

**Addendum To The Enrollment Agreement
For Nurse Aide Programs**

I, _____, understand that federal and state law requires any person employed in a Residential Health Care Facility (RHCF) as a nurse aide or nurse assistant or orderly to be listed in the Nurse Aides Registry maintained by each state. Although the law pertains to Nursing homes, most New York City hospitals are also requiring certification of hiring.

1. I may obtain placement on the New York State RHCF Nurse Aide Registry by successfully completing a training program approved by the New York State Education Department AND by passing a two part Nurse Aide competency exam offered by Prometric, the contracting agency for New York State. This exam consists of a clinical skills portion and a written or oral portion.
2. I understand that in accordance with rules set forth by Prometric, I will not be able to take the New York State Nurse Aide Competency Exam without my Social Security Card.
3. If I am hired to work in a nursing home after graduation, I must pass both parts of the competency exam and be on the registry within four months of graduation.
4. If not employed, I must pass both parts of the exam within two years from the date I graduated. If I do not choose to test within two years and later choose to test, I realize I must complete a new training program before I will be able to take the exam.
5. I will have three chances to pass each part of the exam. If I do not pass the clinical skills portion of the exam by the third try, I may not take the written or oral exam. If I do not pass either section by the third try, I must repeat the program if I wish to work in a nursing home. I understand that I will have to repeat the program at a school different from where I originally trained.
6. The fee for the exam is payable to New York Commissioner of Health not to the school. The fee is \$115.00 for the entire exam (clinical and written). There is an additional fee for repeating either part of the exam. If I fail to appear for the exam I will have to pay an additional fee of \$115.00 for the exam.
7. If I work for a nursing home upon successful graduation, I understand that I may submit receipts to the nursing home from my CNA training and exam fee in order to receive partial reimbursement from New York State.
8. **I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency I must submit to a criminal background check.**
9. **I understand that if I do have a criminal record, it may prevent me from obtaining employment in a nursing home.**

All of the points above have been explained to me by the representative of

_____ (school name).

Student Signature

Date

Signature of School Representative

Date