

# Frequently Asked Questions about Nurse Aide Training and Competency Evaluation Programs (NATCEP)

## MINNESOTA NURSE AIDE REGISTRY

This FAQ was developed in response to several common questions received by the Nursing Assistant Registry (NAR) to provide consistent clarification and broader communication effort.

MDH recognizes Minnesota has a variety of diverse training programs that are offered throughout the state including private and public. We also recognize approved curriculums may differ in delivery method to best serve the needs of their students. The [Federal Nurse Aide Training Competency Evaluation Program \(NATCEP\) Resource \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/trainingresource.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/trainingresource.pdf) includes requirements for approved training programs with no pandemic allowances.

## How does an approved training and competency program convert face to face to online curriculum?

MDH has received requests from training programs to convert from face to face curriculum to online curriculum. In response, MDH is providing a streamlined form for approved nurse aide training programs to easily convert to online curriculum instruction.

Take these steps to notify the Nursing Assistant Registry of change.

1. Go to Minnesota Nursing Assistant Registry: <https://www.health.state.mn.us/nar>
2. Complete the [Conversion to Online Curriculum Form \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/conversiontoonline.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/conversiontoonline.pdf) located under Employer and Trainer Resources.
3. Complete the form describing the changes your program will be implementing to convert from face to face to online curriculum and submit form to [health.nar.coord@state.mn.us](mailto:health.nar.coord@state.mn.us).
4. You will receive a confirmation email that the completed form was received.
5. The Nursing Assistant Registry will contact you for additional information as needed.
6. You will receive a confirmation email approving the requested changes. MDH will respond timely to requests but not to exceed 30 days.
7. The active date of the acceptance will be retroactive to the date of submission.

## If an approved training and competency program, wants to convert face to face to online curriculum, would the conversion just include lecture and lab or does this include lecture, lab and clinical?

MDH has developed a streamlined process for training programs that wish to convert face to face to online curriculum. The training program needs to describe the changes that will be implemented, which may include changes to the supervised practical training, commonly referred to as clinical. Complete the [Conversion to Online Curriculum Form](#)

<https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/conversiontoonline.pdf>) to describe the changes.

The regulation at § 483.152 does not define or include what is commonly referred to as clinical. The regulation requires 16 hours of supervised practical training in a laboratory or other setting to be an approved training and competency program. The training program would need to determine the process for meeting the required 75 hours of training and ensure individuals are proficient and competent.

In part ...

*§ 483.152 Requirements for approval of a nurse aide training and competency evaluation program*

*(a) For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum –*

*(1) Consist of no less than 75 clock hours of training;*

*(2) Include at least the subjects specified in paragraph (b) of this section;*

*(3) Include at least 16 hours of supervised practical training. Supervised practical training means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse;*

*(4) Ensure that –*

*(i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and*

*(ii) Students who are providing services to residents are under the general supervision of a licensed nurse or a registered nurse;*

## **If several schools are using the same online content, can we submit the same Online Conversion form for all the schools using the same resource?**

Yes, this is acceptable. The training programs need to document on one form the identifying information for each training program and submit it as directed. E.g.; each program must list name, address, phone number, email address, program code, etc. The description of the curriculum conversion that is shared must be listed and only one signature and date is required.

## **What is meant by the term “individual” in 483.152(a)(3)? Could it be a mannequin?**

CMS has clarified that “individual” refers to an actual person, not a mannequin, for assessing tasks or skills. See 483.152 (a)(3) above.

Perineal care and catheter care tasks will continue to be performed on a mannequin in a setting other than a long-term care facility.

## **Can programs use multiple tracks for teaching their program, for example, both face-to-face and online?**

The Nurse Aide Registry is working on revising the Nursing Aide Training and Competency Evaluation Program (NATCEP) Resource (formerly called Curriculum and Program Standards) and initial application form.

The initial application form revision will allow programs the option of submitting different curriculum tracks (meaning face to face, online or combined) to meet the needs of the program at the time the program is applying for approval.

In the interim, before the program standards are finalized programs can complete and submit the changes to [health.nar.coord@state.mn.us](mailto:health.nar.coord@state.mn.us). A confirmation email will be sent accepting the submitted change.

## **What platforms options are available for delivery of online curriculum?**

Platform options for delivery of online curriculum are advancing as technology evolves. Options may include Zoom, video conferencing, Skype, WebEx, D2L or other online platforms.

Programs must determine the platform to be used.

## **What is the acceptable standard for instructor to student ratio for supervised practical training in the nursing home, lab or other setting?**

There is no specific requirement in federal regulation related to the number of students an instructor may supervise during supervised practical training in the nursing home, lab or other setting. The training program is responsible to ensure students demonstrate knowledge while performing tasks, are competent and appropriately supervised regardless of modality of supervised practical training. The one instructor to ten students has been the accepted standard when students are working with residents in a nursing home setting however training programs need to determine appropriate instructor supervision based on student needs.

## **Who qualifies as an approved instructor for a nurse aide training program?**

Training programs are responsible to ensure RN instructors are currently licensed and have the required licensed nursing experience. Long term care facility services is considered licensed nurse experience in a nursing home or assisted living facility. Licensed nursing experience providing home care services in private homes only is not included as long term care facility services.

An instructor, licensed nursing experience can be as an LPN, but must currently be practicing as an RN. Nurse aide employment does not count towards the nursing experience.

Training programs can review resumes for instructor experience in teaching adults or supervising nursing assistants.

Training programs must assure instructors implement the approved curriculum appropriately and a “Train the Trainer” component for instructors is an accepted standard for a training program to assure this.

Most approved curriculums require a Train the Trainer “or similar” component for instructors which is a requirement for approved training programs and not for curriculum approval.

A director of nurses may delegate their DON duties temporarily to provide nursing assistant instruction.

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Approval letters will no longer be sent out by the registry, however, information must be available for the onsite review.

The regulation §483.152 in part directs...

*Requirements for approval of a nurse aide training and competency evaluation program.*

*(5) Meet the following requirements for instructors who train nurse aides;*

*(i) The training of nurse aides must be performed by or under the general supervision of a registered nurse who possesses a minimum of 2 years of nursing experience, at least 1 year of which must be in the provision of long term care facility services;*

*(ii) Instructors must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides;*

*(iii) In a facility-based program, the training of nurse aides may be performed under the general supervision of the director of nursing for the facility who is prohibited from performing the actual training;*

## **Can a training program utilize a long-term care facility registered nurse or licensed practical nurse to conduct the supervised practical training for the nurse aide student?**

Yes, if the approved training program has a written agreement with the long-term care facility identifying the qualified licensed nurse that will be functioning as the approved instructor for the training program and assures requirements are met.

The training program is responsible for ensuring the licensed practical nurse or registered nurse functioning as the instructor in the long-term facility meet instructor requirements and are supervising the nursing assistant student as required at § 483.152.

In part ...

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*(1) Consist of no less than 75 clock hours of training;*

*(2) Include at least the subjects specified in paragraph (b) of this section;*

*(3) Include at least 16 hours of supervised practical training. Supervised practical training means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse;*

(4) Ensure that –

*(i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and*

## **Under MN Nursing Home regulation rule 4658.1360, can a nurse aide who has not completed a MN approved training program but challenges the competency evaluation and passes pursue medication administration by unlicensed personnel training?**

This is not permitted under 4658.1360. A waiver may be requested by a nursing home waiving these requirements.

In part ...

[4658.0040 VARIANCE AND WAIVER. \(https://www.revisor.mn.gov/rules/4658.0040/\)](https://www.revisor.mn.gov/rules/4658.0040/)

*Subpart 1. Request for variance or waiver.*

*A nursing home may request that the department grant a variance or waiver from the provisions of this chapter. A request for a variance or waiver must be submitted to the department in writing. Each request must contain:*

- A. the specific part or parts for which the variance or waiver is requested;*
- B. the reasons for the request;*
- C. the alternative measures that will be taken if a variance or waiver is granted;*
- D. the length of time for which the variance or waiver is requested; and*
- E. other relevant information necessary to properly evaluate the request for the variance or waiver.*

In part ....

**4658.1360 ADMINISTRATION OF MEDICATIONS BY UNLICENSED PERSONNEL.**

*§ Subpart 1. **Authorization.** The director of nursing services may delegate medication administration to unlicensed personnel according to Minnesota Statutes, sections 148.171, subdivision 15, and 148.262, subdivision 7.*

*§ Subp. 2. **Training.** Unlicensed nursing personnel who administer medications in a nursing home must:*

*§ A. have completed a nursing assistant training program approved by the department; and*

*§B have completed a standardized medication administration training program for unlicensed personnel in nursing homes which is offered through a Minnesota postsecondary educational institution that includes, at a minimum, instruction on the following:*

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*§ (1) the complete procedure of checking the resident's medication record;*

*§ (2) preparation of the medication for administration;*

*§ (3) administration of the medication to the resident;*

*§ (4) assisting residents with self-administration as necessary;*

*§ (5) documentation after administration of the date, time, dosage, and method of administration of all medications, or the reason for not administering the medication as ordered, and the signature of the nurse or authorized person who administered and observed the same; and*

*§ (6) the type of information regarding medication administration reportable to a nurse.*

*§ Subp. 3. **Documentation of training course.** A nursing home must keep written documentation verifying completion of the required course by all unlicensed nursing personnel administering medications.*

*§ Subp. 4. **Medication administration.** A person who completes the required training course, and has been delegated the responsibility, may administer medication, whether oral, suppository, eye drops, ear drops, inhalant, or topical, if:*

*§ the medications are regularly scheduled; and in the case of pro re nata (PRN) medications, the administration of the medication is authorized by a nurse or reported to a nurse within a time period that is specified by nursing home policy*

The definition of postsecondary education includes “level that follows the successful completion of high school. Includes universities and colleges, as well as trade and vocational schools. Postsecondary education usually culminates with a diploma, certification or academic degree.”

[124D.09 POSTSECONDARY ENROLLMENT OPTIONS ACT.](https://www.revisor.mn.gov/statutes/cite/124D.09)  
<https://www.revisor.mn.gov/statutes/cite/124D.09>

**Subd. 3. Definitions.**

*For purposes of this section, the following terms have the meanings given to them.(a) "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.*

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[www.health.state.mn.us](http://www.health.state.mn.us)

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*To obtain this information in a different format, call: 651-201-4200.*