



STATE OF WEST VIRGINIA  
 DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
 OFFICE OF INSPECTOR GENERAL  
 Office of Health Facility Licensure and Certification  
 Long-Term Care Nurse Aide Program  
 408 Leon Sullivan Way  
 Charleston, WV 25301  
 Telephone: (304) 558-0050 Fax: (304) 558-1442

**NURSE AIDE REFRESHER COURSE COMPLETION FORM**

Prior to submitting applications for testing, please send this form to the West Virginia Nurse Aide Program. All entries **MUST BE TYPED**.

Name and Address of Training Program:	Program Approval Number:
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	Name	Address				Date of Birth (mm/dd/yyyy)	Social Security Number	Aware of Privacy Disclosure (Students Signature)
	First, Middle, Last	Street	City	State	Zip Code			
<b>1</b>						/ /	- -	
<b>2</b>						/ /	- -	
<b>3</b>						/ /	- -	
<b>4</b>						/ /	- -	
<b>5</b>						/ /	- -	

Program Start Date:    /    /	Program Completion Date:    /    /
Primary Instructor:	Signature of Primary Instructor:

This form must be received within 30 days following completion of the program.

\*\*\*Primary Instructor certifies the above information to be true to the best of their knowledge and that individuals listed above are qualified to take the refresher and their expiration date on the Nurse Aide Registry is less than five years.\*\*\*

SOCIAL SECURITY NUMBER DISCLOSURE: Disclosure of your social security number should only be made if obtained from you in accordance with Section 7 of the privacy Act of 1974. Your disclosure is voluntary for the purpose of internal identification and may be used to verify information on your application, (class admissions and completions, competency evaluation testing, re-registration and reciprocity applications, etc.), to verify certification with another state's certification authority, for exam identification, for identification purposes in national disciplinary databases or as the basis of disciplinary action against you.  
In accordance to the 42CFR 483.156(c), failure to provide requested information may result in your application being returned, a delay in processing, or your name not being placed on the West Virginia Nursing Assistant Registry.