

Kansas 90-Hour Certified Nurse Aide

Sponsor and Instructor Manual

Health Occupations Credentialing
Bureau of Child Care and Health Facilities
Kansas Department of Health and Environment
1000 S.W. Jackson, Suite 330
Topeka Kansas 66612-1365
(785) 296-6796

MARCH 1, 2004

TABLE OF CONTENTS

Introduction	1
Course Requirements	2
Course Delivery	5
Certified Nurse Aide Test	11
Kansas Nurse Aide Registry (KNAR)	15
Miscellaneous	17
Appendices:	
Regulations*	21
Application for Approval of Training Course*	29
Instructor Application*	35
Alternative Practice Setting Experience for CNA Instructor Applicants*	39
Request for Waiver of the Prohibition on Nurse Aide Training and Competency Evaluation Program (NATCEP)	41
Instruction Sheet for Submitting a Request for Waiver of the Prohibition on NATCEP	51
Class Schedule and Content	57
Kansas Nurse Aide Part I NATCEP Task Checklist	59
Kansas Nurse Aide Part II NATCEP Checklist	61
Sample Nurse Aide Test Questions	63
Sample Test Answer Sheet	65
Test Sites for Nurse Aides and Home Health Aides*	67
Class Roster Form*	69
Application for State Test*	71
Approval to Test Notice	73
Nurse Aide and Home Health Aide Accommodation Request Form*	75
Rescheduling Form*	77
Certificate Replacement or Name Change*	79

*Document/Form is available on the HOC web site, www.kdhe.state.ks.us/hoc.

INTRODUCTION

Nurse aide training in Kansas

Beginning in 1977, evidence of successful completion of training (90 clock hours) and a written/oral standardized test have been required of all nurse aides working in Kansas adult care homes.

When was a state test developed?

In September 1977, vocational-technical schools and community colleges that were approved to offer nurse aide training incorporated the required standardized state test. Individuals who trained from September 1977 to October 1978 were issued adult education certificates in the area of nurse aide training from the educational facilities.

When did KDHE begin issuing certificates?

Effective October 1, 1978, the required state test was given separately from the course and the Kansas Department of Health and Environment began issuing certificates.

OBRA

In 1988, Congress passed the Omnibus Budget Reconciliation Act (OBRA) which set standards for state nurse aide training and competency evaluation programs. The purpose of these provisions is to ensure that nurse aides have the education, practical knowledge, and skills to care for residents of adult care facilities.

The Kansas Department of Health and Environment is responsible for implementing and monitoring compliance with the state and federal training and competency requirements.

The training regulations for nurse aides were extensively revised February 28, 1994. Previous nurse aide training regulations K.A.R. 28-39-79 through K.A.R. 28-39-80 were revoked and replaced by K.A.R. 28-39-164 through 28-39-168. K.A.R. 28-39-164 through 28-39-168 were revised December 29, 2003 (copy in Appendices, page 21).

OBRA requirements

Federal regulations hold each state responsible for ensuring both state and federal course content requirements are met, that the course being offered meets the instructor's or sponsor's written description, and that training facilities exist for the supervised clinical practice of skills. OBRA requires that the course be reviewed and approved by the state and

that the course comply with state and federal requirements. State regulations specify that any approved instructor who intends to offer a nurse aide course must submit a completed Application for Approval of Training Course (copy in Appendices, page 29) to the department three weeks prior to the beginning date of each course and must receive approval prior to offering each course.

COURSE REQUIREMENTS

Course sponsors must be:

- 7 Postsecondary schools under the jurisdiction of the State Board of Regents
- 7 Adult care homes
- 7 Hospital long term care units

CNA instructor requirements

- 7 Registered Nurse with current Kansas licensure
- 7 2 years licensed experience (RN or LPN)
- 7 1 year (1,750 hours) experience in long term care
- 7 Have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides

Work experience in a combination of an adult care home/hospital long term care unit (K.A.R. 28-39-166(a)(2)) or in a state institution for the mentally retarded will suffice in meeting the long term care requirement. Work experience obtained in a hospital long term care unit that is not licensed under the Kansas Department of Health and Environment may be considered, provided that the experience is in a geriatric long term care unit. Consideration may be given to experience in a (state licensed) setting which demonstrates long-term geriatric nursing care.

A copy of the approved instructor application should be retained by the instructor and a copy given to each facility which sponsors training conducted by the instructor to show compliance with state and federal laws.

NOTE: The Instructor Application (copy in Appendices, page 35) may be submitted separately or may accompany the application for approval of the course. The Alternative Practice Setting Experience for CNA Instructor Applicants, Appendices page 39, may be submitted along with the Instructor Application for consideration of geriatric, long-term care

experience which is not specifically in an adult care home. The course approval application will be reviewed after the instructor application is approved.

Clinical sites must be:

- 7 Licensed adult care homes
- 7 Long term care units of hospitals
- Simulated laboratories

Clinical training in assisted living or residential health care facilities

The clinical portion of a nurse aide course is usually held in a nursing facility or a long term care unit of a hospital. The clinical portion of a nurse aide course may be held in an assisted living or residential health care facility if the full range of clinical tasks and experiences necessary for training are available at the assisted living facility or residential health care facility, or provided in cooperation with a nursing facility.

When submitting an Application for Approval of Training Course which shows an assisted living facility or residential care facility as the clinical site, there must be written assurance from the sponsor that **all** portions of the task checklists will be available to be experienced during the clinical portion of the course.

Withdrawal of training approval

Federal regulation 42 C.F.R. 483.151(b)(2)(i - v) requires the department to withdraw nurse aide training approval if an adult care home:

- is subject to an extended or partial extended survey
- receives a civil money penalty in excess of \$5,000
- receives a denial of payment
- has operated under a waiver under section 1819(b)(4)(C)(ii)(II) of the Social Security Act
- has operated under a waiver under section 1919(b)(4)(C)(ii) that was granted on the basis that the facility is unable to provide nursing care in excess of 48 hours per week
- does not meet the training and competency evaluation program requirements
- refuses to permit unannounced visits by the state to review the program

Training at facilities with bans on training

Facilities that have had a ban on nurse aide training may request a waiver to the ban on a case-by-case basis. If approved, a program may be offered in the facility by another entity approved by the state.

Several criteria must be met to be approved for a waiver, some of which are listed below:

- No other approved courses are offered within a reasonable distance
- A sponsor that will be approved must be identified
- A joint quality improvement process must be outlined and agreed to by both the sponsor and facility to address concerns that occur during the course
- The facility must be back in compliance
- Sponsor, instructor and facility must complete evaluation forms

A form to request a waiver to the ban on nurse aide training is in the Appendices, page 41, as well as an instruction sheet (copy in Appendices, page 51) to assist in filling out the request. The application for a waiver must be submitted to the department at least four weeks prior to the beginning date of the course and must receive approval prior to offering the course.

For more information on waivers, call 785-296-6796.

NOTE: The ban on nurse aide training and competency evaluation program does **not** include a ban on providing task checklists for employment verifications or Certified Medication Aide courses.

Can employment contracts be used?

The use of contracts relating training to employment is prohibited under federal regulations. An adult care home cannot require a Trainee II or CNA to sign a contract stating they will work for a specified period of time at the facility or else reimburse the facility for the cost of the training.

Schools may require students to sign contracts stating terms of payment. However, a contract must not state that the student will be denied access to the state test due to a fee owed to the school. A contract may state that the course will not be completed until all required fees are paid. K.A.R. 28-39-165 allows the student to take the state test upon completion of an approved course.

COURSE DELIVERY

Who is Responsible

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state and federal regulations. Each approved instructor for a nurse aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 28-39-166(b)(2).

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, provided that the reason for having more than one instructor is, upon request, identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as "lead" instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

NOTE: The department follows the guidelines set by the Kansas State Board of Nursing of **10 students per one instructor** in the clinical setting.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for nurse aides. For example, a licensed physical therapist may assist the instructor by conducting a portion of the module of training in safe ambulation or rehabilitation techniques. Any person providing training does so under the direct supervision of the approved course instructor and must have at least one year of experience in the field in which they are providing training.

NOTE: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the 90-hour CNA course?

The Kansas 90-hour nurse aide curriculum focuses on the geriatric population in an adult long term care, versus acute medical care, setting. The learning objectives found within the curriculum serve as the basis for the state-developed standardized test.

Curriculum guidelines

The Kansas 90-hour nurse aide curriculum guidelines follow the content provided in federal regulations and must be used to develop nurse aide courses. The subject content provides basic nursing skills information and provides opportunity for an instructor to modify the training program as necessary in response to perceived trainee learning needs.

How to obtain the curriculum

The Kansas 90-hour nurse aide curriculum guidelines can be obtained by contacting:

Kansas Competency-Based Curriculum Center
Washburn University - SAS
1700 SW College
Topeka KS 66621
(785) 231-1010 ext. 1534

Text books

There is no required text for the nurse aide training program; however, any text(s) used for the course should have a revision date within the past five years to reflect current acceptable practices and must be noted on the course application.

Course approval process

- Sponsor or instructor completes the **Application for Approval of Training Course (Appendices, page 29)** and submits it to HOC.
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. A copy of the application is returned to the sponsor with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion helps reduce delays in processing.

The application must be submitted to the department **at least three weeks** prior to the beginning date of each course and must receive approval prior to

offering the course. As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.

The Class Schedule and Content (copy included in the Appendices, page 57) is to be completed and must be presented to the department upon request.

Why is a course approval number Important?

A copy of the application with the course approval number should be retained by the instructor and a copy given to the facility in which the clinical portion is conducted to show compliance with OBRA. This course approval number should be referenced on all correspondence with the department regarding a particular class. It is a vital link in the record keeping system of the nurse aide registry required by OBRA.

Didactic/classroom and clinical instruction

The curriculum is divided into two parts. Part I is a combination of 20 hours didactic or classroom and 20 hours supervised laboratory and clinical instruction. Part II is advanced training and should include a minimum of 25 hours didactic/classroom instruction combined with 25 hours supervised clinical instruction in the adult care home environment.

NOTE: Any change in class hours, dates, content, instructors, classroom or clinical sites must be prior approved by the department.

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (chalkboards, audio-visual supplies, overhead projector, etc.) for the instruction of the trainee. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction.

Laboratory settings

Clinical laboratories for trainee practice and performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting. The laboratory setting allows the instructor to observe and measure trainee performance prior to

assigning clinical duties. OBRA requires that training space and equipment be provided for the delivery of the program.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the didactic/classroom and clinical training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved instructor during the times of didactic/classroom and clinical instruction. **There can be no delegation of the instructor's duties.** The DON must not teach while performing duties as DON. The approved instructor must be on site and easily accessible to the trainees at all times during scheduled course instruction hours.

Throughout the training course, there should be a combination of didactic/classroom theory and a practice of the tasks and skills learned in the supervised laboratory and clinical setting. The didactic/classroom topic for the morning, for example, may be how to measure vital signs. The instructor may present didactic/classroom instruction in temperature/pulse/respiration (TPR) and blood pressure monitoring and allow for trainee practice and demonstration in the lab setting on the same day. This ensures competency of the skills by the trainee before being placed in a direct clinical site. **The more supervised practice the instructor can provide, the more competence and confidence the trainee will achieve in the training program.**

What is taught in Part I?

Part I subject content includes: working in an adult care home; basic communication skills; communicating with the confused resident; principles of body mechanics; lifting and moving the resident; safe use of mechanical devices - promoting restraint-free environment; infection prevention and control; basic nursing care: the resident's unit; observing and measuring vital signs; safety, cleanliness, and grooming; nutrition and fluids; and elimination.

Each trainee in Part I of the course must wear a badge displaying the trainee's name and title (Trainee Level I).

The purpose of Part I of the course is to provide trainees with experience in performing basic nursing skills. During Part I, **the provision of direct care to residents by a nurse aide trainee is strictly limited to supervised clinical experiences for teaching and learning basic nursing skills**, and the approved nurse aide instructor must be in the resident's room at the side of the Trainee I to provide individual one-on-one clinical instruction. Use of this type of clinical instruction should **NOT** be done on a routine basis. This type of supervised clinical instruction would be appropriate for observing a specialized treatment or procedure. The majority of supervised clinical experience for a Trainee I takes place in a simulated laboratory setting.

Trainee I employment restrictions

A Nurse Aide Trainee I may not be employed by a facility in direct care capacity. Direct, individual care refers to nursing activities that are resident oriented, involve personal contact with the resident by the trainee, and provide assistance in activities of daily living. These nursing activities may include, but are not limited to, assistance in grooming, feeding, toileting, or ambulating the resident.

Demonstration of initial competency: Task Checklist

Upon completion of Part I of the nurse aide training program, the instructor evaluates each trainee's performance using the Kansas Nurse Aide Part I NATCEP Task Checklist. A copy is provided in the Appendices, page 59. The task checklist is used to evaluate **initial competency in performing basic nursing tasks**. When all tasks have been successfully demonstrated to the approved instructor, the Kansas Nurse Aide Part I NATCEP Task Checklist sheet must be completed and issued to the student, as outlined in K.A.R. 28-39-166(b)(1)(G). **The signed and dated task checklist is the property of the trainee and must be given to the trainee upon its successful completion.** The instructor should retain a copy for his/her personal records.

The Nurse Aide Trainee I must satisfactorily **demonstrate** all tasks to the approved instructor

prior to providing direct resident care. Instructors must observe completion of each task in a satisfactory manner. Once Part I and the task checklist are completed, the student is classified as a Nurse Aide Trainee II.

What is taught in Part II?

Part II subject contents include: basic human needs; possible losses due to aging; caring for the confused or withdrawn resident; sexuality in aging; caring for the dying resident; physical changes accompanying aging; complications of immobility and their prevention; rehabilitative/restorative care; special procedures; urinary elimination; bowel elimination; observing and measuring vital signs; isolation; observing, reporting and recording; the resident's care plan; admitting or discharging a resident; first aid in the adult care home; fire prevention and safety; tornado preparedness.

Part II is a combination of didactic/classroom and supervised clinical instruction within the adult care home environment in more advanced nursing skills. Clinical instruction during Part II of the course requires performance of direct care tasks within the adult care home environment.

Trainees are designated as a Nurse Aide Trainee II. They are eligible to provide direct, individual care to residents in an adult care home under the direction of a licensed nurse. Each trainee who has completed Part I of the training program and the task checklist shall wear a badge designating the trainee's name and title (Trainee Level II) while in an adult care home setting. During didactic/classroom and clinical training time **within** a facility, the approved instructor of the course is the only licensed nurse with supervisory responsibilities over the student trainees. The supervision required is direct, that is, observation at all times.

Trainee II employment restriction

Trainee IIs are eligible to provide direct individual care to residents under the supervision of a licensed nurse of an adult care home. Trainee IIs should not be expected to perform nursing tasks that have not yet been adequately covered during the didactic/classroom training hours and should be

instructed to respectfully decline to provide the service if requested.

How long is the Trainee II period?

Trainee II status for employment purposes begins upon the successful completion of the Part I task checklist and is for four months from the beginning date of the course. A copy of the signed and dated task checklist must be in the Trainee II's personnel file. If the Trainee II is unable to fully meet the certification requirements within four months from the beginning date of the course, the individual is no longer eligible to provide direct resident care services. **A second four month trainee period is not allowed if a student attempts a second nurse aide course.**

Demonstration of Competency

Upon completion of Part II of the nurse aide training program, the instructor may evaluate competency in performing the tasks listed on the Kansas Nurse Aide Part II NATCEP Checklist. A copy is provided in the appendices, page 61. Completion is at the discretion of the instructor. It is not required.

CERTIFIED NURSE AIDE TEST

Test blueprint

The state test is timed and contains 100 multiple-choice questions. Each trainee has two hours in which to complete the test. A score of 70 percent or greater constitutes a passing score. The test is designed to measure knowledge in five basic areas utilizing standards set by the National State Boards of Nursing (May 1992). They include:

Physical Skills

- 7 basic nursing skills
- 7 basic restorative services
- 7 personal care skills

Psychosocial Skills

- 7 mental health skills
- 7 resident rights

The five general divisions are further divided into ten categories for analysis of the state test results.

Sample questions

The instructor may use **Sample Nurse Aide Test Questions found in the Appendices, page 63.** The computerized answer sheet is also found in the Appendices, page 65. Giving the trainees opportunity

to practice using the answer sheet may ease their fears.

Test sites

The Appendices, **page 67, contain the Test Sites for Nurse Aides and Home Health Aides.** Contact information for each test site is included. Call (785) 296-1250 if you have questions.

How are students scheduled for the test?

At the beginning of the course, the instructor must submit to HOC:

- **Signed and completed Class Roster Form(s)** (copy in Appendices, page 69)
- 7 **Signed and completed Applications for State Test** (copy in Appendices, page 71)
- 7 **Copies of identification with current name and social security number**
- 7 **\$20.00 non-refundable fee for each student**
- **Special accommodation requests of eligible candidates**

The instructor should assist the candidates in filling out the Applications for State Test, assuring the accuracy of information, and discuss the information directed to candidates on page 2 of the form with the students.

If an Application for State Test is completed by a candidate and returned to the instructor incomplete (i.e. no copy of identification with social security number or no fee), the instructor will submit the incomplete form with the Class Roster Form. The department will return a letter to the candidate requesting the missing information be supplied.

It is the responsibility of the course instructor to assure that all candidates listed on the Class Roster Form(s) have met all the requirements for the training course. Therefore, the Class Roster Form(s) must be signed by the course instructor, not other agency personnel. Separate rosters must be submitted for each test site.

If a candidate does not complete the course, the instructor must submit written notification to the department to remove the candidate's name from the Class Roster Form. Written notification must include the student's name, instructor's name, course

approval number and the reason for removing the student's name from the roster. Notification can be submitted by mail, fax or electronic mail.

At the end of the course, the instructor must submit to the test site(s):

- **Signed and completed Class Roster Form(s)** (copy in Appendices, page 69) Only individuals who have successfully completed the course are on the roster provided to the test site. If more than one test site is involved, separate rosters must be sent to each test site.
- **Special accommodation requests of eligible candidates**
- **Test site fee** The instructor must check with the individual test sites to determine the amount of the fee.

The test site will send approval to test letters to the instructor (sample in Appendices, page 73). The instructor will copy and distribute the notices to the students.

Students must provide the following at the test site when they go to test:

- **Photo ID, social security card and test fee (if not previously paid)**
- **Approval to test letter**

Disabilities

Any candidate who has a:

- 7 physical disability
- 7 learning disability
- 7 psychological disability

which may require a reasonable accommodation to take the state test should complete and submit to the test site **the Nurse Aide and Home Health Aide Accommodation Request Form (copy in Appendices, page 75)**. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and lab/clinical settings of the course, and successfully completed the Skills Competency Checklist.

Americans with Disabilities Act provisions

The Americans with Disabilities Act (ADA) allows an agency permission to request documented evidence

of a disability. Thus, the form asks the instructor to verify a disability. If the instructor does not feel competent in verifying a disability, a health care professional may do so.

What types of accommodations are available?

- 7 Oral test - test read to candidate by the proctor
- 7 Extended time to take the test
- 7 Large print of test text
- 7 Sign-language interpreter
- Audio recordings
- Telecommunications devices for individuals with hearing impairments

Language provisions

The state test is read in only the English language. **NOTE:** Any candidate for whom English is a second language may use a bilingual language dictionary during the state test. **Computer dictionaries and medical dictionaries are prohibited.**

Test requirements

For students successfully completing the 90-hour nurse aide course, the state test must be passed within one year from the beginning date of the nurse aide training course. Candidates may take the test a maximum of three times within that year. If the test is not passed within one year from the starting date of the course, the entire course must be retaken to be eligible to take the test again.

Students successfully completing a bridge course have one opportunity to pass the test. If the test is not passed on the first attempt, the student must successfully complete the 90-hour nurse aide course to qualify to take the test again.

What happens if the candidate misses the test?

A candidate who is not able to take the test on the date assigned must contact HOC to request a rescheduling form to submit along with a \$20.00 fee.

What happens if the test is passed?

- Candidates who pass the test will be mailed a certificate.
- A list is sent to each instructor that includes each candidate who tested and the test score.

On average it takes three to four weeks from the time the test has been taken until the department receives and enters test scores. Certificates are then mailed to those who pass the test. Individuals should allow 30

days to lapse from the date the test was taken before calling the department to check the status of the certificate. After 30 days, certificate status calls may be directed to 785-296-0060.

What happens if the test is failed?

Candidates who fail the test will receive:

- a letter that includes the score
- information on their performance in the categories to help them prepare to take the test
- a Rescheduling Form (copy in Appendices, page 77), if the candidate has taken the test fewer than three times.

The form should be completed by the candidate and sent to HOC with the non-refundable \$20.00 fee.

KANSAS NURSE AIDE REGISTRY (KNAR)

The KNAR is a federally mandated program that tracks employment and training for aides in Kansas. A unique aide identification number is issued to each candidate who has successfully completed the state nurse aide test. The identification number that is assigned to an individual by the department identifies the individual in all training programs (i.e., certified nurse aide, certified medication aide, home health aide, social services designee, and activities director).

Abuse, Neglect, and Exploitation

KNAR information must include any record of a state administrative hearing process confirming abuse or neglect of an individual or resident or misappropriation of resident property. Each adult care home must contact the registry prior to hiring a nurse aide. **The facility may NOT employ a person with an administrative confirmation on the registry or a court conviction for abuse, neglect, or exploitation of a resident recorded after April 1, 1992.**

Explanation should be given to students regarding the KNAR, prohibitions resulting from criminal record checks, and employment verification process.

Employment eligibility

CNAs are eligible for employment for 24 months following the date the certificate is issued. To extend the eligibility period, the CNA must be employed to perform nursing or nursing related tasks for at least eight hours in the 24-month period.

If the CNA has been employed to perform nursing or nursing related duties for at least eight hours within the past 24-month period, but this information has not been received and noted on the CNA's KNAR record, the CNA should request the Employment Verification Form from HOC.

If the CNA has not been employed to perform nursing or nursing related duties in the past 24 months, a licensed, registered nurse may elect to perform a Kansas Nurse Aide Task Checklist - for Employment Verification. The checklist may be done in an adult care home, hospital or laboratory setting. The nurse must request the form and complete the task checklist, dating and evaluating each task as it is performed. The CNA may take a refresher course, if available, instead of having a nurse perform the task checklist.

When the completed checklist or a roster documenting completion of the refresher course is returned to HOC, the eligibility period is extended by 24 months.

Do not use a Kansas Nurse Aide Part I NATCEP Task Checklist (this is for CNA course use only) for employment verification purposes.

It is not necessary for the CNA to work for "40 hours" in order to complete the checklist for employment purposes. The amount of time it takes to perform each task will vary.

Explanation should be given to all students regarding verification of employment within the past 24 months. Many facilities send employment verifications yearly.

Important points to convey to students

Instructors should assure that students:

- receive the original signed Part I NATCEP Task Competency Checklist
- perform only those tasks for which they are competent
- complete the Application for State Test information accurately
- understand that they will be scheduled for testing by the test site

- understand the “Approval to Test Notice” will assign the test date, location and time
- know that they must bring two forms of ID to the test site, one being photo ID
- know that they WILL NOT be admitted if they are not listed as eligible on the site schedule, or, are late, or do not provide required ID
- know who to contact to reschedule a test
- know that it will cost an additional \$20 to take the test again
- know that they only get three opportunities to sit for the test per year
- know that it may be up to 30 days before the test results are returned to them
- know that they MUST contact KDHE (785-296-0060) whenever they move

The KNAR should never be contacted to:

- 7 inquire about test results. The results are mailed to candidates within 30 days from the test date; they cannot be given over the phone. (Call 785-296-0060)
- 7 inquire about test sites (Call 785-296-1250)
 - request replacement copies of certificates (See form in Appendices, page 77.)
- 7 report an abuse complaint about a certified nurse aide or other personnel. (Call 1-800-842-0078)
- 7 inquire about the nurse aide training and competency evaluation program (call 785-296-0058) or employment verification procedures or issues (call 785-296-1250).

MISCELLANEOUS

Instructor information update

State-approved instructors are reminded of their responsibility to update their personal instructor record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.

Distance learning technologies (DLT)

The department has developed guidelines for conducting nurse aide training using distance learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. To request a copy of the guidelines, call 785-296-6796 or access them on the HOC website, www.kdhe.state.ks.us/hoc.

Web based courses

If a sponsor wants to offer a web based course, the sponsor must submit a proposal for approval by the department in addition to the course approval form. A web based course may be approved on a pilot basis.

Sponsorship Program

Any sponsor that has offered six or more CNA, HHA, CMA, or CMA Renewal courses in a two-year period and meets the regulatory requirements for being a sponsor depending upon course type, respectively, may apply for a two-year sponsorship. The primary advantages of a sponsorship are an abbreviated course approval form and shorter time frame for course approval applications. Call 785-296-6796 for more information.

C:\Documents and Settings\Sirwin\Local Settings\Temp\C.Notes.Data\manual7.wpd

The appendices (forms, etc.) are available in hard copy and may be obtained by contacting Kathryn Fritts via email at kfritts@kdhe.state.ks.us or by telephone at 786-296-6877. The forms that appear with asterisks in the Table of Contents are available in other locations on this website.