California Department of Public Health (CDPH)
Licensing and Certification Program (L&C)
Aide and Technician Certification Section (ATCS)
MS 3301, P.O. Box 997416
Sacramento, CA 95899-7416
PHONE: (916) 327-2445 / FAX: (916) 324-0901 / EMAIL: cna@cdph.ca.gov

APPLICATION FOR INITIAL / RENEWAL APPROVAL AS AN ONLINE CONTINUING EDUCATION PROVIDER

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

PLEASE COMPLETE AND SUBMIT FOR APPROVAL. NO FEE IS REQUIRED.

Application Type (Check one): ☐ Initial Application ☐ Renewal

(If renewal, include): Provider's Nurse Assistant Certification (NAC)#:_____ Expiration Date:_____

Requesting Type of Approval (check one): ☐ Public Access ☐ Private Employee Only

Provider's Business Information	Responsible Contact Person Information
Provider's Business Name and Address	Contact Person Name:
	Contact Person Email Address:
	Contact person Phone Number:
Provider's Business Phone Number:	Provider's Business Website URL:

Please indicate the amount you will charge per Continuing Education (CE) Unit or membership:$_____

If membership fee; $_____ Per ☐ Month ☐ Year ☐ Other (please indicate): _____

Please assign CDPH a User Identification (ID) number and password to review your program online. This assigned information should remain valid for the review process and throughout your approval in case of an audit.

User ID:_____ Password: _____

See page 2 for complete application instructions. Minimally, an online applicant shall ensure that each online course contains all of the following:

1. Required use of a Personal Identification Number or personal identification information to confirm the identity of the participant.
2. An interactive portion where the participants receive feedback through online communication, based on input from the participant.
3. A final screen displaying a printable statement to be signed by the participant, certifying that the identified participant completed the course. This must be done **before** the participant receives a Certificate of Completion.
4. The Certificate of Completion will include that the course was completed online and the participant received "xx amount of CEs online". See page 2 (Application Instructions) for the complete list of elements that must be included on the certificate.
5. Each course **must have a time/pause mechanism** built into the course program, so that the participant receives a minimum of fifty (50) minutes of active participation for each one hour of CE credit. **The participant is not allowed to proceed directly to the exam and print the certificate of completion without being in the course material for a minimum of fifty (50) minutes.**
6. Note: A Certified Nurse Aide (CNA) may obtain a maximum of twenty-four (24) online CEs during the two-year renewal period. A Home Health Aide may not obtain CE credit online.

Printed Name:	Signature:	Date:

CDPH Online Continuing Education Provider Application (CDPH192B) Instructions for Certified Nurse Assistants (CNAs)

Submit the following with the CDPH192B application and ensure that the following elements are included within each online course program:

1. A copy of the Online Continuing Education (CE) Provider's business license. If the county/city does not issue a business license for CE Providers, then a letter from the county/city will be provided in the application documents, stating this fact. This is not applicable to educational institutions, such as: colleges, universities, Adult Education Programs, and Regional Occupational Programs.

2. A "Course List" of topics that the Online Continuing Education (CE) Provider will market for CNAs, during the two year CE program approval period. Program approval is for a two year period only. Include on the "Course List" the number of CE hours for each course. Courses must enhance the skills already learned in the CNA certification program and reflect the specific duties of the CNA in a health facility. Courses must be in one hour increments.

3. Each course must have a time/pause mechanism built into the course program, so that the participant receives a minimum of fifty (50) minutes of active participation for each one hour of CE credit. The participant is not allowed to proceed directly to the exam and print the Certificate of Completion, without being in the course material for a minimum of fifty (50) minutes. Failure to develop and maintain the pause mechanism will result in the revocation of the CE Provider Identification Number (NAC#).

4. The Online CE course must be developed so that the participant has a user ID and password in order to secure the identity of each student.

5. A "feedback/interactive portion" must be built into each course where the participant receives feedback throughout the online communication based on the input from the participant. The CE Provider applicant must explain how the student can contact the provider and receive feedback.

6. Each Online CE course must provide an exam/test to evaluate the course material.

7. The course must include a final screen displaying a printable statement or affidavit to be signed by the participant, certifying that the identified participant completed the course and submitted it to the Provider. This must be done prior to the participant receiving the Certificate of Completion.

8. The Certificate of Completion must contain the following: a) program name, address, and contact person and telephone number; b) participant's name and CNA certificate number, c) course date, d) course name, e) number of Online CE hours, f) Department Identification Number (NAC#), and g) statement, "This record/certificate must be retained by the Certified Nurse Assistant for a period of (4) years starting from the date of completion." The certificate must also indicate it is an online program. Example: Two (2) Online Continuing Education hours (printed on the certificate).

9. The Online CE Provider must have a system in place for record retention and record availability for Department review upon request. Online CE Provider must provide a written policy to the Department regarding how it will meet this requirement.

10. The Online CE Provider must provide a phone number contact, and or email address for participants to contact providers for interactive feedback. Online Providers must provide a contact name and phone number to the Department, to ensure the Department's ability to contact provider and verify regulatory compliance.

11. To become an Online CE Provider, the applicant must document the URL of the program on the application, and assign the Department a "user name" and "password". This information must remain current at all times, so that the Department can perform random monitoring surveys for program compliance. Omitting this information will cause the online CE application to be automatically denied, and will cause revocation for an existing Online CE Provider.

12. The Online CE Provider will read, understand, and sign the attestation statement (see Page 3 and 4) that the CE Provider will adhere to all California regulatory requirements at HSC 1337.6(a)(2),and at CCR, Title 22, Sections 71813,

71843, 71845, and 71849. Signage on Page 4, verifies that the CE Provider understands that noncompliance with these regulations and application requirements will result in revocation of the CE Provider's Identification Number (NAC#).

Send information (via USPS mail) to:

California Department of Public Health
Licensing & Certification, ATCS
P.O. Box 997416, MS 3301
Sacramento, CA 95899-7416
Attn: CE Program Analyst

The application review process takes up to 90 days. Upon completing of the review, the Department will notify the applicant of the outcome. If approved, the applicant will receive an Online CE Provider identification number (NAC#), which will be valid for a two year period. If the provider fails to comply with state regulatory requirements and/or fails to renew the program, the Department will revoke the NAC# and will remove the provider from the Department's online website list of current Online CE Providers.

Regulatory Compliance and Department Requirements for Online CE Providers

Online CE Providers must be approved by the Department and must comply with the requirements found in the Health and Safety Code, Section 1337.6 (a)(2) and the California Code of Regulations, Title 22, Section, 71813, 71843, 71845, and 71849. The Department has the authority to conduct random monitoring surveys of the online CE 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 Provider Identification Number (NAC#). The Provider must also maintain the Department's user ID and password at all times, so that the Department can conduct monitoring surveys.

1. Online CE Providers will submit a "Course List" of topics that will be offered on the website to CNAs during the two year program activation period. Only courses that have Department approval may be advertised for the California CNA participant. Any additions to the course list must be submitted to the Department and approved by the Department, prior to advertising the course.

2. Online CE course content shall be designed to enhance the knowledge and skills acquired during the certification program and reflect the specific duties of the CNA in a health facility. Courses may also be on topics related to the safety, comfort, personal hygiene and protection of patients. 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 Department recommends that online CNA/HHA courses are limited to a maximum of four (4) hours. Courses greater than four hours will receive an online audit, to determine if the information presented is specific to the CNA duties, and if the material in the online presentation supports the CE hours offered in the course.

3. The Online CE Provider will develop within the online program structure, a choice tab/mechanism that prevents California CNAs from obtaining CEs courses that are for other health professionals and are courses for CNAs in other states. A selection process will be developed within the online program, so that only CNA topics as approved by the Department can be chosen for eventual course completion and certificate issuance.

4. All Online CE courses must be offered in one hour increments. Courses less than 50 minutes are not approved.

5. Each Online CE course must have a time/pause mechanism built into the course program, so that the participant receives a minimum of fifty (50) minutes of active participation for each one hour of CE credit. The participant cannot proceed directly to the course and course exam, without being in the course material for a minimum of fifty (50) minutes prior to accessing the certificate of completion. The fifty (50) minutes of participation can include the exam portion. Failure to develop and maintain the pause mechanism in the course will result in the revocation of the Provider Identification Number (NAC#).

6. The Online CE courses must be developed so that the participant has a user ID and password in order to secure the identity of each student.

7. A feedback/interactive portion must be built into each course, where the participant receives feedback regarding online training, based on the input from the participant. The provider must describe to the Department how the online feedback occurs.

8. Each Online CE course must provide an exam/test to evaluate the course material.

9. The Online CE course must include a final screen displaying a printable statement or affidavit to be signed by the participant, certifying that the identified participant completed the course and submitted it to the provider. This must be done prior to the participant receiving the Certificate of Completion.

10. The Certificate of Completion document must contain the following: a) program information (name, address, and contact person and telephone number), b) participant's name and CNA certificate number, c) course date, d) course name, e) CE hours, and f) CE Provider ID# (NAC#), and g) statement, "This record/certificate must be retained by the Certified Nurse Assistant for a period of four (4) years starting from the date of completion." The certificate must also indicate it is an online program. Example: Two (2) Online Continuing Education Units (printed on the certificate).

11. The Online CE Provider must have a system in place for record retention and record availability for Department review. The Certificate of Completions must be maintained by the CE Provider for three (3) years and shall be made available to the Department upon request. The Online CE Provider will develop and implement a record keeping policy, and will provide the policy to the Department when requested.

12. The Online CE Provider must provide a phone number contact, and or email address for participants to contact providers for interactive feedback.

13. The Online CE Provider must provide and maintain current contact information including name, mailing address, phone number, URL site, and email address. This is to ensure that the Department can contact the provider related to Department questions and to verify regulatory compliance. If there are any changes in the contact information, this must be provided to the Department.

14. The Online CE Provider must maintain the Department's user password, so that the Department may perform random regulatory monitoring of the URL site at any time. If the Department is unable to access online courses to perform monitoring, the program application will be denied, and any existing program will be revoked.

15. The Online CE Provider must contact the Department when it changes the course offerings and either adds or deletes courses to the program's course topics. All courses must be approved prior to advertising and marketing on the website.

16. If the Provider is not providing the Online CE courses as per the Department's approved plan, the Department has the authority to revoke the NAC# and remove the Online CE Provider from the CDPH website list of current CE Providers. If the program is revoked, the Provider may not reapply for a minimum of 90 days (only if the Provider has corrected the deficiency violations).

Attestation Statement:

My signature below indicates that I am the person responsible for this CE program, and that I agree to maintain compliance with all CE Provider regulations and CDPH program requirements as noted above.

Printed Name:	Signature:	Date: