

APPLICATION FOR INITIAL / RENEWAL APPROVAL AS A CONTINUING EDUCATION (CE) PROVIDER

FOR CDPH USE ONLY
Provider's NAC#: _____
Approval Period: _____

TYPE OR PRINT

Provider Business Name and Address: _____	Provider Location is: Residential Commercial County: _____	Provider Business Telephone Number: _____ Provider Website Address: _____
Name of Provider Contact (Person Responsible for CE Program Compliance): _____		Contact Person Email Address: _____
Type of Request: Initial Renewal	If renewal, provide the following: Provider's NAC# : _____ Expiration Date: _____	Charge per CE hour: _____

NOTE: NO fee is required for CE Provider.

Provider is a/an (check all that apply):

- | | | |
|--------------------------|---|-------------|
| Hospital | Hospice | Partnership |
| Skilled Nursing Facility | Educational Institution: (University/College) | Corporation |
| Home Health Agency | Government Agency | Association |
| | | Individual |

To become or remain a provider, submit this form with:

1. Four (4) lesson plans (from course list-page 2) including: performance/learning objectives, course curriculum, detailed outline (1 page per 1 CE hour), methods of teaching, and course examination. If any topic is greater than four (4) CE hours; submit an additional lesson plan for each course.
2. Resume for each instructor listed on the application (page 3) and a copy of current professional license.
3. Copy of current city/county business license or copy of health facility license. If the applicant is an educational institution (college/university) a business license is not required.
4. Copy of attendance sign-in sheet used for each classroom course. The attendance sheet must include: name of CE program/health facility, course title, date of course, instructor name (typed/printed), instructor signature, participant name (typed/printed), participant signature, and participant's license or certificate (CNA/HHA) number.
5. Copy of CE Course Certificate. The certificate must include:
 - a) The individual's name and nurse assistant certificate number.
 - b) The title (name of the course) of the program.
 - c) The date and hours attended.
 - d) The name, address and telephone number of the organization of individual providing the training.
 - e) The name, professional title and signature of the Director of Staff Development or CE Provider Instructor.
 - f) The Provider Identification Training Number issued by CDPH, (NAC#).
 - g) The following statement, "This record shall be retained by the CNA or HHA for a period of four (4) years starting from the date of enrollment."
6. Written description of classroom characteristics and equipment used.
7. CE program record keeping policy. The policy must minimally include: which CE records are maintained (sign-in sheets and certificates), how long (4 year minimum), storage location (address), how records are stored (hard copy or digital) and the title of the person responsible for the record keeping.

CE PROVIDER COURSE LIST

Provider's Nurse Assistant Certification (NAC) #: _____

Submit a list of the CNA/HHA courses you will provide during the **next two year period**. Courses topics must be designed to **enhance** knowledge and skills acquired during the basic certification training **and related to the job tasks/skills performed in the health care facility**. A CE hour must be at least one (1) hour in length. **Only Department APPROVED courses can be provided**. Any additional courses must be submitted to the Department for approval prior to implementation. For additional course submission; submit lesson plan, objectives, outline (1 page per CE hour), and course exam.

COURSE NAME: Type or Print Legibly	CE Hour(s)	Department Use Only	
		Date Approved	Staff Signature
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CE PROVIDER INSTRUCTOR LIST Provider's Nurse Assistant Certification (NAC) #: _____

Submit a list of instructors who will be teaching the CE courses. **Include resume and copy of current license for each instructor.** Licensed nurses may be CE instructors, provided the nurse has a current valid license and expertise in the course topic. A professional health care consultant may also be an instructor, provided they are licensed/registered/certified in their area of expertise, such as: Pharmacists, Registered Dietitians, Occupational/Physical Therapists, Social Workers, Speech Therapists, and Activity Specialists, etc. **For any changes to this list, submit a written request to the Department with a resume and copy of active license. All instructors must be approved by the Department.**

	INSTRUCTOR NAME: Print/Type Legibly	Title	Professional License #	Expiration Date	Department Use Only	
					Date Approved	Staff Signature
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Classroom Continuing Education Providers for Certified Nurse Assistants and Home Health Aides Regulatory Compliance and Department Requirements

Continuing Education Providers (for Certified Nurse Assistants and Home Health Aides) must be approved by the Department and must comply with the requirements found in the California Code of Regulations, Title 22, §71813, §71843, §71845, and §71849. The Department has the authority to conduct random monitoring surveys of the programs to ensure that compliance is maintained after Department approval has been determined for the initial application or renewal application.

Failure to maintain ongoing compliance with these regulations and program requirements, or failure to meet renewal program requirements will result in revocation of the CE provider's program and termination of the NAC#.

1. The provider shall develop a list of courses with topics that are applicable to the duties of the Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA). The provider shall present this list to the Department for review during the initial application and renewal process. If there are any changes to this list of courses, the provider will contact the Department regarding the changes. When there are changes to the program, such as additions to the course list, the provider will submit a lesson plan, detailed course outline and exam for Department review within 30 days prior to implementing the changes. **All courses must be approved by the Department.**
2. Course content shall be designed to: a) enhance the knowledge and skills acquired during the certification program, b) enhance the knowledge and skills related to the safety, comfort, personal hygiene and protection of patients, and c) must reflect the duties of the CNA or HHA in a health facility. Courses cannot be those that are applicable to the duties and scope of practice for licensed nurses, or duties pertinent to other allied health professions such as Medical Assistants, EKG Technicians, Ward Clerks, Telemetry Clerks, etc. The Aide and Technician Certification Section will not allow "non-approved" courses to be applied to the renewal certification requirements for the CNA or HHA.
3. Each course shall be provided in one hour increments. Courses less than 50 minutes are not approved. Participants must complete the entire course to obtain the CE hour(s) allotted to the course. Partial credit for a course is not approved. The provider will determine the number of hours for each course presentation which will be reviewed by the Department. If the provider has provided adequate information to support the number of hours for the presentation, then the course will be approved, provided it is a topic pertinent to the CNA or HHA. The Department recommends that CNA/HHA courses are limited to a maximum of four (4) hours. However, the Department will approve courses that are greater than four hours if the course outline supports the length of presentation.
4. Narrative course outlines with text of at least one page per CE hour is recommended for approval. Power Point presentations may be submitted, however, they must be accompanied with the course outline. Health facilities and corporations may be approved for workshops, depending on the documentation provided to the Department. Initial employee orientation cannot be approved for CE credit.
5. Each course shall have its own lesson plan, including student performance standards, an outline of course content, and evaluation/test of material presented. Lesson plans and outlines must provide the Department with adequate detail (method, technique, procedure) to discern what is being taught. Plans must include the method of evaluating the results of the training/exam. Adult learning principles should be utilized to meet the needs of the visual, hearing and kinetic learner. The provider will keep a copy of all lesson plans for each approved course and will make it immediately available to the Department (upon request). Each course listed on the "CE Provider Course List" that is greater than four (4) CE hours in length will have a lesson plan submitted to the Department for review. State regulation requires that a lesson plan be developed for **each** particular lesson taught, so the Department has the ability to request and review any and/or all lesson plans at any time. A course exam must be reflective of the course content complexity and length of presentation. The Department recommends use of multiple choice questions and/or narrative questions, versus all true or false questions. A one (1) hour CE course would minimally include at least 5-7 questions for the exam. Therefore a three (3) hour CE course would have a minimum of 15- 21 questions.

6. The "Certificate of Completion" document must contain the following: a) program information (name, address, and contact person and telephone number), b) participant name, c) participant's certification or license# (CNA or HHA#), d) date, e) course name, f) CE hours, g) CE Provider Identification # (NAC#), and h) statement, "This record/certificate must be retained by the Certified Nurse Assistant or Home Health Aide for a period of four (4) years starting from the date of completion."
7. The Department requires that providers follow the standard of practice related to educational training standards. For each course that is taught by a provider, there must be validation of student attendance by the documentation of an attendance sign-in sheet. This sign-in sheet includes the following information: a) name of course, b) # of CE hours for course, c) date of course, d) instructor's name, e) instructor's signature, f) participant's printed name, and g) participant's signature.
8. All instructors must be approved by the Department. Instructors include licensed nurses (with active licenses) and other health consultants and health professionals that are currently certified/registered or licensed in their area of health specialty. The provider must submit the following documents for instructor review: 1) resume, and 2) current nursing license or health consultant license/certification/registration showing active status.
9. It is the provider's responsibility to keep the Department informed of any changes to the program, such as: person responsible/program contact, location/addresses, phone number, and course/ instructor changes. Changes to the program courses must be submitted 30 days prior to implementation, and 30 days after a change in instructors.
10. Providers must also develop and maintain a record keeping policy, which ensures that attendance sign-in sheets and course completion certificates are maintained in a secure fashion, for a minimum of four years. The records shall be immediately accessible to the Department upon request.
11. If the provider is not providing the CE courses as per the Department's approved plan, the Department has the authority to revoke the NAC# and remove the CE provider from the CDPH website list. If the program is revoked, the provider may not reapply for a minimum of 90 days. The provider must correct the regulatory violations, before they are eligible to reapply.
12. **Health Facility CE Providers:** Health Facilities must provide CE hours to CNAs/HHAs in the classroom setting with instruction provided by a Department approved instructor. If a health facility has a computer Learning Management System (LMS), the system can be utilized for classroom registration purposes, **but not for CE course credit, unless the LMS is approved by the Department as an approved online CE provider, and the LMS courses have Department approval.** The employer must clarify with its employees that the facility's "mandated" LMS educational computer courses are in addition to In-service or CE hours that the Department requires for CNA or HHA certificate renewal. CNAs/HHAs in the classroom CE course will receive a "Certificate of Completion" (hard copy) which will contain all of the state required information (see #5). The certificate of completion will be provided to the participant within a reasonable time after taking the classroom course. The certificate(s) will be attached to the CDPH283A-Inservice/CE form and with the CDPH283C-Renewal Application form for Department verification of CE hours during the CNA/HHA renewal process. **LMS courses are not approved for Department CE credit, and LMS transcripts will not be used to verify CNAs and HHAs CE credit.** All documentation for classroom instruction (attendance sign-in sheets, completion certificates, lesson plans, outlines, evaluations, tests) must be kept for a period of four (4) years.

The provider contact person who is who responsible for the CE Program compliance (as named on page 1 of this document) must sign below and agree to the following attestation:

I agree to maintain compliance with all CE provider regulations and CDPH program requirements as noted above.

Printed Name:	Signature:	Date: