

## **Nurse Aide Training and Competency Evaluation Program (NATCEP) Application Process**

1. CTA will provide NATCEP applicants with as much information as possible to ensure understanding of the rules and regulatory requirements.
2. The applicant should begin by obtaining information from the CTA website located at <http://www.comties.com/nurse-aide-training-certification-f>. Applicants can also go to the MedQuest website under the Nurse Aide training certification program to obtain information. MedQuest's website is located at <https://medquest.hawaii.gov/en/plans-providers/certification-programs.html>.

The MedQuest website contains a list of approved training materials. Schools do not have to use any of the materials listed on the MedQuest website, however, those materials do meet all requirements.

3. Applicants should also visit the Prometrics website to gather information and resources to ensure the schools graduates will be prepared to take the CNA exam. <https://www.prometric.com/nurseaide/hi>
4. Applicants need to submit the following documents, at the same time, when applying.
  - a. Completed DHS 1647 Application Form.
  - b. Completed Curriculum Format, including any training materials as stated on the form
  - c. Completed Current Instructor and Clinical Site form
  - d. Copies of all instructor resumes highlighting the required long-term care experience for primary instructors along with copies of their applicable licenses (if not already approved by CTA to be an instructor). Designate whether the instructor will be a primary or secondary instructor.

All documents can be emailed or mailed to CTA.

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5. The following are the documents found on the CTA website (<https://www.comties.com/NATCEP>), their relevancy and use.

NATCEP Rules and Regulations HAR 17-1444 – all applicants must read and understand all the State of Hawaii rules and regulations pertaining to a Nurse Aide Training and Competency Evaluation Program.

Department of Commerce and Consumer Affairs Nurses Rules and Regulations HAR §16-89 – pertaining to nurse licensure rules and supervision.

NATCEP General Information for Applicants – Is a general outline of the minimum requirements for the program. Note that these are not all inclusive and the rules and regulations contain more requirements than this information implies.

Keep in mind that 100 hours is the bare minimum – most courses are longer, up to 150 hours or more. It is difficult to cover all necessary content in 100 hours, especially if the students have no previous nursing experience, and/or if English is a second language.

Classroom breaks, CPR/First Aid, TB and other items **are not to be included** in the 100 hours. Only the required content will be counted as part of the 100 hours.

**Curriculum Format and Submission** – Use this form when requesting approval for a NATCEP curriculum.

The curriculum must include:

- a. The name/edition of the textbook/workbook that will be utilized
- b. The class syllabus or a narrative describing in detail what you will be teaching in the class beginning from the student application through taking the CNA exam.
- c. The class schedule (dates, days of the week, time of day) for classroom, lab, and clinical instruction (also location of clinical setting)
- d. First page of any handouts, quizzes/tests/exams with the answers
- e. List any videos or other resources that will be used, including any links to those videos, as applicable
- f. First page of any application or assessment forms for prospective students, etc.

**Approved Nurse Aide Teaching Resource List** – if an applicant chooses to use a curriculum from this list, the applicant does not need to include handouts/quizzes/tests or exams.

**DHS 1647** – This form serves as both application and certificate. The signatures cannot be older than 90 days from the date of certification.

**Current Instructors and Clinical Site Form** – Is a list of the school's current information.

**Curriculum Review Tool** – Is a form used by CTA when approving a school curriculum.

**Instructor Qualification Review Tool** – Is a form used by CTA to approve primary and supplemental instructors.

**Laboratory Supply Review Tool** – Is a form used by CTA to review the laboratory/simulated environment requirement.

**Classroom Review Tool** – Is a form used by CTA to review the classroom when students are present

**Supervised Practical Training Review Tool** – Is a form used by CTA for observation in a licensed long-term care facility or LTC simulated environment.

**New Instructor Approval Process** – Details the process for all new primary and supplemental nursing instructors to obtain approval from CTA prior to teaching students.

**NATCEP Recertification Process** – Details the CTA recertification process

6. CTA will review the completed application packet including curriculum and instructor requirements/ resumes and work with the applicant if all requirements are not met.
7. When curriculum and instructor requirements are met, CTA will conduct an onsite visit of the classroom and laboratory settings to ensure all requirements are being met regarding environment and supplies. This may be done via video conferencing or video submission.
8. When all requirements are met, CTA will send the DHS 1647 to the Department of Human Services for approval. Once the applicant receives an approved 1647 from CTA, the applicant will be approved for one year and can begin holding classes. CTA will schedule classroom/lab and clinical site visits to observe instructors and students within the first two class cycles.
9. The entire process can take up to 6 months, particularly when requirements are not met and revisions to curriculum need to be made to meet all state and nursing requirements. If all requirements are met at the time of application, a new application can be processed within 90 days.