

Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form

Name of Facility/School/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Coordinator/Contact Person: _____

Phone: _____

Email Address: _____

This form is to be completed and reviewed with MDH document titled “Federal NATCEP Resource” (dated July 2020, effective August 10, 2020) for federal/state regulations, recommendations and requirement examples of MDH Nursing Assistant Registry nurse aide training program.

Application Process

When an applicant seeks to be approved as a Federal NATCEP, it must first complete and submit this form to receive a provisional approval. Provisional approvals will be issued within 90 days of receipt of completed applications.

If the applicant fails to demonstrate compliance by the end of six months from date of the original provisional approval, the application will be closed out as denied and the applicant notified in writing.

Nurse Aide Training and Competency Evaluation Programs (NATCEP) approval is for two years.

All data submitted in connection with this survey shall be public.

Instructions

1. Complete this form with required information to receive a NATCEP provisional approval.
2. Submit the completed form to Health.nar.coord@state.mn.us.
3. Applicants that meet minimum requirements for NATCEP provisional approval for training nurse aides by MDH, Nursing Assistant Registry will be sent a notification of approval/disapproval by mail.

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4. To receive full approval, the applicant must be in full operation and have conducted a NATCEP class consisting of one or more students using the declared curriculum for at least 59 hours of curriculum instruction and 16 hours of supervised practical training in a lab or other setting with a live person.
5. Students completing the class during the provisional approval period are eligible to receive credit for completing an approved program.
6. The applicant is to email the registry at Health.nar.coord@state.mn.us for notification of dates and times of the class conducted during the provisional period. MDH will conduct a site visit shortly thereafter to evaluate all requirements including documentation of curriculum instruction and supervised practical training.
7. If the applicant demonstrates substantial compliance as a result of the site visit a NATCEP program approval notification will be sent by mail.
8. If the applicant fails to demonstrate substantial compliance, MDH will issue deficiencies in writing. Applicant must demonstrate substantial compliance with these regulations before full approval is granted. If an applicant fails to demonstrate substantial compliance by the end of six months of the provisional approval, MDH will send a written notification by mail that the application is closed; as denied.

§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;

(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; and

(iv) Other personnel from the health professions may supplement the instructor, including, but not limited to, registered nurses, licensed practical/vocational nurses, pharmacists, dietitians, social workers, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, activities specialists, speech/language/hearing therapists, and resident rights experts. Supplemental personnel must have at least 1 year of experience in their fields;

(6) Contain competency evaluation procedures specified in §483.154.

Program Code

Once provisional program approval is granted, the program is notified in writing and provided a 5-digit program code.

Public contact information for the program posted on the Minnesota Nursing Assistant website when approved at [Nursing Assistant Training/Testing Sites](https://www.health.state.mn.us/facilities/regulation/directory/natraining sites.html) (<https://www.health.state.mn.us/facilities/regulation/directory/natraining sites.html>).

The registry will email Pearson VUE of the new program name, address, program coordinator and program code. The program coordinator is cc'd on the Pearson VUE email notification.

Minnesota Approved Curriculum

Entities seeking training program approval, must select an existing approved curriculum within the Nurse Aide Training Competency Evaluation Program (NATCEP) Application Form and Initial Survey. Curriculums that have been approved in Minnesota are located on the Nursing Assistant Registry website at [Minnesota Approved Nurse Aide Training Curriculums](https://www.health.state.mn.us/facilities/providers/nursingassistant/curriculum.html) (<https://www.health.state.mn.us/facilities/providers/nursingassistant/curriculum.html>).

Curriculums approved by MDH including the home health aide component meet federal requirement at 484.80(b).

The program must be a minimum of 75 clock hours, consisting of at least 59 clock hours of curriculum instruction and 16 clock hours supervised practical training.

At least 16 clock hours must be devoted to supervised practical 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 practical nurse.

Individual refers to an actual person, not a mannequin, for assessing these tasks or skills.

Identify approved curriculum for program: _____

Programs must not use content from other approved curriculums to substitute or interchange for the program's declared curriculum.

Example: Programs must teach the entire declared curriculum. Programs may augment approved curriculum with other materials. Additional materials may be added to supplement to provide additional instruction such as other curriculum modules, videos, textbooks or facility policies and procedures.

Nurse aide training programs are offered in health care facilities, educational institutions and freestanding sites. A program consists of curriculum instruction and supervised practical training.

Training programs have the option to offer different methods for curriculum instruction and supervised practical training. The specific method is included in the program's approval application.

For example: Online learning is education that takes place over the internet. It is often referred to as "e-learning" among other terms. However, online learning is just one type of "distance learning" - the umbrella term for any learning that takes place across distance and not in a traditional classroom.

Programs may provide different options for method of curriculum instruction and supervised practical training. For example: face-to-face or interactive online delivery.

Track A: Traditional face to face: yes/no _____

Identify setting(s) for supervised practical training: _____

Track B: Online curriculum instruction: yes/no _____

Identify setting(s) for supervised practical training: _____

Type of Program and Total Clock Hours

Nurse Aide only/Hours: _____

Nurse Aide and Home Health Aide/Hours: _____

Supervised Practical Training in Facility Setting

Training programs offering supervised practical training in facility setting must have a written contract/agreement representing both parties.

Facility: _____

Supervised practical training described in Federal NATCEP Resource.

- Cell phone policy
- Equipment listing
- Laboratory equipment and space
- Student skills practice expectations

- Skills with mannequins and live individuals
- Student identification in facility
- Supervised practical training tasks or skills to all genders
- Ratio of instructor to student in facility
- Criminal background study completed prior to supervised practical training in facility
- Tuberculosis screening prior to supervised practical training in facility
- Instructor determines student proficiency prior to providing resident services
- Use of power lifts in facility
- Training programs must be cognizant of resident privacy and abuse when performing supervised practical training in a facility. For example, abuse facilitated or enabled with the use of technology such as cell phone photographs and video.

Training Program Coordinator

All approved training programs must designate a training program coordinator whom is responsible to provide, receive and communicate all updates and notices to staff. In addition, receive periodic Nursing Assistant Registry notifications and Pearson VUE test data.

The training program coordinator is obligated to update the Nursing Assistant Registry of substantive change such as new coordinator and/or contact information.

Training program coordinator: _____

Qualifications, Other Personnel and Guest Speakers

INSTRUCTOR QUALIFICATIONS

Onsite visits completed by MDH will include review of the following to ensure approved training and competency programs are meeting the requirements at §483.152:

- Current Minnesota registered nurse license to verify Board of Nursing status.
- Resume of licensed nursing experience listing facilities where employed and month/year of employment dates.
- Resume must reflect at least 2 years of nursing experience in the U.S. and at least 1 year of licensed nursing experience in the provision of long-term care facility services in the U.S.

Example: Training program coordinator maintains documentation of instructor qualifications for review at the time of the onsite visit.

Long-term care facilities include nursing homes, boarding care homes and housing with services buildings with home care services (commonly called assisted living facilities) meets this requirement.

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Licensed nursing experience providing home care services in private homes is not included as long-term care facility services.

Licensed nursing experience may include LPN; however, nurse aide experience is not included.

Submit qualifications of identified instructor(s) below.

Instructors: _____

For curriculums including home health aide only.

§484.80 Condition of participation: Home health aide services.

(e) Standard: Qualifications for instructors conducting classroom and supervised practical training. Classroom and supervised practical training must be performed by a registered nurse who possesses a minimum of 2 years nursing experience, at least 1 year of which must be in home health care, or by other individuals under the general supervision of the registered nurse.

Submit qualifications of identified Home Health Aide instructor(s) below.

Home Health Aide instructors: _____

OTHER PERSONNEL FROM HEALTH PROFESSIONS MAY SUPPLEMENT INSTRUCTOR

Other personnel from the health professions may supplement the instructor, including, but not limited to, registered nurses, licensed practical/vocational nurses, pharmacists, dietitians, social workers, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, activities specialists, speech/language/hearing therapists, and resident rights experts.

Supplemental personnel must have at least 1 year of experience in their fields.

Submit qualifications of other personnel below.

Other personnel: _____

GUEST SPEAKERS

Guest speakers presenting curriculum content must meet qualifications as instructor or other personnel.

Example: Therapy staff present curriculum content on ambulation, positioning and range of motion.

Guest speakers who speak to their specialty but not curriculum content are acceptable but time is not counted toward the total 75 hours of the program.

COMPETENCY EVALUATION EXAM

Competency evaluation (including written and skills exam) must be completed and successfully passed by student within 24 months. Students allowed three chances to pass the written and three chances to pass the skills within 24 months. The 24 months are calculated from completion date of a Minnesota approved training program.

MDH contracts with Pearson VUE to provide the written and skills competency evaluation for placement on the Minnesota Nursing Assistant Registry. The competency evaluation administered at approved state community and technical college test sites.

Recommendation: Training programs that have a written agreement with an approved test site can provide Pearson VUE candidate handbooks and Applications for Competency Evaluation. Students may test at any approved test site.

Test site: _____

VERIFICATION OF INFORMATION

I verify the information submitted herein as part of the application for approval of the nurse aide training program by the Minnesota Department of Health is true and accurate.

Coordinator: _____

Date: _____

Submit completed application to Health.nar.coord@state.mn.us.

Federal Regulations, State Statutes and Resources

Nurse Aide Training and Competency Evaluation Program (NATCEP) approval is consistent with the following federal and state requirements.

- **State Operations Manual Appendix PP - Guidance to Surveyors for Long Term Care Facilities (PDF)** (https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf)
- **Minnesota Statute 144A.61 NURSING ASSISTANT TRAINING** (<https://www.revisor.mn.gov/statutes/cite/144A.61>)
- **Nursing Assistant Registry** (<https://www.health.state.mn.us/nar>)
- **Guidance for Laws And Regulations/Nursing-Homes** (<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes>)
- **42 CFR §483.152 Requirements for approval of a nurse aide training and competency evaluation program** (https://www.govregs.com/regulations/title42_chapterIV_part483_subpartD_section483.152)

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- **42 CFR §483.154 Nurse Aide competency evaluation**
<https://www.govregs.com/regulations/42/483.154>
- **42 CFR §483.35(d) Requirement for facility hiring and use of nurse aide**
<https://www.govregs.com/regulations/42/483.35>
- **§483.35(d)(4) Registry verification** (<https://www.govregs.com/regulations/42/483.35>)
- **§483.35(d)(5) Multi-State registration verification**
<https://www.govregs.com/regulations/42/483.35>
- **§483.35(d)(6) Required retraining** (<https://www.govregs.com/regulations/42/483.35>)
- **§483.35(d)(7) Regular in-service education**
<https://www.govregs.com/regulations/42/483.35>
- **Minnesota Statute 144A.611 REIMBURSABLE EXPENSES FOR NURSING ASSISTANT TRAINING AND COMPETENCY EVALUATIONS**
<https://www.revisor.mn.gov/statutes/cite/144A.611>
- **42 CFR § 483.151 State review and approval of nurse aide training and competency evaluation programs** (<https://www.govregs.com/regulations/42/483.151-483>)
- **Chapter 245C, Department of Human Services Background Study Act**
<https://www.revisor.mn.gov/statutes/cite/245C>
- **§ 483.152 (a) (4) (i)**
https://www.govregs.com/regulations/expand/title42_chapterIV_part483_subpartD_section483.152#title42_chapterIV_part483_subpartD_section483.152
- **144A.61 NURSING ASSISTANT TRAINING Subd. 3a. Competency evaluation program**
<https://www.revisor.mn.gov/statutes/cite/144A.61>
- **42 CFR 483 Basis and scope - Subpart B-Requirements for Long-Term Care Facilities**
<https://www.ecfr.gov/cgi-bin/text-idx?SID=d658d5c4568f364ab0dfca1c08360b24&node=pt42.5.483&rgn=div5#sp42.5.483.b>
- **Minnesota Statute 144A.10 INSPECTION; COMMISSIONER OF HEALTH; FINES**
<https://www.revisor.mn.gov/statutes/cite/144A.10>
- **Minnesota Statute 144.057 BACKGROUND STUDIES ON LICENSEES AND OTHER PERSONNEL** (<https://www.revisor.mn.gov/statutes/cite/144.057>)
- **Office of the Revisor of Statutes** (<https://www.revisor.mn.gov/>)
- **US Department of Labor - Bulletin 2011-3** (<https://www.dol.gov/agencies/whd/field-assistance-bulletins/2011-3>)
- **Federal NATCEP Resource**
<https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/trainingresource.pdf>

Minnesota Department of Health, Nursing Assistant Registry Contact Information

Minnesota Department of Health
Nursing Assistant Registry
PO Box 64501
St. Paul, MN 55164-0501
Health.nar.coord@state.mn.us
651-201-4127
www.health.state.mn.us

8/2020; revised 11/2020

To obtain this information in a different format, call: 651-215-8705.