



## **CommunityTies** of America, Inc.

*Care Management, Therapy and Consulting Services*

### **New Instructor Approval Process**

Nursing instructors, including LPN/RN supplemental instructors, may not teach in a NATCEP until approved by CTA. This will ensure that only qualified instructors teach per the Hawaii Administrative Rules.

#### Minimum Qualifications for primary RN Nursing Instructor

1. Applicant must have at least one year and a minimum of 1920 hours of Long-Term Care (LTC) experience as a RN in a Medicaid/Medicare approved LTC skilled or intermediate care facility.
2. Applicant must have satisfactorily completed a course in teaching adults, or have experience in teaching adults or have supervised nurse aides for how long?.
3. Applicant must be a Registered Nurse for at least two years.
4. Applicant must have a current unencumbered license in the state of Hawaii applicable to their field.
5. Supplemental instructors must have one year of experience in their field.

\*\*See Hawaii Administrative Rules for requirements regarding RN supervision of supplemental instructors and trainees. LPNs must be supervised by an RN. There are training areas that must be directly taught and/or directly supervised by the primary RN instructor with LTC experience.

\*\*See Hawaii Administrative Rules for other supplemental instructor requirements.

#### Process

1. Submit resume, curriculum vitae and/or job application to CTA to begin the instructor approval process.
  - Highlight, circle or otherwise make a notation directly on the resume or job application indicating where the one year (1,920 hours) of long-term care facility experience was performed; this will expedite the approval process.
  - Attach a copy of applicable State of Hawaii license
2. CTA will review the resume and application ensuring minimum qualifications are met per the Hawaii Administrative and Federal Rules.
3. If all qualifications have been met, CTA will send an approval form to the NATCEP to give to the instructor. Approval forms will indicate whether the instructor meets requirements as a primary or supplemental instructor. Once the approval form is issued, the instructor may teach in any Hawaii NATCEP. The instructor approval is a transferable document.



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4. If the instructor does not meet minimum qualifications, CTA will inform the NATCEP, and that instructor may not teach in any NATCEP.
5. Upon receipt of the instructor approval form, submit the new instructor's class and clinical/lab schedules to CTA. The new instructor will be observed in both classroom and clinical/lab sites as soon as CTA can schedule a visit. It may take up to a class cycle or two before CTA is able to schedule a visit to observe the new instructor. Please note that class/lab site visits can be arranged via video conferencing platforms. Clinical site visits must be made in person.

Note: CTA approves the instructor for minimum qualification requirements per the Hawaii Administrative Rules. Each NATCEP is responsible for observing and supervising their own instructors for professionalism, ethical behavior, appropriate teaching methodology, performance and is meeting school curriculum requirements and standards. CTA encourages each NATCEP to directly observe their instructors and obtain student feedback to evaluate instructor performance.