enforce dress and personal grooming codes for all NATCEP students. Failure to comply with this policy may result in disciplinary action or dismissal from the NATCEP.

#### Uniform:

- A solid navy-blue scrub top and pants must be worn every day. Pants must be full-length (no capri pants). Clothing that is dirty, has holes, wrinkled or needs repair is not permitted.
  - Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas. Undergarments should not be visible and should blend, not contrast, with outer attire.
- Solid shoes or leather/vinyl white or black athletic shoes are required. Shoes must be clean and slip-resistant with clean laces. Backless shoes, Crocs, boots, flip-flops, sandals, slippers, pumps, high-heels, hiking shoes, or hi-tops are not allowed.
- Socks must be white, navy, or black and should be knee-high or calf-length. No pom-poms or bows on socks.
- Jackets, lab jackets, sweaters, and hoodies are not permitted.
- Long-sleeved blue or white shirts under scrubs are permitted.
- No hats, bandanas, or do-rags are permitted.
- Students must wear a watch with a second hand.
- AirPods, earbuds, headphones, etc. when in classroom, lab, or clinical are prohibited.
- A name tag will be provided and must be worn so that it is visibly present to the public while in the classroom, lab, and clinical training.
- Jewelry is limited for safety and infection control reasons.
  - Only one (1) plain band ring on one hand is permitted.
  - Any color small post-type earrings are permitted, with a maximum of two pairs per ear.
  - Religious medals must be pinned inside the uniform and must not be visible.
  - No bracelets or necklaces are permitted.

- Visible body rings at all, including tongue, navel, nose, etc. are prohibited. Gauges must be removed or covered.
- No Apple or other smart watches are permitted.

### **Personal Hygiene:**

Students are required to maintain personal body cleanliness, hygiene, and good grooming. This includes trimmed fingernails that allow for acceptable performance of job functions. Tattoos may be acceptable as long as the tattoos are not excessive or offensive to Messiah Lifeways residents and employees.

- Bathe or shower with soap and water daily
- Use deodorant or antiperspirant (subdued scent)
- Brush your teeth before coming to class
- No chewing gum at any time in class, clinical, and lab
- No strong perfumes or aftershave
- No excessive makeup
- Hair must be clean and well-groomed. Hair must be off the collar and secured back away from the face. Must be secured so as not to move freely with head movement. (e.g., secured with a hair band)
- Facial Hair (men): Well-groomed and clean
- Fingernails:
  - Clean and trimmed; not more than 1/8" beyond fingertips
  - No acrylic nails are permitted.
  - Nail polish is permitted.

## **STANDARD OF CONDUCT POLICY**

All students are expected to uphold the standards of conduct while they are in the Messiah University NATCEP program. Empathy, tact, willingness to learn, self-motivation, discretion, acceptance of criticism, enthusiasm, competence, patience, dependability, and responsibility are necessary for success in health care roles. Professional and safe behavior is expected of all students. It is imperative to demonstrate care that is legally sound and to be held to high, ethical standards to ensure abuse-free communication and care delivery. **Violation of these standards of conduct will result in disciplinary action, which may include dismissal from the program.**

### **I. Academic Honesty**

Academic honesty is expected of all nurse aide students. Dishonesty or cheating will not be tolerated. Examples of dishonesty and cheating include copying answers from another student's paper or falsifying any records, whether personal or resident records. No copying of exam and quiz questions, and no copying of exam and quiz answers.

### **II. Student Identification**

Students must always wear an identification badge. The badge, provided by the program, clearly identifies them as a "student" until they satisfactorily complete the State competency examination.

### **III. Cell Phone and Smart Watch Use**

The use of cell phones during class, clinical, and lab session is prohibited. Cell phones must be silenced and away from the desk area, where they could be a distraction. Students may only access their phones during breaks unless they have explicit permission from the RN instructor. Apple Watches and Smart Watches are not permitted.

### **IV. General Conduct**

Leaving the clinical area without permission or performing procedures without the RN Instructor being present could result in immediate dismissal. Noncompliance with established facility rules and regulations will result in disciplinary action. Any pertinent facility policies will be reviewed during the orientation session. Disruptive behavior (i.e., profane language, insubordination, lack of respect for classmates or staff, and sleeping or talking in class) will result in disciplinary action. Possession of alcohol or deadly weapon (i.e., gun, knife) is strictly prohibited and will result in immediate dismissal from the program.

### **V. Social Media**

Students are not allowed to post any information about their experiences or residents on social media at any time during their NATCEP course, including class, clinical, and lab. Students may not access social media at any time during class, clinical, or lab.

### **VI. Personal Property**

Students should only bring to Messiah Lifeways what they need for their clinical day. Messiah Lifeways and Messiah University are not responsible for lost or stolen personal property.

### **VII. Drug Free and Smoke Free Campus**

Students are not allowed to possess or consume alcohol, illegal substances, vape, smoke, sniff, or chew tobacco products during breaks, class, clinical, or lab. Illegal substances are not allowed on Messiah Lifeways property. Students are not allowed to use another person's prescription medication while on Messiah Lifeway's property during breaks, class, clinical, or lab.

### **VIII. No-Tolerance Drug Policy**

- The NATCEP program maintains a no-tolerance policy regarding substance abuse. Students must demonstrate a clear urine drug test, with the exception of documented and prescribed medications.
- When submitting a urine specimen for drug screening, the student must disclose any prescribed medications on the intake form that accompanies the specimen. Use of drugs, prescribed or otherwise, may create a risk of being denied admission. This includes, but is not limited to, prescribed medical marijuana or opiates. If a student has concerns about prescribed medications, they should contact their healthcare provider.
- If the urine drug test is positive for any substance not prescribed by a health care provider, the student will be denied admission to the NATCEP.
- If the drug screen comes back diluted or adulterated, the student will be allowed one retest. If the student fails or refuses the second test, the student will be denied enrollment in the NATCEP.

- Any student suspected of being under the influence of alcohol or drugs will be required to submit to an immediate substance screening, as a condition of remaining in the program. The nurse aide student will pay the cost of the drug screening.
- If the student wishes to be considered for readmission after being dismissed for violation of the drug policy, the student must submit a letter from a treatment agency verifying completion of a substance use assessment and a treatment program as indicated. Readmission is not guaranteed. If the student is readmitted and tests positive for substance a second time, the student is not eligible for readmission to the NATCEP program.

## GRIEVANCE POLICY

This describes procedures for students to express a grievance, complaint, or dissatisfaction.

### Step One

- Student submits the grievance/complaint in writing to the RN Instructor.
- RN Instructor reviews and responds to the grievance within three business days.
- The RN instructor documents, in writing, the grievance, the review, and the resolution.
- RN Instructor meets with the student to share the resolution to the grievance. A copy of this documentation should be kept on file.
- The student is entitled to private and confidential counseling. However, another instructor or staff member may be asked to witness the counseling.

### Step Two

- If the student and RN instructor are unable to resolve the issue or if the grievance is against the RN instructor, it should be brought to the attention of the Program Administrator within 48 hours, in writing to [kslabbaugh@messiah.edu](mailto:kslabbaugh@messiah.edu).
- The Program Administrator will review the documentation submitted by the RN instructor and student and conduct an investigation as needed.
- The Program Administrator will respond with a resolution of the grievance by email within 5 business days.

### Step Three

- If satisfactory resolution is not obtained, a meeting will occur within 5 business days with the student, RN Instructor, and Program Administrator. The Program Administrator may involve the Provost, as needed.
- Notification of the decision will be given in writing to the involved parties within 5 business days of the meeting, and the decision will be final.

## UTILIZATION OF STUDENT POLICY

This policy sets forth boundaries for the use of nurse aide students as substitutes for clinical staff and to specify that students may only perform tasks for which they have been instructed and deemed competent.

Nurse Aide students will not be utilized for any services or functions that they have not been supervised or determined as competent by the instructor. The RN instructor will seek learning opportunities to guide student learning.

- Students will be supervised in the performance of resident care tasks, which have been taught in class and/or lab, for which the student has demonstrated competent performance.
- Students may not replace staff or serve as staff members.

#### END OF PROGRAM RECORD COMPLETION

A record of student completion will remain on file **ad infinitum**. The student completion records will be kept in a locked office, located in a locked file cabinet, within the Program Administrator's office at Messiah University. The record will include the following:

- Program Logo
- Certificate of completion
- Student's full legal name
- Date of completion
- Statement: "Completed a NATCEP approved by the Pennsylvania Department of Education Training Code #3951046"
- The Program Administrator will sign the record.

**Messiah University**  
**Student Signature Page**  
**Nurse Aide Training Program Policies**

- 1.** Non-Discrimination Policy
- 2.** Admission Policy
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- 4.** Criminal History Record Information Report
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- 6.** Tuition and Refund
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- 13.** End of Program Record Completion

***I have received and understand the above policies as stated in the Messiah University  
NATCEP Student Handbook.***

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Student Name (Print)

(Signature)

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Date



## APPENDIX A

### Nurse Aide Resident Abuse Prevention Training Act 14 of 1997 (P.L. 169)

*Prohibitive Offenses Contained in 63 P.S. § 675*

In no case shall an applicant for enrollment in a State-approved nurse aide training program be approved for admission into such program if the applicant's criminal history record information indicates the applicant has been convicted of any of the following offenses:

- (1) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act." (See 35 P.S. § 780-101 *et seq.*)<sup>1</sup>
- (2) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2501	Criminal Homicide	Any
CC2502	Murder	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2507	Criminal Homicide of Law Enforcement Officer	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	----- 2 Misdemeanors
CC3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3934	Theft From a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C or D	Obscene and Other Sexual Materials and Performances	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

Any (1) F or (2) M's within the 3900 Series (CC3901-CC3934)

- (3) A Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2) above.

For questions pertaining to codes, offenses, or convictions, contact PA Department of Education at (717) 772-0814 or [ra-natcep@pa.gov](mailto:ra-natcep@pa.gov).

<sup>1</sup> These offenses could be designated as "CS" on a criminal rap sheet.  
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