



Certified Nursing Aide (CNA)

April 13, 2018

<p>Certifying Organization</p>	<p>Louisiana Department of Health (LDH) http://www.dhh.la.gov/cnadsw.</p>
<p>Description of Credential</p>	<p>A Certified Nurse Aide (CNA) is an individual who has completed a Nurse Aide Training Competency Evaluation Program (NATCEP) approved by the State as meeting the requirements of 42 CFR 483.151 – 42 CFR 483.154 or who has been determined competent as provided in 42 CFR 483.150(a) and (b). Nurse aides meeting these requirements are listed as certified on the Louisiana Nurse Aide Registry.</p> <p>Certified Nursing Aide (CNA) is IBC# 010.</p> <p><u>Background Checks on students applying for a Nurse Assistant training program.</u></p> <p>Per the Louisiana State Police (LSP), authorized agencies are approved to conduct background checks only on entities enumerated in RS 1203.1. Students are not included on that list, and there is no law in Louisiana that allows for background checks on students. Therefore, a <i>Right to Review must be performed</i>. According to the LSP website, https://ibc.dps.louisiana.gov/faq.aspx, a <i>Right to Review</i> is a request by an individual (the student) to obtain a true copy of their criminal history. It can only be conducted by the Louisiana State Police. An Individual may obtain a true copy of their criminal history by requesting a “Right to Review” in one of two ways:</p> <p>1) <u>In Person</u> at the LSP office (7919 Independence Blvd, Baton Rouge, Louisiana): You will need to bring a \$26 money order, cashier’s check or business check for processing and a \$10 money order, cashier’s check or business check for fingerprinting, both made out to the Department of Public Safety (cash or personal checks will not be accepted). You will need to have a valid state issued ID or Driver’s License. This service is available Monday thru Friday (excluding holidays) from 8:00 am to 3:30 pm. If you arrive before 3:00 pm you may wait and take your certified copy of the response with you but if you arrive after 3:00 pm your response will be mailed to you or you may return the next business day and pick it up. <u>Before going, verify payment amount has not changed.</u></p> <p>2) <u>By mail</u>: You must mail a set of fingerprints, an authorization form, a rap disclosure form (these forms must include the individuals complete name and address and they are available online at lsp.org) and a \$26 money order, cashier’s check or business check (cash or personal checks will not be accepted) payable to the Department of Public Safety to: Bureau of Criminal Identification P.O. Box 66614 Mail Slip A-6 Baton Rouge, LA 70896</p> <p><u>Please Note:</u> This mail process takes approximately 4-6 weeks from the time the payment is entered into their receipt system. <u>Always verify that payment amount has not changed.</u></p>
<p>Part of which Graduation Pathways ¹</p>	<p><u>Statewide:</u> Certified Nursing Assistant <u>Act 833-Eligible:</u> Certified Nursing Assistant; Health Sciences - Patient Care and Management</p>
<p>Associated with Which Careers?</p>	<p><u>3 Star:</u> Medical Assistants, Dental Assistants <u>2 Star:</u> Home Health Aides, Nursing Assistants, Occupational Therapy Aides, Pharmacy Aides, Physical Therapist Aides, Psychiatric Aides, Personal Care Aides</p>
<p>Entry-Level Annual Salaries</p>	<p>\$16,040 – \$29,310</p>

Industry-Based Certification Requirements: Students

Standard / Curriculum

The Certified Nursing Aide’s curriculum requires a minimum of 80 hours (40 hours of classroom instruction and 40 hours of clinical instruction), plus 4 hours of orientation at the clinical site. However, programs may actually consist of more hours (100 hours, 150 hours, etc.) since completion of a training program depends on the total hours approved for that particular program. The age requirement is 16 years of age, and the student must pass both a written content component and a demonstrated skills component to attain certification. Clinical training must be performed in a nursing home or on a Skilled Nursing Unit (SNF). Each nurse aide, at a minimum, must be able to demonstrate competencies in:

a) Communication and Interpersonal Skills	b) Restorative Services
c) Safety and Emergency Procedures	d) Resident’s Rights/Independence
e) Mental Health and Social Service needs	f) Personal Care
g) Basic Nursing Services	h) Heimlich Maneuver

To get a nurse aide training program approved, the facility or school must submit curriculum and other information as specified in the [Nurse Aide Training Packet](#), which contains the state and federal regulations, training Requirements, Training Curriculum (including 16 hours of laboratory skills), Training Application, and Training Objectives. The [Nurse Aide Training Rule Revisions](#) document provides detailed information about training curriculum, program approval, training program responsibilities for trainees and providers, and employer responsibilities.

Program acceptance will not be granted to any person who has a finding on the CNA or Direct Service Worker (DSW) registries, or who has been convicted of abusing, neglecting or mistreating the elderly or infirm or misappropriating resident’s property. The program must also perform a [National Sex Offender Check](#). It is very important that the Nurse Aide training program reviews each candidate’s status on the C.N.A. Registry, the DSW Registry, **and** the Sex Offender Registry, as well as the Right to Review, **PRIOR** to admission to the program. The following are direct links to the regulations of Nurse Aide Training and Competency Evaluation Programs. The LA Rule (LAC 48:1 Chapter 100) can be accessed using the following online link: <http://www.doa.la.gov/Pages/osr/LAC-48.aspx>. Click on “Title 48:I-XXV, Public Health--General (Book 2 of 2),” and the NAT regulations are in Chapter 100.

[The Code of Federal Regulations:](#)
 (**Please note the rule has not changed since last revision in 2012. They are combined to reflect all changes**

Testing Methodology	Paper?	Will be computer-based 7.1.2018.	Online?	Yes	Performance Exams / Tests?	Yes

Re-Testing (if available)	Retesting Procedures	A person has up to 1 year and 3 tries after training to pass both exam sections.	Max Attempts	Three attempts in 1 year
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Testing Details (including any age requirements / accommodations)	<p>**New Testing Procedures as of July 1, 2018:</p> <p>Beginning July 1, 2018, all students will take the same nationally standardized test through the testing company Prometric. Click here to read the New Testing Procedure announcement. The age requirement is 16 years of age. Schools are required to document skill proficiency check-offs to ensure student proficient PRIOR to performing clinicals and the student is to receive a copy of the check-off results. AFTER all training is completed, students then take the written and skills competency exams to attain certification. Students will not get percentage results, just PASS or FAIL. This written exam as well as a skills demonstration of five selected tasks will be completed within 30 days after completion of the training program.</p> <p>A substitute exam, including an oral component, will be developed for students with limited literacy skills and be developed by Prometric, also.</p> <p>Certification is valid for 2 years after registration and then automatically renewed every 2 years, if work history has been reported to the Registry. If certification expires due to no work history, an aide has 1 attempt during the 2 years following the expiration date to retest. Aides who fail to test during this two-year period are required to retrain. Aides who do not pass both parts of the test (written/oral or skills) have to retrain. Aides are required to schedule the test and pay for the test. For more information on testing for recertification, click here. After July 1, 2018, Nursing Aides will register through Prometric.</p>
<p>Industry-Based Certification Requirements: Teachers</p> <p><i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i></p>	
Instructor Certification Requirements (by certifying agency)	<p>The Louisiana Department of Health (LDH) is responsible for the credentialing of program coordinators and instructors. According to the Code of Federal Regulations, at a minimum, the Program Coordinator must be a registered nurse with a minimum of 2 years nursing experience, of which at least one year must be in the provision of long term care facility services. This means at least 1 year of experience in a nursing home or skilled nursing facility is required. Licensed Practical Nurses (LPN) s who serve as instructors must have 2 years of experience also in the provision of long term care facility services. Details are found in the Nurse Aide Training Packet.</p>
Proctoring / Test Security (if any)	N/A
<p>Certification Tracking</p>	
Credentialing Documentation	<p>The Louisiana Department of Health maintains a registry for individuals successfully completing the Nurse Aide program. For Nurse Aide Certification questions, click here.</p> <p>Schools have two documentation options for submitting proof of CNA Industry-Based Credential (IBC) attainment: The options are:</p> <ol style="list-style-type: none"> 1) A print screen of the student's certification, as provided in the electronic portal (DHH CNA registry); OR 2) The school is required to issue a certificate of completion. The certificate is to be given after a student passes the certification exams. The intention of the school certificate is for the CNA student to have proof of successful completion while waiting for their information to be placed on the registry so they may obtain employment. Providers must issue a certificate that contains the following information: <ol style="list-style-type: none"> a. The name of the Nurse Aide Training program or school; b. The date the program began; c. The date the program ended; d. The notation that this is a LDH Approved Program; e. The name of the instructor; and f. The signature of the coordinator and the date signed. <p>Employers are still required to verify status ONLINE.</p>

Certification Tracking System	Online Tracking System?	Yes	Details	Employers must use the LDH registry to determine if prospective hire is a certified nurse aide. The nurse aide will track certification on either of these sites: Louisiana Registry System or CNA/DSW Lookup .		
Other Details	Expiration Timeframe?	The nurse aide must work at least eight hours in an approved setting every 24 months after attaining certification. Upon work verification, certifications will automatically renew every two years. For a list of FAQs, click here . Picture of Certified CNA License				
Certification Costs / Funding Sources						
Cost Details	Training programs, including proprietary schools, colleges and technical schools, vary in cost. There is no charge if the training program belongs to a nursing home.					
Re-test / Refund Policies	If one part of the exam (written or clinical) is failed, only that portion must be retested. Refund policies will vary from one training program to another.					
Funding Sources ²	CDF?	Yes	Perkins?	Yes	Alternative Source (other than General Funds)	
For More Information						
Certifying Agency Contact Info	Ash-Leigh B. Garcia, RN, MCSII Medical Certification Program Manager LDH-Health Standards Telephone: (225) 342-0138, option 6, OR (225) 342-5779 Ash-leigh.garcia@la.gov					
LDE Contact	JumpStart@La.Gov					
Jump Start Regional Team Experts	There are several course providers offering the Nurse Aide certification. See the Course Choice Provider Directory . There are also many school districts with successful Nurse Aide programs. Please contact JumpStart@La.Gov for referrals. For a list of Nurse Aide Training Schools, click here .					

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#) (Note that even though CDF funds may be **spent** on Health Care programs, nursing courses no longer qualify for **generating** CDF funds.)