



## CERTIFIED NURSE AIDE TRAINING PROGRAM MANDATORY REQUIREMENTS

- Registration Form
- Application for Training
- Reading & Math Assessment
- Criminal Background Check (state licensing requirement)
- Fingerprinting (state licensing requirement)
- 2 Step PPD Test (state licensing requirement)
- Physical Exam (state licensing requirement)
- Covid-19 Vaccination
- Forward-Facing Headshot for Student ID

*I understand that all the above documentation must be submitted to the Career & Technical Education Division for enrollment into the Certified Nursing Assistant Training Program.*

Student Name:

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coordinator, Allied-Health Professions Programs

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### CTE Registration Form

Please complete all sections

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

#### How did you hear about our programs?

- CTE Catalog       Opportunity Magazine       RCSJ Website       Social Media
- Friend/Relative       Newspaper Ad       Other

Course#	Course Title	Dates	Cost
<b>Total:</b>			

**Please Note:** With the submission of this form, you are registered for the course. Unless notified to the contrary, please report to your first scheduled class. *If your program course is being funded through a grant and you do not complete the program, you will be liable for the entire cost of the program; Courses costing more than \$500 require a 50% deposit to hold your seat.*

**Refund/Withdrawal Policy:** We are happy to offer a refund or apply payment to another class of your choice if you withdraw five business days prior to the start of a class. Balance due by first day of class. If you wish to withdraw from a course, please notify the Career and Technical Department in writing or in person immediately. Refunds will be made as follows:

- 100% refund prior to the first class meeting.**
- 50% refund on first day of class.**
- No refund after the first day.**

**By signing here, I understand and agree to the above terms and conditions:** \_\_\_\_\_

**Mail Registration Form To:**

Rowan College of South Jersey—Cumberland  
 Career and Technical Education  
 3322 College Drive  
 Vineland, NJ 08360

Rowan College of South Jersey—Gloucester  
 Career and Technical Education  
 1400 Tanyard Road  
 Sewell, NJ 08080v



## CTE Allied Health Program Application

### Section 1: Student Information

Full Name: \_\_\_\_\_ Maiden/Other Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_ SS#: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Do you have a High School Diploma or GED?  Yes (Please attach copy)  No

### Section 2: Program Selection and Status

I am applying for admission to:

### Section 3: Immunizations and Tests

Program:	Check	Dates
Certified Clinical Medical Assistant		
Certified Nursing Assistant		
Patient Care Technician		
Certified Phlebotomy Technician		
Medical Billing & Coding		
Pharmacy Technician		
Central Service Technician		
Medical Administrative Assistant		
Other:		

**Only for:** Certified Clinical Medical Assistant, Certified Patient Care Technician, Phlebotomy Technician, Certified Central Service Technician and Pharmacy Technician. Please attach a copy of your physical and immunizations as necessary.

Vaccine	Dose-Date
Hepatitis B	1.
	2.
	3.
PPD Test Results (mm)	Date*:
MMR vaccination/Titer	Date:
Varicella vaccination/Titer	Date:
Flu Vaccine	Date: <span style="float: right;"><b>Verification Required</b></span>

\*Tuberculin test cannot be older than one year.

C.N.A Immunizations and Tests – See **C.N.A Requirements Packet**

Continues on next page

Physician's Signature & Date: \_\_\_\_\_



## Section 4: Acknowledgments

**Externship (Only for Certified Clinical Medical Assistant, Certified Phlebotomy Technician, Certified Patient Care Technician and Central Service Technician – Initial after each.):**

- I understand that if my program requires an externship, I will be required to complete all required hours before I will be considered a "graduate" of the program. \_\_\_\_\_
- I understand that my externship site could be within up to 30 miles of the school. \_\_\_\_\_
- I understand that most externship sites only offer externship during weekday hours and may not have the availability to provide evening or weekend hours. \_\_\_\_\_
- I understand that if I decline an externship site, the college's obligation regarding externship has been met and I will have to find my own externship placement. \_\_\_\_\_
- I understand that if I am dismissed from an externship site, I will meet with the Director of Career and Technical Education and must find my own externship placement. \_\_\_\_\_
- I understand that if I don't have a minimum of a "C" average or an 85% attendance record that I may not be eligible for externship placement. \_\_\_\_\_
- If I am not in good financial standing with the College, I will not be able to be placed on externship until paid in full. \_\_\_\_\_
- I understand that I will need to submit proof of being fully vaccinated against COVID-19 in compliance with externship site requirements. \_\_\_\_\_

### Certification Exams and Licensures (Initial after each):

- I understand that Rowan College of South Jersey makes no guarantee that students who complete training will pass the national certification exam and licensures (if available). \_\_\_\_\_
- I understand that Rowan College of South Jersey will only pay for my first attempt at the national certification exam and licensure. All retests are my responsibility. \_\_\_\_\_

### Release of information

I, (print name) \_\_\_\_\_, authorize Rowan College of South Jersey Career and Technical Education to conduct a search and to release all my records pertaining to my criminal history, which includes my name, social security number, date of birth, address, and student ID number to the authorized background check agency of their choice.

I understand that the use of my records is limited to any audit and the evaluation of continuing education programs, to any potential externship preceptors, and in connection with the enforcement of federal and/or-state laws.

My signature is an acknowledgment that I have read and voluntarily consent to the release of the above-mentioned information.

Student Signature: \_\_\_\_\_

### Refund Policy

There will be a 100% refund for withdrawals before the first day of class. A 50% refund for withdrawals on the first day of class. No refunds after the first day of class.

I understand and agree to the above terms and conditions:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **CTE Acceptance of terms of Drug and Alcohol Use Policy**

It is strictly forbidden to be under the influence of alcohol, illegal narcotics, chemicals, psychedelic drugs or other controlled substances by an individual engaged in college related activities.

It is expected that students will come to class, laboratory and externship in a condition fit for the competent and safe performance of their duties and that such fit condition will be maintained throughout the scheduled time. The objectives of this policy are to identify the impaired students, maintain an environment that allows students to enjoy the full benefits of their learning experience and ensure safe, competent client care.

Faculty are accountable for ensuring that students are in fit condition to participate in program related activities and for taking prompt, appropriate and decisive action whenever a student seems to be impaired. Students who arrive in the classroom, lab, externship location or other assigned area and are considered by their instructor to be impaired may expect to:

- Have their behavior witnessed and documented
- Be questioned in private as to the nature of their problem
- Be asked to undergo a medical evaluation (which includes blood alcohol level and/or urine testing) in an Emergency Room or laboratory facility and have their behavior witnessed by another healthcare professional
- Meet with the Director of Career and Technical Education
- Be referred for counseling
- Be dismissed from their program of study
- Be ineligible for readmission

When a student is in possession of or using alcoholic beverages or illegal or unprescribed controlled chemicals on college or externship properties, the student may be assigned a grade of "F" and be dismissed from their academic program. I have read and understand the Career and Technical Education's Drug and Alcohol Use Policy.

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Signature:

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Date:



By Morpho Trust USA

# New Jersey Universal Fingerprint Form

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

SERVICE CODE  
2 F13 BI

(1) Originating Agency Number (ORI #) <b>NJ920580Z</b>		(2) Category <b>HCK</b>	(3) Statute Number <b>N.J.S.A. 26:2H-83</b>		
(4) Reason for Fingerprinting <b>CERTIFIED NURSE AIDE/CARE GIVER</b>			(5) Document Type <b>RB2</b>	(6) Payment Information <b>NJDOH PAYS COSTS</b>	
(7) Contributor's Case # (Unique Identifier) <b>CNA</b>			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number ( )	(13) Social Security Number*		(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name	(18) Place of Birth (US State if US Citizen; Country for all others)			(19) Country of Citizenship	
(20) Home Address Address City State Zip					
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian/ Alaska Native [W] White ( Includes Hispanic/ Spanish Origin) [U] Unknown		
(25) Occupation / Position (with respect to Requirement)	(26) Employer/ Organization Name (with respect to Requirement) Employer Address City State Zip				
<b>Identification Requirement:</b> Acceptable Identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

**Please READ This Form Carefully:**

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEG/BLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_020115\_V2, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.70) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_020115\_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.70) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**

IDG\_NJAPP\_020115\_V2

**New Jersey Department of Health  
Criminal Investigation Unit  
P.O. Box359  
Trenton, NJ 08625-0359**

**TO:** All New Applicants for Certification as a Nurse Aide  
All Reciprocity Candidates for Nurse Aide Certification

**SUBJECT:** Fingerprint Process

New Jersey law requires that every candidate for certification as a nurse aide must submit to a fingerprint process before the Department can grant certification (, J.S.A. 26:2H-83, et seq.). You must provide fingerprint impressions that will be used to check the criminal history records of the New Jersey State Police and the Federal Bureau of Investigation (FBI) to determine if you have been convicted of a disqualifying offense. Also, we will be notified if you are convicted of an offense at a later date.

In order to have your fingerprints taken, you must make an appointment with the vendor designated by the New Jersey State Police to take fingerprint impressions. The vendor, Morpho Trust, will take information from you, including the codes on the reverse side of this letter. You will be scheduled to report to a local site and have your fingerprint impressions taken. On the day you report, you **MUST BRING A PHOTO ID ISSUED BY A GOVERNMENTAL AGENCY {see the list of approved identification documents on reverse side} AND TIDS FORM.** Failure to follow this direction will result in your being turned away at the center and will require you to make a second trip. To arrange to have your fingerprints taken, visit the website [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj) at any time. If you do not have access to the Internet, call Morpho Trust toll-free at (877) 503-5981\*\* during regular business hours. Please note that during certain times of the year waiting times for the call center can exceed 10 minutes. Either way you make your appointment, you must provide them with the information listed on the reverse side of this letter.

You are required to keep any appointment you make with the vendor. If you cannot keep your appointment, you must call the vendor by 5 PM the business day before your appointment to cancel and reschedule. Failure to keep your fingerprint appointment may result in your disqualification from certification as a nurse aide in New Jersey. The vendor reports all "no-show" applicants to the Department.

**You are not required to pay for these services.** The Department of Health will pay for your fingerprints and the scanning service. You do not have to give the vendor any money at the time you are fingerprinted. Once you are fingerprinted, the vendor will give you a special number, called a **PCN**. You should write this number down on this form and keep it for your records. This proves that you have had the fingerprints completed and can help us track down information or to re-send your fingerprints in the future.

**REMEMBER:** You **MUST** still complete a notarized "Criminal Background Investigation Application" and mail it to the Department. Failure to complete the application can result in denial of certification or a delay in processing your results.

**\*Privacy Act Notice (PL 93-579)** The submission of social-security numbers are mandatory for nurse aides pursuant to 42 USC 666 and N.J.S.A. 2A:17-56.44(e), and are used to uniquely identify candidates for nurse aide certification and to comply with child support order enforcement pursuant to N.J.S.A. 2A:17-56.41, et seq.

**\*\*** Hearing and sight impaired candidates may call the NJ Relay Service at 711 or (800) 852-7899.



## Physical Examination Form for Certified Nurse Aide

To be completed by a Health Care Provider

**Instructions:** This Physical Examination Form is to verify the health status of this student who has been accepted into the Central Service Technician program at Rowan College of South Jersey upon verification of adequate health status.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

DOB: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

HT: \_\_\_\_\_ WT: \_\_\_\_\_ BP: \_\_\_\_\_ P: \_\_\_\_\_ Urine Dip: \_\_\_\_\_ Hb: \_\_\_\_\_

**NL ABNL Findings**

- Head/Neck \_\_\_\_\_
- Eyes \_\_\_\_\_
- ENT \_\_\_\_\_
- Lungs \_\_\_\_\_
- Cardiac \_\_\_\_\_
- Breast \_\_\_\_\_
- Abdomen \_\_\_\_\_
- GU (as indicated) \_\_\_\_\_
- Rectal (as indicated) \_\_\_\_\_
- Back Strength/Extremities \_\_\_\_\_

**Yes No**

- Ability to lift and carry up to 50 lbs. \_\_\_\_\_
- Ability to exert up to 100 lb. Force or push/pull \_\_\_\_\_
- Ability to bend/stand/squat/crawl \_\_\_\_\_

**NL ABNL**

- Neuro \_\_\_\_\_
- Reflexes \_\_\_\_\_
- Lymph's \_\_\_\_\_
- Skin \_\_\_\_\_

Remarks: \_\_\_\_\_

The student is sufficiently free of disease and able to perform duties. He/she does not have any health condition that would create hazard for him/herself, fellow students, facility employees, residents, or visitors.

MD signature: \_\_\_\_\_ Date: \_\_\_\_\_





Tuberculin Skin Test Requirements	Date/Results	Date/Results
2 Step TB Skin Test (PPD) 2 TB Skin Test: a minimum of 1 week or a max of 3 weeks apart	1 <sup>st</sup> Step Date: _____ Results: _____ * If positive PPD result, see Chest Xray & Letter	2 <sup>nd</sup> Step Date: _____ Results: _____
Chest Xray & Letter from Physician * Only require if positive TB Skin Test * Negative Chest Xray (within last 5 years)  * A letter from your physician stating you are free of any symptoms of TB	Date: _____ Results: _____ INH Treatment- 9 Mos. Date Began: _____ Date Ended: _____	

**TB Symptoms Review:**

1. Are you currently exhibiting any of the following symptoms of tuberculosis?

- Hoarseness/Cough lasting longer than 3 weeks \_\_\_\_\_ yes \_\_\_\_\_ no
- Coughing up Blood \_\_\_\_\_ yes \_\_\_\_\_ no
- Fever \_\_\_\_\_ yes \_\_\_\_\_ no
- Weight Loss \_\_\_\_\_ yes \_\_\_\_\_ no
- Night Sweats \_\_\_\_\_ yes \_\_\_\_\_ no
- Excessive Fatigue \_\_\_\_\_ yes \_\_\_\_\_ no

Have you had any of the above TB symptoms within the last 12 months? \_\_\_\_\_

If yes, explain \_\_\_\_\_

2. Have you ever been told by a doctor or other health care provider that you had active TB? \_\_\_\_\_ Yes or No

3. Have you ever been told by a doctor or health care provider that your immune system is not working right or that you cannot fight infection? \_\_\_\_\_ Yes or No

4. Have you had pneumonia in the past year? \_\_\_\_\_ Yes or No

5. Have you ever lived with or had close contact with someone who has/had active TB with symptoms listed above? \_\_\_\_\_ Yes or No.

If yes, list symptoms \_\_\_\_\_

6. Is any person living in your household exhibiting any symptoms of TB that are listed above? \_\_\_\_\_ Yes or No

If yes, list symptoms \_\_\_\_\_

7. Have you ever been told that you have an abnormal chest x-ray or had a chest x-ray to rule out TB? If yes, where was the chest x-ray done; physician name and number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



8. Have you ever received medication for active tuberculosis disease or preventative treatment for TB injections?

If yes, list medication, date started, and date completed: \_\_\_\_\_

\_\_\_\_\_

9. Have you ever worked where patients with active tuberculosis are receiving care? \_\_\_\_\_

10. Have you ever worked, volunteered, or lived in any situation such as jail, group home, or homeless shelter? \_\_\_\_\_

11. Have you ever traveled outside the United States? \_\_\_\_\_ If yes, where \_\_\_\_\_

12. Were you born in the United States? \_\_\_\_\_ If no, where were you born? \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_



STATE OF NEW JERSEY

DEPARTMENT OF HEALTH AND SENIOR SERVICES

## Criminal Background Investigation (CBI) Application

### INSTRUCTIONS FOR COMPLETING APPLICATION

THESE INSTRUCTIONS MUST BE FOLLOWED EXACTLY.

Please review the instructions carefully before completing the application. Take time completing the application, and **PRINT ALL INFORMATION LEGIBLY IN BLACK INK.** If the application is NOT properly completed, it will be returned to you without being processed. You will need to make the required corrections and re-submit the application. **THIS WILL DELAY THE PROCESS FOR OBTAINING YOUR CERTIFICATION.**

**APPLICATION TYPE** (*located on upper right corner of the application*)

- Certified Nurse Assistant or Personal Care Assistant candidates: check the CNA/PCA Box
- Certified Assisted Living Administrator candidates: check the CALA box.
- All others: write the 3 character ID code that appears in Box 22 on the fingerprint form.

**NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER\*. TELEPHONE NUMBER, ADDRESS, AND LONG-TERM CARE EMPLOYER OR TRAINING PROGRAM.**

Complete the fields for Name, Date of Birth, Social Security Number\*, Telephone Number, Address, and Long-Term Care Employer or Training Program

\*Privacy Act NOTICE (PL 93-579): Submission of Social Security Number is mandatory for certified nurse aides, personal care assistants, and certified assisted living administrators pursuant to N.J.S.A. 2A:17-56.44(e), as authorized by 42 U.S.C. 666, and are used to uniquely identify candidates for certification, coordinate criminal history information with the required criminal history registries, and to comply with child support enforcement laws.

### SCREENING QUESTIONS FOR ALL APPLICANTS

1. Answer BOTH screening questions.
2. If you answer YES to either or both questions, you must provide the items listed on the reverse side of these instructions with this application. NOTE: Answering YES does NOT necessarily prevent an individual from obtaining certification. However, answering NO if the person has been convicted of disqualifying offenses will result in disqualification from certification for at least two years.
3. State law allows a person who has not been convicted of a disqualifying offense to work as a Nurse Aide, Personal Care Assistant, or Assisted Living Administrator for up to 120 days while the criminal history background check is being conducted. If you have answered NO to both questions, please provide a copy of the application to your employer as proof of this eligibility.
4. The completed application **MUST** be notarized or it will be returned. Remember, this application is a sworn affidavit. False statements are punishable by law. Please send all material to:

Criminal Investigation Unit  
PO Box 359  
Trenton, NJ 08625-0359

**YOU MUST MAIL THE ORIGINAL APPLICATION TO THE CRIMINAL INVESTIGATION UNIT.**

Please be sure to retain copies of any document you submit. You must allow at least 12 weeks for processing.

If you have convictions for any of the offenses listed on this application, please read "How to Request a Determination of Rehabilitation" of the reverse side of these instructions.

## HOW TO REQUEST A DETERMINATION OF REHABILITATION

If you have been convicted of an offense which would disqualify you from certification as a Certified Nurse Aide, Personal Care Assistant or Certified Assisted Living Administrator, you may request the Department review all pertinent facts regarding the conviction. The law states that the Department must consider:

- The nature and responsibility of the position which you will hold, or have held;
- The nature and seriousness of the offense(s);
- The circumstances under which the offense(s) occurred;
- The date of the offense(s);
- Your age at the time you committed the offense(s);
- Whether the offense(s) was/were an isolated event or a repeated incident;
- Any social condition which may have contributed to the offense(s); and
- Any other evidence of rehabilitation, including good conduct in prison or the community, counseling or psychiatric treatment, academic or vocational schooling, successful participation in work-release programs, or the recommendation of those who have had you under their supervision.

You **MUST** submit the following:

- A personal statement from you which gives the details of the offense, including personal and social circumstances which existed at that time (*you must provide as much information as possible*);
- If you believe that a conviction was reported in error, a certified copy of the Judgment of Conviction or other document issued by the court in which you were convicted of the offense(s);
- A report from your probation or parole office indicating that you are in compliance with the conditions of your release and/or have been discharged from probation or parole (if applicable);
- Proof of drug counseling and/or treatment (*if your offenses were drug related*); and
- A statement of support from your Nurse Aide Training and Competency Evaluation Instructor, or your employer.

The following are **NOT** required, but you may also submit:

- Personal reference letters, including letters of support from counselors, correction personnel or clergy;
- Certificates of training and schooling (for example, vocational training, other certifications and/or licenses, and GEDs); and
- Any other documents which help demonstrate that you can work safely with the infirm elderly.

Please submit the required information to:

Criminal Investigation Unit  
PO Box 359  
Trenton, NJ 08625-0359



STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH AND SENIOR SERVICES

**Criminal Background Investigation (CBI) Application**

CNA/PCA  
 CALA  
 OTHER \_\_\_\_\_

Please make sure you have BOTH this application and the instructions so that the completed application is accurate. Remember, you must make and complete a fingerprint appointment before you can obtain certification. Please refer to the instructions on the fingerprint form for information on how to make a fingerprint appointment.

**COMPLETE THE FOLLOWING INFORMATION, AND SIGN AND DATE THE APPLICATION**

**LEGAL NAME**

\_\_\_\_\_ Last Name \_\_\_\_\_ Suffix

\_\_\_\_\_ First Name \_\_\_\_\_ Middle Name

**SOCIAL SECURITY NUMBER**  
(See instructions for Privacy Act Notice)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**GENDER**  Male  Female

**ADDRESS**

\_\_\_\_\_ Number, Street \_\_\_\_\_ Apt No

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

**TELEPHONE**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**BIRTH DATE** \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
MM DD YEAR

**TRAINING PROGRAM FACILITY NAME** \_\_\_\_\_

**FACILITY ID** 080014

**ADDRESS** \_\_\_\_\_

**SCREENING QUESTIONS FOR ALL APPLICANTS**

Screening questions must be completed by all applicants. REMINDER. Failure to provide documentation for any questions answered "Yes" will prevent completion of the certification process.

Have you <b>ever</b> been found guilty of a criminal or administrative charge of resident abuse and/or neglect, or misappropriation or theft of a resident's property, or have you <b>ever</b> been placed on a State or other jurisdiction's abuse registry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you <b>ever</b> been convicted of any of the offenses or crimes listed on the back side of this application? Conviction includes a finding of guilty by trial judge or jury, a plea of guilty and/or a plea of no contest.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SIGNATURE AND NOTARIZATION**

State of \_\_\_\_\_ County of \_\_\_\_\_

I hereby certify that I have answered the questions on this application truthfully and honestly. I understand that my false answer on this application form shall result in my **immediate** disqualification from certification as a Nurse Aide/Personal Care Assistant in New Jersey for at least two (2) years and shall subject me to a fine of \$1,000. I hereby release any and all records of arrests and/or convictions to the New Jersey Department of Health and Senior Services (Department), and consent to an investigation into any arrest, conviction or allegation of abuse or neglect. I understand that my fingerprints will be used to check the criminal history records of the New Jersey State Police and the Federal Bureau of Investigation. I understand that, if certified, subsequent conviction of any offense listed on the reverse side of this application shall result in disqualification from certification. I understand that as a condition of certification, any arrests or convictions that occur will be reported to the Department. I certify that I have read and understand this application and the New Jersey Nurse Aide/Personal Care Assistant Candidate Information Bulletin.

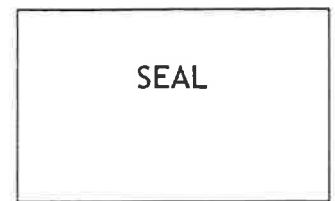
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
My Commission Expires



New Jersey State law provides that a person shall be disqualified from certification if that person's criminal history record background check reveals a record for conviction of any of the following crimes or offenses (including those committed in another State or jurisdiction), unless that person has obtained a determination of rehabilitation from the New Jersey Commissioner of Health and Senior Services (N.J.S.A. 26:2H-83):

- Chapter 11: Murder, Criminal Homicide, Manslaughter, Death by Auto, Leaving the Scene of Accident with Death of Person, Aiding Suicide.
- Chapter 12: Aggravated Assault, Simple Assault, Assault, Battery, Leaving the Scene of Accident with Serious Injury to Another, Terroristic Threats, Reckless Endangerment, Stalking, Disarming Police/Corrections, Throwing Bodily Fluids on Corrections, and may be referred to as Offensive Touching, Assault, Abuse (Spousal or other), Domestic Violence or Battery or other similar terms for out-of-state convictions.
- Chapter 13: Kidnapping, Criminal Restraint, False Imprisonment, Interfering with Custody, Criminal Coercion, Enticing a Child into a Vehicle or Structure
- Chapter 14: Aggravated Sexual Assault, Rape, Sexual Assault, Criminal Sexual Assault, Lewdness, any sexual offense other than simple prostitution, any offense requiring registration under Megan's Law.
- Chapter 15: Robbery, Carjacking
- Chapter 20: Larceny, Grand Larceny, Petit or Petty Larceny, Possession of Stolen Property, Theft by Unlawful Taking, Deception, Extortion, or Failure to Make Required Disposition, Receiving Stolen Property, Fencing, Theft of Services, Shoplifting, Theft of Library Materials, Computer Related Theft, Car Theft, Theft, Fraud, Maintaining "Chop Shop", Using Juveniles in Auto Theft, Retail Theft.
- Chapter 24: Endangering the Welfare of Children, Elderly or Incompetent Persons, Bigamy, Willful Non-Support, Unlawful Adoptions, Child or Elder Abuse (some Jurisdictions), child abuse (in some jurisdictions), any offense requiring registration under Megan's Law (N.J.S.A. 2C:7-1 et seq.).
- Chapter 35: Possession, Use or Distribution of Controlled Dangerous Substances or Analogs, Related Offenses. Does not include convictions of Possession of Marijuana 50 grams or less, or Possession of Hashish 5 grams or less (Specifically (N.J.S.A. 2C:35-10(a)4).

A conviction includes any conviction for an attempt or conspiracy to any of the above charges. Also, any conviction which impacts on the ability of the candidate to provide services as a Nurse Aid may be the basis for disqualification pursuant to N.J.A.C. 8:39-1 et seq. NOTE: Out-of-State convictions may use terms that differ from those used in New Jersey. However, if the ACT would result in a disqualifying conviction if committed in New Jersey, you **MUST** disclose it by answering question 2 on the reverse side of this form or you will be disqualified from certification in new Jersey for at least two (2) years.

Please Note: Criminal history information is PERMANENT unless expunged or sealed by judicial order. Criminal history information does not "go away" or "disappear" after seven years, etc. **BE SURE TO ANSWER "YES" IF YOU HAVE EVER BEEN CONVICTED OF ANY OF THESE CRIMES OR OFFENSES, OR YOU WILL BE DISQUALIFIED FROM CERTIFICATION FOR AT LEAST TWO (2) YEARS.**

If you need assistance with this application, you may call the Criminal Investigation Unit at 1-866-561-5914 (out-of-state, call 1-609-292-4303)

All CBI materials should be returned to:

Criminal Investigation Unit  
PO Box 359  
Trenton, NJ 08625-0359

**YOU MUST MAIL THIS ORIGINAL APPLICATION TO THE CRIMINAL INVESTIGATION UNIT.**

Please be sure to retain copies of any document you submit. You must allow at least 12 weeks for processing.