

Sample Nurse Aide Application Verification Letter
For Background Checks 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 (**training program number**) on (**program completion date**) as indicated on the attached applicant rosters. These applicants are eligible to take the Nurse Aide Competency Test on the date indicated on the applicant roster.

All attached applicants have had a criminal history record check initiated through Nurse Aide Testing at SIUC.

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 8 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 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>Exam Program Number</u>
Anybody	William	P	000-00-0000	\$25.00	05/03	0123
Doe	Jane	A	123-45-6789	\$15.00	05/03	0123
Public	Sally	Q	999-99-9999	\$50.00	05/03	0123
Somebody	John	D	987-65-4321	\$50.00	05/03	0123

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.