

The FL Department of Health/Board of Nursing requires several steps that must be completed by the CNA candidates, training programs, Prometric staff, and DOH/Board staff before a candidate can be deemed eligible and scheduled to test, and we need to allow time for all of these steps to be completed in order to avoid potential issues with testing events.

The following items must be completed before a student is eligible to go to clinical, or take the exam, are at the cost of the student and family:

1. Level 2 background check with image and fingerprints
2. Comprehensive 12 panel urine drug screen
3. Tuberculosis Test (TB Test)
4. Health Physical with vaccination history, or titers proving immunity, and must have Hepatitis B series
5. Flu shot must be received prior to clinical in January. If a student is unable to obtain a flu shot, they must provide a physician note excusing for medical reasons.

We are arranging for a company to come to the school to do the fingerprinting, all other requirements should be completed independently and turned in before October 15, 2018.

Below is information regarding the background check that will be completed:

The Florida Board of Nursing must approve the results of the background screening before you can be tested to get your certification and be placed on the CNA Registry. The Board may request more information about any criminal offenses listed on the background screening results. If the Board denies your testing, you will receive an official Notice of Intent to Deny and have the right of appeal. If your testing is denied, you will not receive a refund of exam or background fees.

A list of offenses that may disqualify you from being hired can be found in Chapter 435, Florida Statutes. More information and a list of Frequently Asked Questions concerning background screening is located online at [www.doh.state.fl.us/mqa/cna/cna-faqs.htm](http://www.doh.state.fl.us/mqa/cna/cna-faqs.htm).

Any applicant who has ever been found guilty of, or pled guilty or no contest to any charge other than a minor traffic offense must list each offense on the application. Failure to disclose criminal history may result in denial of your application. Each application is reviewed on its own merits.

The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules do change over time.

Violent crimes and repeat offenders are Rescheduling and Retesting Background Screening } F L O R I D  
A C E R T I F I E D N U R S I N G A S S I S T A N T 6 required to be presented to the Board of Nursing for review.

Evidence of rehabilitation is important to the Board Members when making licensure decisions.

Applicants with prior criminal convictions may be required to submit the following documentation to the Board: Final Dispositions/Arrest Records – Final disposition records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the Clerk of the Court attesting to their unavailability.

Completion of Probation/Parole/Sanctions – Probation and financial sanction records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. Parole records for offenses can be obtained from the Department of Corrections or at the clerk of the court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the clerk of the court attesting to their unavailability.

Self Explanation – Applicants who have listed offenses on the application must submit a letter in your own words describing the circumstances of the offense.

Letters of Recommendation – Applicants who have listed offenses on the application must submit 3-5 professional letters of recommendation from people you have worked for or with.

Applicants can use any Livescan service provider that has been approved by the Florida Department of Law Enforcement to submit their fingerprints to the Department. Please ensure that the Originating Agency Identification (ORI) number is provided to the service provider when you submit your fingerprints. If you do not provide an ORI number or if you provide an incorrect ORI number to the service provider, the board office will not receive your fingerprint results.

**IMPORTANT NOTICE:** Effective July 1, 2012, section 456.0635, Florida Statutes, provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed.