

Recertification Process

1. Community Ties of America, Inc. (CTA) will email a Recertification Packet to the Nurse Aide Training and Competency Evaluation Program (NATCEP) between 4 to 6 months prior to expiration date. The packet will include the observation tools that CTA will use when conducting visits. The items below can be faxed or emailed to CTA. However, Form 1647, can only be emailed or mailed to the CTA office; it cannot be faxed.
2. Items to be sent to CTA:
 - a) Class schedule (dates, times of classes and clinical/lab, if applicable and locations). CTA requires this schedule to plan for the visit to observe the classroom and clinical /lab site, if applicable, with students.
 - b) If a NATCEP wants an original 1647 certificate, the administrative assistant will mail a copy to the NATCEP
Or
If a NATCEP does not need the original 1647, it can be completed and scanned to CTA and the signed certificate will be scanned and emailed to the school.
 - c) Recertification Validation Statement. Retain a copy of the completed Recertification Validation Statement for your program records.
 - d) Current instructor and clinical site form.
 - e) Any updated curriculum including any changes, handouts, quizzes/tests/exams with answers, assessment forms, etc.
3. If the program added any instructors, changed clinical sites, changed classroom/lab sites, or changed any part of the curriculum, CTA will need to be notified of all changes in writing.
4. CTA will contact the school by phone or email to schedule appointments for the site visits. Please allow CTA a minimum of two weeks before requesting a class/lab/clinical observation. Less than two week notice may delay the visit and recertification due to scheduling conflicts. Remember if your certification expires, graduating students will be prohibited from testing at Prometrics until site observations are performed and the school has been recertified. Please note that class/lab site visits may be arranged via internet if the school has video conference capability, however, clinical site visits must be made in person.
5. CTA will review and complete all necessary paperwork. A corrective action plan will be issued for any non-compliant issues.
6. When CTA receives the signed 1647 from DHS, the NATCEP will receive one of the originals by mail if that is their preference. If the NATCEP has elected to receive the 1647 electronically, a scan of the signed copy will be emailed to the NATCEP.
7. The DHS 1647 must be posted on the wall at the NATCEP facility. This is evidence of the certification of program as a state-approved Nurse Aide Training and Competency Evaluation Program.
8. Any NATCEP that has an expired certificate older than 6 months and is not actively working to be recertified will be considered closed.
9. Throughout the certification period, if classroom, laboratory, or clinical training sites change, a new site visit will be needed.