

Sample Nurse Aide Application Verification Letter
For Background Checks Not Initiated Through SIUC

(LETTERHEAD)

Current Date

Nurse Aide Testing
SIUC Mail Code 4340
Southern Illinois University
Carbondale, IL 62901-4340

Dear Test Coordinator,

Attached are typed alphabetized rosters of applicants who have completed the following approved Illinois Nurse Aide Training Program **(name of training program)** NA **(program number)** on **(program completion date)** as indicated on the attached applicant roster. These applicants are eligible to take the Nurse Aide Competency Test on the date indicated on the applicant roster.

The results of the criminal history record check is attached to the student's competency test application and listed on the applicant roster along with the date the check was conducted.

The applications have been separated by test site location with a separate roster for the students applying to each test site or test date and sorted by type of application (1st time, retake, or reschedule) as indicated on page 9 of the application guidelines. I have enclosed **(total # of applications)** application forms and fees in the amount of **(total dollar amount)**. If you have questions, please contact me at **(contact person's phone number)**

Sincerely,

(Signature of Instructor/Coordinator)

Instructor/Coordinator's typed or printed name
Instructor/Coordinator's official title

(SEE NEXT PAGE FOR ROSTER)

NOTE: A separate cover letter must be done for each different program completion date.

Sample Nurse Aide Exam Applicant Rosters**NURSE AIDE EXAM APPLICANT ROSTER FOR APPLICANTS WITH
CRIMINAL BACKGROUND CHECKS INITIATED THROUGH OTHER THAN SIUC**

The following students wish to sit for the Illinois Nurse Aide Competency Exam at **(Test Site Name)** on **(Scheduled Test Date)**.

<u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>	<u>Social Security #</u>	<u>Exam Fee</u>	<u>Exam Date</u>	<u>Program Number</u>	<u>CBC Result</u>	<u>CBC Date</u>
Anybody	William	P	000-00-0000	\$25.00	05/03	0123	P	03/18/03
Doe	Jane	A	123-45-6789	\$15.00	05/03	0123	C	07/23/02
Everybody	William	P	000-00-0001	\$25.00	05/03	0123	NR	01/18/03
Public	Sally	Q	999-99-9999	\$50.00	05/03	0123	MH	02/16/03
Somebody	John	D	987-65-4321	\$50.00	05/03	0123	NRR	04/1803

NOTE: P=Pending (ISP doing hand search), C=Conviction, NR=No Record, MH=Multi-Hit, NRR=No Result Received

NOTE: All rosters must follow the specified format as shown above. Failure to supply the roster as outlined will result in the return of ALL applications to be corrected. A separate roster must be completed for each separate test site or test date.