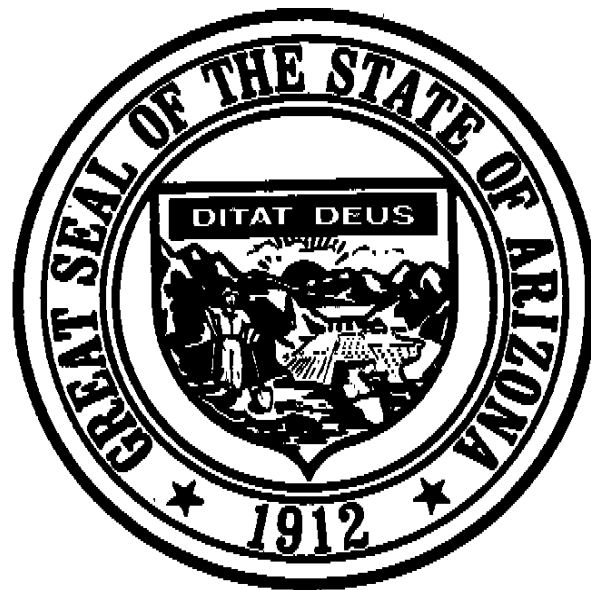


**ARIZONA STATE  
BOARD OF NURSING**



**STARTING OR RENEWING A  
NURSING ASSISTANT TRAINING  
PROGRAM**

# ***Arizona State Board of Nursing***

4747 North 7<sup>th</sup> Street, Suite 200

Phoenix AZ 85014-3653

Phone (602) 771-7800 Fax (602) 771-7888

E-Mail: [arizona@azbn.gov](mailto:arizona@azbn.gov) Home Page: <http://www.azbn.gov>

## **NURSING ASSISTANT TRAINING PROGRAM INITIAL/RENEWAL APPLICATION PACKET TABLE OF CONTENTS**

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## MEMORANDUM

TO: Applicants for Initial/Renewal Approval of Nursing Assistant Training Programs

FROM: Pamela K. Randolph, RN, MS  
Associate Director of Education and Evidence Based Regulation

RE: Application Process

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Thank you for your interest in establishing/renewing a nursing assistant training program. In this packet you will find an application and documents that pertain to state and federal requirements for nursing assistant training programs. Consolidated programs need to fill out a “Consolidated Site Renewal Application Supplement” sheet for each site. Also included are reference documents such as *Frequently Asked Questions*, a sample of CNA Curriculum format, sample CNA Skills and Supplies Lists, and *Article 8 (CNA Rules)* of the Nurse Practice Act.

There are many references to rules in these instructions. If there is a reference to a rule it will be shown as “R4-19- \_\_\_\_.” The R means it is a rule, “4” refers to Title 4, Professions and Occupations, “19” means it is in Chapter 19, the Board of Nursing. The last 3 numbers are the rule number. The first digit of the last number refers to the article. Therefore, R4-19-801 would refer to the first rule in Article 8, Certified Nursing Assistants of the Rules of the Arizona State Board of Nursing. The [Nurse Practice Act](#) can be downloaded from our website. It is the expectation of the Arizona State Board of Nursing that you are aware of the information contained in these documents, as they will assist you in meeting the requirements for a Nursing Assistant Training Programs.

Within 30 days of arrival in our office, your application will be reviewed for administrative completeness and checked for deficiencies. If no significant deficiencies are noted, a more substantive review will be conducted over the next 90 days where you will be contacted to set up a time for a site visit or requested to provide more information. Following the site visit, the program will be reviewed by the Executive Director for a decision on a two-year approval. For more information on the time frame rules see A.A.C. R4-19-102. If you need any assistance during the application process, please contact Pamela Randolph at (602) 771-7803, [prandolph@azbn.gov](mailto:prandolph@azbn.gov); or Frannie Breed at (602) 771-7857, [fbreed@azbn.gov](mailto:fbreed@azbn.gov).



## *Arizona State Board of Nursing*

### Nursing Assistant Training Program Application for Approval

**PROGRAM INFORMATION**

<b>Name of NA Training Program:</b>	<b>Program Code:</b>	<b>Consolidated Program:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**List Consolidated Program Sites/Locations** (Only school and independent programs that meet Board criteria may have more than one classroom site under a single program approval curriculum that meets the requirements of R4-19-802 (E) ) :

Name of Coordinator/ Contact Person:			
Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Telephone #:	Fax #:		
Email:	Website:		

**TYPE OF PROGRAM**

<input type="checkbox"/> Nursing Facility <input type="checkbox"/> Hospital <input type="checkbox"/> Other Health Facility: _____ _____	<input type="checkbox"/> High School <input type="checkbox"/> Private post secondary board approved schools <input type="checkbox"/> Community College	<input type="checkbox"/> Private non-accredited school <input type="checkbox"/> Job Corps <input type="checkbox"/> Skill Center <input type="checkbox"/> Other: _____ _____
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**INITIAL APPROVAL AND RE-APPROVAL OF TRAINING PROGRAMS (R4-19-804)**

Rule Citation	Requirement
<b>R4-19-804(A)</b> An applicant for initial training program approval shall submit an application packet to the Board at least 90 days before the expected starting date of the program. An applicant shall submit application documents that are unbound, typed or word processed, single-sided, and on white, letter-size paper plus one electronic copy of the entire packet. The Board does not accept notebooks, spiral bound documents, manuals or books.	<b>Electronic Copy Included?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**STUDENT DATA (FOR RE-APPROVALS ONLY)**

<b>Copy of ONE Student Record with Protected Information Redacted</b> <input type="checkbox"/>			
<b>Number of Students (Total for previous 2 years)</b> <small>(At least one class held in previous approval period)</small>	<b>Enrolled</b>	<b>Graduated</b>	
<b>First Time Pass Rates</b> <small>(At least one graduate took the certification exam within previous approval period)</small>	<b>Number of Students Tested</b>	<b>Written Skills</b>	<b>Manual Skills</b>

**PROGRAM PERSONNEL**

**ADMINISTRATOR - OWNER**

Name:	Telephone:
	Email:

**COORDINATOR R4-19-802(B)(1); R4-19-802(B)(3)**

Program coordinator qualifications include: a. Holding a current, registered nurse license that is active and in good standing or multistate privilege to practice as an RN under A.R.S. Title 32, Chapter 15; and b. Possessing at least two years of nursing experience at least one year of which is in the provision of long-term care facility services. A program coordinator's responsibilities include: a. Supervising and evaluating the program; b. Ensuring that instructors meet Board qualifications and there are sufficient instructors to provide for a clinical ratio not to exceed 10 students per instructor; c. Ensuring that the program meets the requirements of this Article; and d. Ensuring that the program meets federal requirements regarding clinical facilities under 42 CFR 483.151.

Name (as it appears on license):	RN License #
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Telephone:	Email:
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Agency Name/Location	Position	Clinical Area	From Month/Year to Month/Year:

**INSTRUCTOR R4-19-802(C)(1)**

Program instructor qualifications include: a. Holding a current, registered nurse license that is active and in good standing under A.R.S. Title 32, Chapter 15 and provide documentation of a minimum of one year full time or 1500 hours employment providing direct care as a registered nurse in any setting; and b. At a minimum, one of the following: i. Successful completion of a three semester credit course on adult teaching and learning concepts offered by an accredited post-secondary educational institution, ii. Completion of a 40 hour continuing education program in adult teaching and learning concepts that was awarded continuing education credit by an accredited organization, iii. One year of full-time or 1500 hours experience teaching adults as a faculty member or clinical educator, or iv. One year of full time or 1500 hours experience supervising nursing assistants, either in addition to or concurrent with the one year of experience required in subsection (C)(1)(a).

*Please provide the following information for each instructor.*

Name (as it appears on license):	RN License #:
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Telephone:	Email:
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Instructor has had 1500 hours or one year full time employment as an RN providing direct care (R4-19-802(C)(1)) Yes No

Location:	Job Title:	From Month/Year to Month/Year:
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Location:	Job Title:	From Month/Year to Month/Year:
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**R4-19-802 (C)(1)(b)(i)** Successful completion of a three semester credit course on adult teaching and learning concepts offered by an accredited post-secondary educational institution

COLLEGE~UNIVERSITY~INSITITUTION LOCATION	COURSE TITLE	CREDITS	DATE COMPLETED

**R4-19-802 (C)(1)(b)(iii)** One year of full-time or 1500 hours experience teaching adults as a faculty member or clinical educator

COLLEGE~UNIVERSITY~INSITITUTION LOCATION	COURSE TAUGHT	FROM MONTH/YEAR to MONTH/YEAR

**R4-19-802 (C)(1)(b)(iv)** One year of full time or 1500 hours experience supervising nursing assistants, either in addition to or concurrent with the one year of experience required in subsection C)(1)(a)

FACILITY~LOCATION	POSITION~CLINICAL AREA	FROM MONTH/YEAR to MONTH/YEAR

**USE ADDITIONAL PAGES IF NECESSARY**

**CLINICAL AGENCIES**

This section is to be completed by schools and independent programs. Copies of cooperating agency agreements must be included in your application and remain on file with the Arizona State Board of Nursing.

Name of Agency: Telephone: Fax:

Type of Agency:
Nursing Facility Hospital Medicare Certification Status \_\_\_\_\_ Other \_\_\_\_\_

Name of Contact Person:

Facility Address: City: State: Zipcode:

Name of Agency: Telephone: Fax:

Type of Agency:
Nursing Facility Hospital Medicare Certification Status \_\_\_\_\_ Other \_\_\_\_\_

Name of Contact Person:

Facility Address: City: State: Zipcode:

Name of Agency: Telephone: Fax:

Type of Agency:
Nursing Facility Hospital Medicare Certification Status \_\_\_\_\_ Other \_\_\_\_\_

Name of Contact Person:

Facility Address: City: State: Zipcode:

Name of Agency: Telephone: Fax:

Type of Agency:
Nursing Facility Hospital Medicare Certification Status \_\_\_\_\_ Other \_\_\_\_\_

Name of Contact Person:

Facility Address: City: State: Zipcode:

**USE ADDITIONAL PAGES IF NECESSARY**

By signing, I verify this information is complete and true to the best of my knowledge.

Program Administrator Name

Program Administrator Signature

Date

# *Arizona State Board of Nursing*

## **INITIAL APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS**

PLEASE REFER TO R4-19-801 and R4-19-802

Please send documents unbound, unstapled and copied on one side only. Do not send notebooks or tabulated items.

- a. Course Description that contains total hours, breakdown of hours in didactic, skill practice and clinical and the amount of long term care clinical hours. .
- b. A current copy of the curriculum, consistent with R4-19-801(C) and 802 (a curriculum is available on the website). Programs are not required to adopt the Board approved curriculum, but may choose to adopt it in whole or part. Programs must add instructional activities and hours and days/times of instruction to the curriculum.
- c. Completed Nursing Assistant Site Visit Checklist available in this packet
- d. Copy of policies with effective and review dates for review of policies consistent with R4-19-801 including:
  - A. Admission requirements including:
    - a) Criminal background, health and drug screening either required by the program or necessary to place a student in a clinical agency (Note: the Board does **not** require these however, if the program requires them or the clinical agency requires them, they need to be in the admission requirements).
    - b) English language, reading and math skills necessary to comprehend course materials and perform duties safely. (The Board does require this)
    - c) Tuition and Fees and related policies (must also be posted on website) (R4-19-801(A)(5))
    - d) Notification of licensure requirements related to legal residency and criminal background prior to collecting tuition or fees
  - A. Student attendance policy, ensuring that a student receives the hours and types of instruction as reported to the Board in the course description
  - B. Final examination policy for both written and skill performance consistent with R4-19-801 (B)(3)(c)
  - C. Student and Program record maintenance policy consistent with R4-19-801 (D) that includes the location, retention period and procedure for students to obtain their records
  - D. Clinical Supervision Policy consistent with R4-19-801(C)(10) and 802?
  - E. Student conduct policies for expected and unacceptable conduct in both classroom and clinical settings;
  - F. Dismissal and withdrawal policies
  - G. Student grievance policy that includes a chain of command for grade disputes and ensures that students have the right to contest program actions and provide evidence in support of their best interests including the right to a third party review by a person or committee with no stake in the outcome of the grievance
  - H. Program progression and completion criteria.
- e. **Advanced Placement Policy (R4-19-802 (A)(5))**
  - e. Textbook author, name, year of publication, and publisher consistent with R4-19-801(C)(6) including the year the textbook has been published (required to be within the previous five years) and other current resource materials.

- f. Copy of student course evaluation form.
- g. Long-term Care Facility offered programs: Affidavit executed by program coordinator of a Medicare or Medicaid certified long term care facility affirming that the program does not require a student to pay a fee for any portion of the program including testing (attached).
- h. For any that is not offered by a long-term care facility: copies of **signed** dated contracts with clinical agencies.
- i. Implementations plan and timeline for starting the course.
- j. For independent non-accredited programs, copy of the front page of the required bond or insurance and fire inspection as required in R4-19-802 (A)(2)
- k. Copy of skills checklist. The following skills are required to be checked off prior to performance on a patient or resident:
  - a. Hand hygiene, gowning, gloving,
  - b. Taking vital signs, height, and weight using standing, wheelchair and bed scales;
  - c. Maintaining a patient's or resident's environment;
  - d. Observing and reporting pain;
  - e. Assisting with diagnostic tests including obtaining specimens;
  - f. Providing care for patients or residents with drains and tubes including catheters and feeding tubes;
  - g. Recognizing and reporting abnormal patient or resident physical, psychological, or mental changes to a supervisor;
  - h. Applying clean bandages;
  - i. Providing peri-operative care; and
  - j. Assisting in admitting, transferring, or discharging patients or residents.
  - k. Bathing, skin care, and dressing;
  - l. Oral and denture care;
  - m. Shampoo and hair care;
  - n. Fingernail care;
  - o. Toileting, perineal, and ostomy care;
  - p. Feeding and hydration, including proper feeding techniques and use of assistive devices in feeding; and
  - q. Body mechanics;
  - r. Resident self-care;
  - s. Assistive devices used in transferring, ambulating and dressing;
  - t. Range of motion exercises;
  - u. Bowel and bladder training;
  - v. Care and use of prosthetic and orthotic devices;
  - w. Turning and positioning a resident in bed, transferring a resident between bed and chair and positioning a resident in a chair.

Copy of Evaluation plan consistent with R4-19-801(A)(10)

Following receipt of a completed application, you will be contacted to set up an appointment for a site visit. Completed applications should be mailed to:

Nursing Assistant Training Programs  
 Arizona State Board of Nursing  
 4747 North 7<sup>th</sup> Street, Suite 200  
 Phoenix, Arizona 85014-3653





**Arizona State Board of Nursing**  
**NURSING ASSISTANT TRAINING PROGRAM**  
**PROGRAM SELF EVALUATION**

<b>Program Name:</b>	<b>Code:</b>
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<i>*Initial Programs Only*</i>		
Rule Citation	Document	Location in packet (Page#)
<b>R4-19-804(C)(9)(b)</b> List and description of classroom facilities, equipment, and instructional tools the program will provide	<b>Classroom Facilities and Equipment</b>	
<b>R4-19-804(C)(9)(i)</b> An implementation plan including start date and a description of how the program will provide oversight to ensure all requirements of this Article are met	<b>Implementation Plan</b>	

<b>CURRICULUM</b>		
Rule Citation	Document	Location in packet (Page#)
<b>R4-19-801(C)(4)</b> A training program shall provide, in either electronic or paper format, a written curriculum to each student on or before the first day of class that includes a course description, course hours including times of instruction and total course hours, instructor information, passing requirements, course goals, and a topical schedule containing date, time and topic for each class session.  <b>R4-19-801(C)(5)</b> For each unit or class session the program shall provide, to its students, written: a. Measurable learner-centered objectives, b. An outline of the material to be taught, and c. The learning activities or reading assignment.  <b>R4-19-801(C)(8)</b> a. Plan each learning experience; b. Ensure that the curriculum meets the requirements of this Section; c. Prepare written course goals, lesson objectives, class content and learning activities; d. Schedule and achieve course goals and objectives by the end of the course; and e. Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistant and R4-19- 803(D)(4) for medication assistant before allowing a student to perform the skill on a patient or resident without the instructor's presence at the bedside.	<b>Syllabus Containing:</b>	
	<b>Course Description</b>	
	<b>Course Objectives</b>	
	<b>Curriculum Including: Unit objectives, Unit outline, Learning activities and Hours of instruction for each unit of instruction - May use Board template with activities and hours completed by the program.</b>	
	<b>Instructor Information</b>	
	<b>Hours &amp; Times of Instruction</b>	
	<b>Topical Schedule Containing: Date, Time, and Topic for each class session</b>	
	<b>Passing Requirements</b>	

## POLICIES

**\*Policies must be provided to students and show the effective date and review date for each policy**

**R4-19-801(B)(1)** A training program shall promulgate and enforce written policies and procedures that comply with state and federal requirements, and are consistent with the policies and procedures of the parent institution, if any. The program shall provide effective and review dates for each policy or procedure.

**R4-19-801(B)(2)** A training program shall provide a copy of its policies and procedures to each student on or before the first day the student begins the program.

Rule Citation	Document	Location in packet (Page#)
<p><b>R4-19-801(A)(5)</b> a. Make all program costs readily accessible on the school's website with effective dates, b. Publically post any increases in costs on the school's website 30 days in advance of the increase; c. Include in the cost calculation and public posting, all fees directly paid to the program including but not limited to tuition, lab fee, clinical fee, enrollment fee, insurance, books, uniform, health screening, credit card fee and state competency exam fee; and d. Provide a description of all program costs to the student that are not directly paid to the program</p>	<p><b>Fees and Financial Aid Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy</p> <p><input type="checkbox"/> Policy Provided to Students</p>	
<p><b>R4-19-801(A)(6)</b> Before collecting any tuition or fees from a student, a training program shall notify each prospective student of Board requirements for certification including legal presence in the United States, criminal background check requirements, and ineligibility for certification under A.R.S. § 32-1606 (B) (17).</p>	<p><b>Notification of Board Requirements</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy</p> <p><input type="checkbox"/> Policy Provided to Students</p>	
<p><b>R4-19-801(B)(3)</b> Admission requirements including: i. Criminal background, health and drug screening either required by the program or necessary to place a student in a clinical agency; and ii. English language, reading and math skills necessary to comprehend course materials and perform duties safely.</p>	<p><b>Admission Requirements Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy</p> <p><input type="checkbox"/> Policy Provided to Students</p>	
<p><b>R4-19-801(B)(3)(b)</b> Student attendance policy, ensuring that a student receives the hours and types of instruction as reported to the Board in the program's most recent application to the Board and as required in this Article. If absences are permitted, the program shall ensure that each absence is remediated by providing and requiring the student to complete learning activities that are equivalent to the missed curriculum topics, clinical experience or skill both in substance and in classroom or clinical time.</p>	<p><b>Attendance Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy</p> <p><input type="checkbox"/> Policy Provided to Students</p>	
<p><b>R4-19-801(B)(3)(c)</b> A final examination policy that includes the following provisions; i. Require that its students score a minimum 75% correct answers on a comprehensive secure final examination with no more than one re-take. The program may allow an additional re-take following documented, focused remediation based on past test performance. Any re-take examination must contain different items than the failed exam, address all course competencies, and be documented with score, date administered and proctor in the student record</p>	<p><b>Final Exam Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy</p> <p><input type="checkbox"/> Policy Provided to Students</p>	

**POLICIES cont.**

Rule Citation	Document	Location in packet (Page#)
<p><b>R4-19-801(B)(3)(c)(ii)</b>                      ii. Require that each student demonstrate, to program faculty, satisfactory performance of each practical skill as prescribed in the curriculum before performance of that skill on patients or residents without the instructor’s presence, direct observation, and supervision.</p> <p><b>R4-19-801(C)(8)(e)</b>                      Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistant and R4-19-803(D)(4) for medication assistant before allowing a student to perform the skill on a patient or resident without the instructor’s presence at the bedside.</p> <p><b>R4-19-802(H)</b>                      Skills: A nursing assistant instructor shall verify and document that the following skills are satisfactorily performed by each student before allowing the student to perform the skill on a patient or resident without the instructor present: 1. Hand hygiene, gloving and gowning; and 2. Skills in subsection (F)(7), (8) and (11)(a), (c), (d), (f), and (g).</p>	<p align="center"><b>Skill Exam Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy  <input type="checkbox"/> Policy Provided to Students</p> <hr/> <p align="center"><b>Skill Exam Checklist</b></p> <p><input type="checkbox"/> Provided to Students</p>	
<p><b>R4-19-801(B)(3)(d)</b>                      Student record maintenance policies consistent with subsection (D) including the retention period, the location of records and the procedure for students to access to their records</p> <p><b>R4-19-801(D)</b>                      A training program shall maintain the following program records either electronically or in paper form for a minimum of three years for CNA programs and five years for CMA programs: a. Curriculum and course schedule for each admission cohort; b. Results of state-approved written and manual skills testing; c. Documentation of program evaluation under subsection (A)(10); d. A copy of any Board reports, applications, or correspondence, related to the program; and e. A copy of all clinical contracts, if using outside clinical agencies.</p> <p>2. A training program shall maintain the following student records either electronically or in paper form for a minimum of three years for CNA programs and five years for CMA programs: a. A record of each student's legal name, date of birth, address, telephone number, e-mail address and Social Security number, if available; b. A completed skill checklist containing documentation of student level of competency performing the skills in R4-19-802(F) for nursing assistant, and in R4-19-803 (D)(4) for medication assistants; c. An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course; and d. Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.</p>	<p align="center"><b>Student Record Maintenance Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy  <input type="checkbox"/> Policy Provided to Students</p>	
<p><b>R4-19-801(B)(3)(e)</b>                      Clinical supervision policies consistent with clinical supervision provisions of this Section, and: i. R4-19-802 (C) and (D) for CNA programs, or ii. R4-19-803 (B) and (C) for CMA programs</p> <p>Also, <b>R4-19-801(C)(10)</b>                      A qualified RN instructor shall supervise any student who provides care to patients or residents by: a. Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences; b. Providing the instructor’s current and valid contact information to students and facility staff during the instructor’s scheduled teaching periods; c. Observing each student performing tasks taught in the training program; d. Documenting each student’s performance each day, consistent with course skills and clinical objectives; e. During the clinical session, engaging exclusively in activities related to the supervision of students; and f. Reviewing all student documentation.</p>	<p align="center"><b>Clinical Supervision Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy  <input type="checkbox"/> Provided to Students</p>	
<p><b>R4-19-801(B)(3)(f)</b>                      Student conduct policies for expected and unacceptable conduct in both classroom and clinical settings</p>	<p align="center"><b>Student Conduct Policy</b></p> <p><input type="checkbox"/> Effective and Review Dates on Policy  <input type="checkbox"/> Policy Provided to Students</p>	

**POLICIES cont.**

Rule Citation	Document	Location in packet (Page#)
<b>R4-19-801(B)(3)(g)</b> Dismissal and withdrawal policies	<b>Withdrawal and Dismissal Policies</b> <input type="checkbox"/> Effective and Review Dates on Policy <input type="checkbox"/> Policy Provided to Students	
<b>R4-19-801(B)(3)(h)</b> Student grievance policy that includes a chain of command for grade disputes and ensures that students have the right to contest program actions and provide evidence in support of their best interests including the right to a third party review by a person or committee that has no stake in the outcome of the grievance	<b>Student Grievance Policy</b> <input type="checkbox"/> Effective and Review Dates on Policy <input type="checkbox"/> Policy Provided to Students	
<b>R4-19-801(B)(3)(i)</b> Program progression and completion criteria	<b>Program Progression &amp; Completion Policy</b> <input type="checkbox"/> Effective and Review Dates on Policy <input type="checkbox"/> Policy Provided to Students	

**EVALUATIONS**

Rule Citation	Document	Location in Packet (Page#)
<b>R4-19-801(A)(9)</b> A training program shall provide each student with an opportunity to anonymously and confidentially evaluate the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook and resources of the program	<b>Student Evaluation Policy+Blank Eval Form</b> <input type="checkbox"/> Provided to Students	
<b>R4-19-801(A)(10)</b> A training program shall provide and implement a plan to evaluate the program that includes the frequency of evaluation, the person responsible, the evaluative criteria, the results of the evaluation and actions taken to improve the program. The program shall evaluate the following elements at a minimum every two years: a Student evaluations consistent with subsection (A)(9); b. First-time pass rates on the written and manual skills certification exams for each admission cohort; c. Student attrition rates for each admission cohort; d. Resolution of student complaints and grievances in the past two years; and e. Review and revision of program policies	<b>Blank Program Evaluation Plan (New Programs Only)</b> <b>Program Evaluation Plan with Outcomes (Renewing Programs)</b>	

**INSTRUCTION**

**HOURS - R4-19-802(D)(1)**

A nursing assistant training program shall ensure each graduate receives a minimum of 120 hours of total instruction consisting of: a. Instructor-led teaching in a classroom setting for a minimum of 40 hours; b. Instructor-supervised skills practice and testing in a laboratory setting for a minimum of 20 hours; and c. Instructor-supervised clinical experiences for a minimum of 40 hours, consistent with the goals of the program. Clinical requirements include the following: i. The program shall provide students with clinical orientation to any clinical setting utilized. ii. The program shall provide a minimum of 20 hours of direct resident care in a long-term care facility licensed by the Department of Health Services, except as provided in subsection (iv). Direct resident care does not include orientation and clinical pre and post conferences. iii. If another health care facility is used for additional required hours, the program shall ensure that the facility provides opportunities for students to apply nursing assistant skills similar to those provided to long-term care residents. iv. If a long-term care facility licensed by the Department of Health Services is not available within 50 miles of the training program's classroom, the program may provide the required clinical hours in a facility or unit that cares for residents or patients similar to those residing in a long-term care facility. d. To meet the 120 hour minimum program hour requirement, a CNA program shall designate an additional 20 hours to classroom, skill or clinical instruction based upon the educational needs of the program's students and program resources.

Minimum 120-Hour Program Divided Between Theory, Skill Lab & Clinical

TOTAL HOURS: \_\_\_\_\_

Didactic (Minimum 40)	Skills Lab (Minimum 20)	Instructor Supervised Clinical (Minimum 40 with Minimum of 20 in LTC)	Direct Long Term Care Facility (Minimum 20)
_____ Classroom	_____	_____ Orientation _____ Pre/Post Conf _____ Direct Care Total	_____
Rule Citation		Textbook / Reference Materials	
<b>R4-19-801(C)(6)</b> A training program shall utilize an electronic or paper textbook corresponding to the certification level of the course that has been published within the previous five years. Unless granted specific permission by the publisher, a training program shall not utilize copies of published materials in lieu of an actual textbook		<b>Name of Textbook, Author, Publisher and Year:</b>	
<b>R4-19-801(C)(7)(a)</b> A training program shall provide, to all program instructors and enrolled students, access to the following instructional and educational resources: a. Reference materials, corresponding to the level of the curriculum		<b>List of Current Reference Materials:</b>	
<b>R4-19-801(C)(1)</b> During clinical training sessions, a training program shall ensure that each student is identified as a student by a name badge or another means readily observable to staff, patients, and residents.		<input type="checkbox"/> <b>Name Badge</b>	

### STANDARDIZED CURRICULUM

**R4-19-802(F)** A nursing assistant training program shall provide classroom and clinical instruction regarding each of the following subjects

*Minimum 16 Hours Class Prior to Patient Contact	Location in Packet (Page#)
<b>R4-19-802(G)</b> Curriculum sequence: A nursing assistant training program shall provide a student with a minimum of 16 hours instruction in the subjects identified in subsections (F)(1) through (F)(6) before allowing a student to care for patients or residents.	
<b>Communication*</b>	
<b>Interpersonal Skills*</b>	
<b>Documentation*</b>	
<b>Infection Control*</b>	
<b>Safety/Emergency Procedures; CPR – Abdominal Thrusts*</b>	
<b>Resident’s Independence*</b>	
Resident’s Rights*	
<b>Confidentiality*</b>	
<b>Privacy*</b>	
<b>Free from Neglect/Abuse*</b>	
<b>Personal Choices*</b>	
<b>Obtain Assistance in Resolving Grievances*</b>	
<b>Security of Personal Property*</b>	
<b>Restraint Free*</b>	
<b>Need to Report Abuse, Mistreatment and Neglect*</b>	

STANDARDIZED CURRICULUM – R4-19-802(F) Cont.	Location in Packet (Page#)
<b>Basic NA Skills</b>	
TPR	
BP	
<b>Measuring and Recording</b>	
<b>Height and Weight</b> Using standing, wheelchair and bed scales	
<b>Maintaining Resident’s Environment</b>	
<b>Observing and Reporting pain</b>	
<b>Assisting with Diagnostic Tests/Obtaining Specimens</b>	
<b>Care of Residents with Drains and Tubes</b>	
<b>Recognizing and Reporting Abnormal Changes to Supervisor</b>	
<b>Applying Clean Bandages</b>	
<b>Providing Peri-Operative Care</b>	
<b>Admitting, Transferring and Discharging Residents</b>	

<b>Personal Care Skills</b>	
<b>Bed Baths and Bathing</b>	
<b>Dressing the Resident</b>	
<b>Oral/Denture Care</b>	
<b>Shampoo &amp; Hair Care</b>	
<b>Skin Care</b>	
<b>Fingernail Care</b>	
<b>Toileting</b>	
<b>Perineal Care</b>	
<b>Ostomy Care</b>	
<b>Nutrition: I&amp;O</b>	
<b>Feeding and Hydration</b>	
<b>Measuring and Recording I&amp;O</b>	
<b>Assistive Devices</b>	

STANDARDIZED CURRICULUM – R4-19-802(F) Cont.	Location in Packet (Page#)
<b>Age Specific, Mental Health, and Social Service Needs</b>	
<b>Modifying the nursing assistant's behavior in response to patient or resident behavior</b>	
<b>Demonstrating an awareness of the developmental tasks and physiologic changes associated with the aging process</b>	
<b>Responding to patient or resident behavior</b>	
<b>Allowing the resident or patient to make personal choices and providing and reinforcing other behavior consistent with the individual's dignity</b>	
<b>Providing culturally sensitive care</b>	
<b>Caring for the dying patient or resident</b>	
<b>Using the patient's or resident's family as a source of emotional support for the resident or patient</b>	
<b>Care of the Cognitively Impaired Patient or Resident</b>	
<b>Understanding and addressing the unique needs and behaviors of patients or residents with dementia or other cognitive impairment</b>	
<b>Communicating with cognitively impaired patients or residents</b>	
<b>Reducing the effects of cognitive impairment</b>	
<b>Appropriate responses to the behavior of cognitively impaired individuals.</b>	
<b>Skills for Basic Restorative Services</b>	
<b>Body mechanics</b>	
<b>Resident self-care</b>	
<b>Assistive devices used in transferring, ambulating and dressing</b>	
<b>Range of motion exercises</b>	
<b>Bowel and bladder training</b>	
<b>Care and use of prosthetic and orthotic devices</b>	
<b>Turning and positioning a resident in bed, transferring a resident between bed and chair and positioning a resident in a chair.</b>	
<b>Misc.</b>	
<b>Health Care Team Member Skills Including Time Management and Prioritizing Work</b>	
<b>Body Structure and Function/Common Diseases of the Elderly</b>	
<b>Legal Aspects of Nursing Assistant Practice</b>	
<b>Board-prescribed requirements for certification and re-certification including criminal background checks, testing, Board application, felony bar under A.R.S. § 32-1606 (B)(17), proof of legal presence, allotted time to certify and practice requirement for re-certification</b>	
<b>Delegation of nursing tasks</b>	
<b>Ethics</b>	
<b>Advance directives and do-not-resuscitate orders</b>	
<b>Standards of conduct under R4-19-814</b>	

**SPECIFIC REQUIREMENTS DEPENDING ON PROGRAM TYPE**

Rule Citation	Document	Location in packet (Page#)
<p><b>R4-19-802(A)(2)(a) - PRIVATE PROGRAMS WITHOUT PPSBE APPROVAL</b>                      Hold a surety bond from a surety company with a financial strength rating of "A-" or better by Best's Credit Ratings, Moody's Investors Service, Standard and Poor's rating service or another comparable rating service as determined by the Board in the amount of a minimum of \$15,000. The program shall ensure that:</p> <p>i. Bond distributions are limited to students or former students with a valid claim for instructional or program deficiencies; ii. The amount of the bond is sufficient to reimburse the full amount of collected tuition and fees for all students during all enrollment periods of the program; and iii. The bond is maintained for an additional 24 months after program closure.</p>	<p><b>Surety Bond</b></p>	

**SPECIFIC REQUIREMENTS DEPENDING ON PROGRAM TYPE (cont)**

Rule Citation	Document	Location in packet (Page#)
<p><b>R4-19-804(C)(9)(b)</b>                      List and description of classroom facilities, equipment, and instructional tools the program will provide</p>	<p><b>Classroom Facilities and Equipment</b></p>	
<p><b>R4-19-804(C)(9)(i)</b>                      An implementation plan including start date and a description of how the program will provide oversight to ensure all requirements of this Article are met</p>	<p><b>Implementation Plan</b></p>	
<p><b>R4-19-802(A)(2)(b) - PRIVATE PROGRAMS WITH PPSBE APPROVAL</b>                      Upon initial use and remodeling, provide the Board with a fire inspection report from the Office of the State Fire Marshall or the local authority with jurisdiction, indicating that each program classroom and skill lab location is in compliance with the applicable fire code</p>	<p><b>Fire Inspection Report</b></p>	
<p><b>R4-19-802(J) - LTC FACILITY PROGRAMS</b>                      A Medicare or Medicaid certified long-term care facility-based program shall provide in its initial and each renewal application, a signed, sworn, and notarized document, executed by the program coordinator, affirming that the program does not require a nursing assistant student to pay a fee for any portion of the program including the initial attempt on the state competency exam.</p>	<p><b>Long-Term Care Facility Affidavit</b></p>	
<p><b>R4-19-801(A)(4) - NON LTC FACILITY PROGRAMS</b>                      A training program that uses external clinical facilities shall execute a written agreement with each external clinical facility that: a. Provides the program instructor the ability to assign patient care experiences to students after consultation with facility staff, and b. Contains a termination clause that provides sufficient time for enrolled students to complete their clinical training upon termination of the agreement.</p>	<p><b>Clinical Contracts (Non-Facility Prog.)</b></p>	

**By signing, I verify this information is complete and true to the best of my knowledge.**

\_\_\_\_\_  
**Program Coordinator Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



Arizona State Board of Nursing

AFFIDAVIT RE: NURSING ASSISTANT TRAINING PROGRAM CHARGES FOR LONG TERM CARE FACILITY BASED PROGRAMS ONLY

- 1. This form must be completed by Director of Nursing and/or Administrator of a facility-based Nursing Assistant Training Program.
2. I certify that this facility's Nursing Assistant Training Program will not charge students for any portion of their course or for testing during or at the conclusion of the course.

AFFIDAVIT

The undersigned being duly sworn declares that he/she has read and understands this affidavit; understands that failure to disclose the requested information or disclosure of false or misleading information may constitute fraud and may result in denial of licensure/certification or disciplinary action, up to and including revocation, taken against an issued certificate. Failure to disclose the requested information or disclosure of false or misleading information may also result in criminal prosecution.

JURAT

State of \_\_\_\_\_ )
\_\_\_\_\_ )
County of \_\_\_\_\_ )

\_\_\_\_\_  
Type or Print Your Name

\_\_\_\_\_  
Signature

\_\_\_\_\_ personally appeared before me, and under oath, swears that the statements made NAME

in this document and all attachments are true and correct this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES

# Nursing Assistant Training Programs

## Frequently Asked Questions

1. How can an initial or renewal application for a nursing assistant training program be obtained?

Initial/Renewal applications are available on our website, [www.azbn.gov](http://www.azbn.gov), under Education/CNA Programs. The submitted application should contain all documents as identified in the application instructions for initial applications and renewal applications.

2. How soon must an initial application be received before offering classes?

Initial application must be received via U.S. mail or hand delivery at the Board office at least ninety (90) days before the expected starting date of the program.

3. How soon must an application for renewal of a nursing assistant training program be submitted?

Renewal applications must be received via U.S. mail or hand delivery at the Board office before the current approval expiration date. The Board may send notification to the training program of expiration ninety (90) days prior to the actual expiration date of the current approval, but it is the responsibility of the program to renew in a timely manner.

4. I have sent the renewal for our program to the Board but have not had a site visit yet. Can I start another class?

Yes, you may continue to offer CNA classes until the Board takes action on your renewal application. Site visits are scheduled based on availability of the consultant and the geographic location of the program.

5. How should applications be secured for students applying for nursing assistant competency examination and certification?

The applicant needs to complete 2 applications—the first application is for testing and available from the website at D & S Technologies ([headmaster@headmaster.com](mailto:headmaster@headmaster.com)). Once the information is supplied to headmaster, the application to the Board will populate with the same information. This should be printed and given to the student. Once they pass the competency evaluation, they should apply to the Board. Applications may take up to 5 weeks to process due to fingerprinting requirements. Applicants may submit their application for expedited processing before testing by paying a \$50.00 fee.

6. When do any changes to a nursing assistant training program need to be communicated to the Board?

A nursing assistant training program must submit written documentation within 30 days of instituting a change. Under R4-19-801(A)(11) (see below) you must report certain You do not need Board approval to institute the change, however if the change is inconsistent with current regulations, Board staff will inform you and you will be expected to conform to Board standards within a reasonable period of time.

R4-10-801(A)(11)

A training program shall submit written documentation and information to the Board regarding the following program changes within 30 days of instituting the change:

- a. For a change or addition of an instructor or coordinator, the name, RN license number, and documentation that the coordinator or instructor meets the applicable requirements of R4-19-802(B) and (C) for CNA programs
- b. For a change in classroom location, the previous and new location, and a description of the new classroom;
- c. For a change in a clinical facility, the name and address of the new facility and a copy of the signed clinical contract;
- d. For a change in the name or ownership of the training program, the former name or owners and the new name or owners; and
- e. For a decrease in hours of the program, a written revised curriculum document that clearly highlights new content, strikes out deleted content and include revised hours of instruction, as applicable.

7. What are the qualifications to become an instructor in a Board approved nursing assistant training program?

Under R4-19-802(C) a program instructor shall:

- a. Hold a current, unencumbered, Arizona professional nurse license;
- b. Have a minimum of one year FT employment (1500 hours) as an RN providing direct care; and
- b. Meet one of the following requirements:
  - i. Have completed a course in teaching adults,
  - ii. Have one year's experience in teaching adults, or
  - iii. Have one year's experience in supervising nursing assistants.

8. Can a person be a coordinator of a Board approved nursing assistant training program with less than one year's experience in long-term care?

No. The qualifications to be a coordinator of a NA program are clearly stated in the Code of Federal Regulations: 42 CFR s 483.152 (a) (5i); Arizona Revised Statutes (A.R.S.) § 32-1606 (B) 2 (NA Programs) and the Arizona Administrative Code (A.A.C.) R4-19-802 (B). The registered nurse who is the NA Program Coordinator must have a current unencumbered Arizona professional nursing license and a minimum of two years of nursing experience, at least one year of which was in the provision of long-term care facility services.

9. Can a licensed practical nurse be an instructor in a Board approved nursing assistant program?

A license practical nurse may not provide classroom instruction or clinical supervision. Please refer to R4-19-802(C)

10. What is the process for opening an additional site to offer nursing assistant training classes? R4-19-802(E)

A nursing assistant program may request, in writing, to consolidate more than one site of a program under one program approval for convenience of administration. The site of a program is where didactic instruction occurs. The Board may approve the request for a consolidated program if all the following conditions are met:

- a. The program is not based in a long-term care facility;
- b. The program does not offer an innovative program as defined in R4-19-214 at any consolidated site;
- c. A single RN administrator has authority and responsibility for all sites including hiring, retention and evaluation of all program personnel;
- d. Curriculum and policies are identical for all sites;
- e. Instructional delivery methods are substantially similar at all sites;
- f. Didactic, lab practice and clinical hours are identical for all sites;
- g. The program presents sufficient evidence that all sites have comparable resources, I including classroom, skill lab, clinical facilities and staff. Evidence may include pictures, videos, documentation of equipment purchase and instructor resumes;
- h. The program provides an application to the Board a minimum of 30 days before consolidation of the program or use of the new site;
- i. The site is fully staffed before accepting students;
- j. The program evaluates each site separately in its evaluation plans
- k. The program arranges for the test vendor to provide a separate program number for each site;

Other conditions for obtaining maintaining the consolidated sites are also found in R4-19-802(E).

11. Must our program use the Board approved curriculum?

The curriculum was developed to assist programs. Programs are not required to adopt the Board approved curriculum. Programs may choose to adopt it in whole or part. The curriculum meets all Board and OBRA requirements when the schedule and class activities portions are completed. Please visit our website for a writable copy of the Certified Nursing Assistant Curriculum.

# *Arizona State Board of Nursing*

## Certified Nursing Assistants Frequently Asked Questions

1. How many Certified Nursing Assistants (CNAs) are active in the State of Arizona?

**Approximately 28,363**

2. How old do I have to be to be certified?

**The Arizona State Board of Nursing (Board) does not have a minimum age for CNAs. However the Arizona Department of Health Services requires that workers be at least 16 years old if they provide direct care in long-term care facilities.**

**Nursing assistants who are on the register in another state may transfer to Arizona. They must be listed as active with no complaints.**

3. How do I become a Certified Nursing Assistant in the State of Arizona?

**Arizona regulations state that a person must: a) successfully complete a Board approved training program; b) show proof of passing the written and manual skills tests; and c) complete a criminal background check. For an application and instructions please visit the AZBN website at [www.azbn.gov](http://www.azbn.gov) under the Licensure and Certification tab and then under Applications. Click on CNA Application by Endorsement or Examination.**

4. Can I challenge the state Nursing Assistant tests?

**The following waivers apply for applicants that have not completed a Board approved nursing assistant training program:**

- a. **Nursing students who, within the past 2 years, have successfully completed a nursing course as part of an approved RN/LPN program including:**
  - didactic content relating to Long Term Care clients
  - 40 hours of patient care in a LTC or comparable facility
  - documentation of meeting requirements from the course instructor or nursing program director/designee
- b. **Graduates of foreign nursing programs, as evidenced by a copy of their diploma or foreign license.**

**c. Applicants who have completed at least 100 hours of military health care training, as evidenced by military records, and have worked in health care within the past 2 years.**

5. Can I become a Certified Nursing Assistant if I have a felony conviction?

**The Board must receive the following information from applicants with felony convictions: proof that 5 or more years have gone by since the date of absolute discharge of the felony. Applicants are not eligible to apply if they cannot provide this information. The Board considers applicants with felony convictions over 5 years from the date of absolute discharge on a case-by-case basis.**

6. Why did I get a Deficiency Notice?

**The Board is required to notify you if your application cannot be processed. The Board does this by sending you a Deficiency Notice. The notice is usually sent because: a) testing scores have not been received or b) results from fingerprinting have not been received.**

7. How often do I need to renew my nursing assistant certification?

**Effective September 1, 2013, renewal will be for TWO years.**

8. Why didn't I get a renewal notice?

**The most frequent reason that you did not get a notice is because it was sent to the wrong address. Keep your address current at the Board. That way you will always get a renewal notice.**

9. Why was my renewal application mailed back to me?

**Renewal applications are usually returned because proof of employment was not provided. Proof of employment can be: a) a copy of a pay stub if the EMPLOYER'S name and the CNA's name are on the pay stub; b) a copy of W-2; or c) a completed Proof of Employment form.**

**The federal government requires that a CNA provide proof of employment every 2 years.**

10. How long does it take to renew my certification?

**Usually within 10 working days after the Board receives a complete application. If you paid for a document, it will be mailed to you within that same time.**

11. How many Continuing Education hours do I need?

**The Board does not require that you have any continuing education hours to renew your certification. The federal government requires that CNAs working in long-term care facilities, home health or hospice agencies have 12 hours of continuing education per year. Your employer may have additional educational requirements.**

12. Can working in a health care job where I'm not called a CNA affect me?

**If you are a CNA, even if your job description does not call you a CNA, you can still be disciplined by the Board for unprofessional conduct. The definition of unprofessional conduct is very broad. It includes criminal convictions, conduct or practice that is or may be harmful to the public and acts that deceive the public.**

13. What are the employment/working requirements to renew a CNA certificate?

**You must verify on your application that you have worked as a nursing assistant or performed nursing assistant duties in your job for a minimum of 160 hours in the past 2 years. (R4-19-809(A)(2))**