



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

August 23, 2021

Re: DAL NH-21-18 Temporary Nurse Aide
to Certified Nurse Aide

Dear Nursing Home Administrator:

In response to the 2019 Novel Coronavirus (COVID-19) federal Public Health Emergency (PHE) and under its authority at Section 1135 of the Social Security Act, the Centers for Medicare and Medicaid Services (CMS) enacted a series of temporary emergency blanket waivers, effective March 1, 2020, which were intended to provide nursing homes with the flexibility to respond to the COVID-19 pandemic. A full description of Section 1135 blanket waivers is available at: <https://www.cms.gov/files/document/covid-19-emergency-declaration-waivers.pdf>.

In particular, CMS temporarily waived federal requirements at 42 CFR §483.35(d) (except 42 CFR §483.35(d)(1)(i)), regarding the training and certification of nurse aides to assist with potential staffing challenges during the PHE. This regulation requires that a Skilled Nursing Facility (SNF) and Nursing Facility (NF) (collectively, “nursing homes”) may not employ anyone for longer than four months unless they meet the training and certification requirements under 42 CFR §483.35(d). The waiver thereby allowed nursing homes to hire non-certified staff to assist in resident care for longer than four months.

These staff, Temporary Nurse Aides (TNAs), have performed essential work throughout the PHE, but will be required to become Certified Nurse Aides (CNAs) within four months after the Section 1135 waiver ends to continue their nursing home employment, pursuant to CMS guidance QSO-21-17-NH, available at: <https://www.cms.gov/files/document/qso-21-17-nh.pdf>. This guidance further advised that states may modify their Nurse Aide Training and Competency Evaluation Programs (NATCEPs) to allow some of the time worked by TNAs during the PHE to count towards the 75-hour training requirement for CNAs, as set forth in 42 CFR §483.152.

In accordance with CMS QSO-21-17-NH, the New York State Department of Health has developed a temporary training program for TNAs to become CNAs, which can be provided by nursing homes up through four months after the end of the Section 1135 waiver. Again, this temporary training program cannot be offered beyond four months following the end of the Section 1135 waiver. The curricula attached is the product of discussions with provider groups, including experienced Registered Nurse (RN) nurse aide trainers. The curricula of the TNA to CNA Training Program delineates timeframes and topics of instruction which total 24 hours of classroom and 16 hours of lab instruction for a total of 40 hours. Thirty-five (35) additional hours will be credited for each TNA in recognition of their “on the job training” and employment providing resident care between March 1, 2020 through the end of the federal PHE.

Training eligibility: TNAs are eligible for the TNA to CNA training program if they have performed a minimum of 30 days or 150 hours of employment as a TNA. If ineligible or otherwise unable to participate in the TNA to CNA training program, a TNA may still obtain certification as a nurse aide. However, they will need to do so by completing an approved full Nurse Aide Training Program of 100 hours or more.

Any facility with interest in training TNA staff to become a CNA will need to complete and submit the attached letter. A training code specific for the facility's TNA to CNA training program will then be provided in a letter from DOH to be used for the Prometric application for the CNA exams. If on-line training is proposed, additional information will be required and subject to approval by the Department. Inquiries about on-line requirements or additional questions should be directed to NATP.DOH@health.ny.gov.

Please see attached TNA to CNA Flowchart, Department's approved Curricula, and Clinical Checklist. Thank you for your attention to this matter.

Sincerely,

Sheila McGarvey, Director
Division of Nursing Homes and ICF/IID
Surveillance
Center for Health Care Provider Services
and Oversight

Attachments

TNA to CNA flow chart

Curricula with checklist

Facility notification letter to submit to NATP.DOH@health.ny.gov

Temporary Nurse Aide (TNA) to Certified Nurse Aide (CNA) Training Program
expires four months after the end of the CMS 1135 waiver

42 CFR 483.152 minimum of 75 training hours



To provide a TNA to CNA training program, facilities must submit notification letter to DOH. DOH will send a confirmation letter with a TNA training code to use for the NYS CNA exam applications.



Training taught by Registered Nurse (RN) with minimum of one year experience in Long Term Care and one year educating adult learners or Licensed Practical Nurse (LPN) with minimum of two years' in Long-Term Care and one year of teaching adult learners who will be supervised by the Director of Nursing/RN designee.
Minimum of 75 hours total; 24 hours classroom, and 16 hours labs. Thirty-five hours of clinical training will be credited from TNA employment. Eligibility for training is a minimum of 30 days or 150 hours of employment as a TNA. If ineligible, a TNA may still obtain certification as a nurse aide but will need to do so by completing an approved Nurse Aide Training Program of 100 hours or more.



At start of the TNA to CNA training, instructor submits CNA exam application for each TNA trainee to Prometric, with the expected class completion date, name of facility, address, their signature and use the TNA Training Code provided in the approval letter from DOH. (This assists in scheduling CNA tests).



Completion of training program results in receiving program certificate and eligibility to sit for the NYS CNA exams, written and clinical components. Continue current protocol of allowing 3 attempts to pass each exam. If unsuccessful after 3 attempts, TNA will need to complete a NATP (of at least 100 hours) to be eligible to sit for the NYS CNA examination again.



Passing the standardized NYS CNA exams proctored by Prometric staff results in being listed in the New York State Nurse Aide Registry as a certified nurse aide.

Facilities proposing an on-line TNA Training Program for classroom instruction, must submit policies and procedures that address the following listed below and wait for approval from NYSDOH before initiating an on-line program.

1. Admission/Enrollment Criteria: how students will be selected for Hybrid Training, enrollment details, how required documentation will be obtained.
2. Attendance/Trainee Verification: how attendance will be taken, and the documentation maintained; how trainees' identity will be verified for attendance, and attendance requirements for Hybrid Training.
3. Curriculum and Learning Materials: how the curriculum will be presented in an online environment, how textbooks and other learning resources will be provided to the trainees, required topics, language in which the course will be taught, learning objectives and time allotted for each module. Hybrid training programs must use the home care curriculum and the approved textbooks.
4. Technological Platform: description of the platform for the online component, specific equipment needed to access the training and how the system will be tested prior to beginning training. A description of how trainees will access the online training and how the Nurse Instructor will be trained on the use of the technological platform.

Please Note: If your agency chooses to change technological platforms after your initial approval for Hybrid Training, updated Policies and Procedures must be submitted to the Department for approval prior to the change taking place.

5. IT Support: how IT support will be provided to Nurse Instructors and trainees, and how issues with equipment, accessibility or connectivity will be addressed.
6. Confidentiality: how the confidentiality of student information and training/testing materials will be maintained.
7. Testing: how trainees will be scheduled and monitored for in-person testing.
8. Skills: how trainees will be scheduled for in-person skills assessments and Supervised Practical Training (SPT) and how these will be conducted.
9. Program Monitoring and Evaluation: description of the evaluation design and methodology that will be used to ensure the continued quality of hybrid training. Agencies are encouraged to identify metrics that are demonstrative of the quality of the training.

TNA to CNA Training Program Curricula with suggested timeframes	
Suggested references for instruction are listed at end of this document	
Total 75 hours; class 24, Lab 16 with 35 credited for TNA employment of 30 days or 150 hours	
Reference key: Gray/white indicates each 8-hour period ; suggested lab time is red	
Units I & II Training Hours 8 Class 6 hrs. Lab 2 hrs.	
Unit I: Intro Page 23 of NYSDOH NATP Manual Rev 3/2018	
A. Communication/Interpersonal Skills	
CR	Theories of Basic Human Needs (On Boarding)
CR	Diversity (On Boarding)
CR	Resident, Family and Visitors (Effective Communication & Active Listening) (On Boarding/On the Job Training)
CR	Resident Record Chart (On Boarding/On the Job Training)
CR	Resident, their family, visitors (others) (On Boarding/On the Job Training)
CR	Developing a Therapeutic Relationship with resident (On Boarding/On the Job Training)
CR	Health Care Team Interdisciplinary – Comprehensive Care Planning Caregiver Observation and Reporting (On Boarding/On the Job Training)
B. Infection Control Page 36 of NATP Manual 3/18	
CR	Microorganisms
CR	The Process of Infection Chain of Infection Nosocomial Infection Risk Factors Types of Infections COVID -19 Core Principles of Infection Prevention and Control
CR	Medical Asepsis
Lab	Handwashing 10 min.
CR	Concept of clean and dirty
CR/Lab	Care of supplies and equipment 5 min.
CR/Lab	Standard and Universal Precautions, Exposure Control 10 min.
CR	Blood Borne Pathogens
CR	Blood Borne Disease
CR	Hep B Virus, Hep C Virus, HIV
C. Safety and Emergency Procedures	
CR	OSHA
CR	Environmental, floors, equipment, building structure (On Boarding)
CR	Resident Risk Factors Impaired Judgment Impaired Vision and Hearing Impaired Mobility

	Medications
CR	Accidents/Incidents Common Types (On Boarding/On the Job Training) Falls Burns Misidentification Restraints Missing Residents Choking Suffocation
CR	Reporting
CR	Disaster Plan (On Boarding)
CR	Responding to Emergency Codes
CR/Lab	Fire Safety (On Boarding/On the Job Training) 15 mins Causes and prevention of fire Response to Fire Response to Alarms How to use a fire extinguisher Evacuation residents.
	D. Promoting Residents' Independence
CR	Physical Effects of Aging Process
CR	Emotional/Social Effects of Aging (Psychosocial Effects of Aging)
CR/Lab	Methods to Promote Independence: choice, resident v patient, self-care 10 min.
CR	Quality of Life / Quality of Care
CR	Respecting Residents' Rights Basic Human Rights
CR	Resident Abuse Reporting Law Kinds of abuse Requirements of Law Effects of Law
	Unit II: Basic Nursing Skills Page 74 of NATP Manual Rev 3/2018
	A. Taking / recording vital signs
CR/Lab	Circulatory and Respiratory Systems 10 min.
CR	Overview of Vital Signs
CR/Lab	Taking and recording respirations Taking and recording temperatures (On Boarding/On the Job Training) 5 min.
CR/Lab	Taking and recording Radial Pulse (On Boarding) 10 min.
	B. Measuring and Recording Height and Weight
CR/Lab	Measuring and Recording Weight (On Boarding) 10 min.
	C. Caring for the Residents' Environment
CR/Lab	Components and care of the residents' environment 10 min.
CR/Lab	Isolation precautions 15 min.
CR/Lab	Occupied bed (On Boarding/On the Job Training) 10 min.
	D. Recognizing Abnormal Changes in Body Functioning and Importance of Reporting such Changes to a Supervisor
CR	Identifying and reporting abnormal functioning of body system
CR	E. Freedom from Pain

CR	Pain Management
CR	Recognizing and reporting pain (On Boarding/On the Job Training)
	F. Caring for Resident when Death is Imminent
CR	Care of resident and significant others at time of death
CR	Providing postmortem care for residents (On Boarding/On the Job Training)
	Unit III: Personal Care Skills Training Hours 8 Class 4 Lab 4
	Page 91 NATP Manual Rev 3/2018
	Overview for Personal Care
	Core Concepts and Indirect Care Skills
CR/Lab	Bathing – Overview Complete Bed Bath Partial Bed Bath AM and PM Care Shower Tub/Whirlpool (On the Job Training) 10 min.
CR	Grooming Hair care Shampooing Brushing/combing (On Boarding/On the Job Training)
CR	Mouth care – Review Conscious, Partial conscious/unconscious resident Dentures Edentulous (On Boarding/On the Job Training)
CR	Shaving (On Boarding/On the Job Training)
CR	Hand and Nail Care (On Boarding/On the Job Training)
CR	Foot care (On Boarding/On the Job Training)
CR/Lab	Dressing / Undressing Assisting resident and dependent dresser Independent dresser/minimal assistance (On Boarding/On the Job Training) 10 min.
CR/Lab	Adaptive equipment – glasses, hearing aids, artificial limbs 10 min.
CR	Toileting - the Urinary System, Reproductive System,
CR/Lab	Assisting with bedpan/urinal - use of bedside commode (On Boarding/On the Job Training) 10 min.
CR/Lab	Incontinent Resident – bladder – bowel (On Boarding/On the Job Training) 10 min.
CR/Lab	Urinary Catheter Care (cysto/indwelling/external) 10 min
CR/Lab	Measuring /Reporting Intake and Output (On the Job Training) 5 min.
CR/Lab	Emptying urinary drainage bag (On the Job Training)10 min.
CR/Lab	Perineal Care – male and female residents 10 min.
CR/Lab	Colostomy Care 10 min.
CR/Lab	Collecting Specimens 10 min.
CR	Digestive System

	B. Assisting w/ Eating / Hydration
CR	The Endocrine System – Diabetes (On Boarding/On the Job Training)
CR	Nutrition and a Balanced Diet
CR	Fluid Balance
CR/Lab	Therapeutic Diets (On Boarding/On the Job Training) 10 min.
CR	Nutritional Supplements
CR/Lab	Proper Feeding Techniques The Dining Experience Total Assistance with Feeding 10 min.
CR/Lab	Adaptive Devices for Feeding (On the Job Training) 10 min.
CR	Assisting residents with Dysphagia
CR	Assistance for Independent Eaters
CR	Partial Assistance with Eating
CR	Other Methods of Providing Food/Fluids
CR	Skin care and Alterations in skin
CR	The Integumentary system
CR	Healthy Skin
CR	Alterations in Skin Integrity
CR/Lab	Protective Devices (On Boarding/On the Job Training) 10 min.
CR/Lab	Back Rub (On Boarding/On the Job Training) 5 min.
CR	Transfers, positioning and turning
CR/Lab	Transfers, Positioning and Turning (On the Job Training) 10 min.
CR	The Musculoskeletal System abnormalities and age-related changes
CR	Residents with Fractures
CR/Lab	Body Mechanics (On Boarding/On the Job Training) 10 min.
CR/Lab	Positioning in Bed and Chair (On Boarding/On the Job Training) 10 min.
CR/Lab	Transfer with one Assist (On Boarding/On the Job Training) 10 min.
CR/Lab	Transfer with two Assist (On Boarding/On the Job Training) 10 min.
CR/Lab	Mechanical Lift – Chair to Bed AND Bed to Chair (On Boarding/On the Job Training) 10 min.
CR/Lab	Transfer with a transfer belt (On Boarding/On the Job Training) 10 min.
CR/Lab	Lift Sheets (On Boarding/On the Job Training) 10 min.
CR/Lab	Ambulation - Review One Assist Assistive Devices including Transfer Belt Safety Principles (On Boarding/On the Job Training) 10 min.
CR	The Nervous System Overview
CR	Seizure
CR	CVA Stroke

	Unit IV & V Training Hours 8 Class 4 Lab 4, with review of Units II, III & IV
	Unit IV Mental Health & Social Service Needs Page 160 of NATP Manual Rev 3/2018
CR	Developmental tasks in the aging process
CR	Changes in behavior, body, and concept of loss
CR/Lab	How to respond to residents' behaviors Human Behavior Negative Behavior Appropriate Interventions 60 min.
CR/Lab	Modifying aide's behavior in response to resident's behavior Therapeutic intervention Verbally and/or physically aggressive behavior Inappropriate and or self-destructive behavior 30 min.
CR	Allowing resident to make personal choices Personal choice and sense of control Cultural diversity Resident dignity Resident confidentiality (On Boarding/On the Job Training)
CR	Family as a source of emotional support Who is family? Family reaction to placement Adjustment to placement Family dynamics (On Boarding/On the Job Training)
	Unit V Care of Cognitively Impaired Residents Page 166 NATP Manual Rev 3/2018
CR/Lab	Techniques for addressing needs /behaviors of resident's w/ dementia, etc. Understanding cognitive impairment and dementia-causes & symptoms Alzheimer's disease 30 min.
CR/Lab	Communicating w/cognitively impaired residents Verbal – non-verbal communication 30 min.
CR/Lab	Understanding behaviors of cognitively impaired residents Identifying behaviors and causes, common behaviors- wandering, agitation, depression, combativeness, sundowner syndrome, confusion, sexual aggression Causes of behaviors Family and staff reactions ad behaviors (On Boarding/On the Job Training) 30 min.
CR/Lab	Appropriate response to behaviors of cognitively impaired residents Behaviors Management Techniques Accommodating and Redirecting Behaviors 30 min.

	<p>Methods of reducing the effects of cognitive impairments</p> <ul style="list-style-type: none"> Systematic Methods Reality Orientation Reminiscence Therapy Validation Therapy Environmental Methods Interpersonal Methods (On Boarding/On the Job Training) 30 min.
	<p>Unit VI Basic Restorative Services Training Hours 8 Class 4 Lab 4</p> <p style="text-align: right;">Page 176 of NATP Manual Rev 3/2018</p>
CR	Intro to Restorative Care Training resident in Self Care
CR	Understanding the Role of PT and OT (On Boarding/On the Job Training)
Lab	Understanding the Role of assistive devices in transferring, ambulating, eating, and dressing (On Boarding/On the Job Training) 60 min.
CR/Lab	Maintenance of range of motion Upper Extremities Lower Extremities 60 min.
CR/Lab	Proper turning and positioning in bed and chairs Repositioning in bed and chair (On Boarding/On the Job Training) 90 min.
CR	Bowel and bladder training
CR/Lab	Care and use of prosthetic/orthotic devices (On Boarding/On the Job Training) 30 mins.
	<p>Unit VII Residents' Rights Training Hours 8 Class 6 Lab 2 with review of prior topics as needed</p> <p style="text-align: right;">Page 189 NATP Manual Rev 3/2018</p>
CR	Dignity (On Boarding/On the Job Training)
CR/Lab	Providing privacy / confidentiality (On Boarding/On the Job Training) 30 min.
CR	Prompting residents' rights Basic Rights – methods to promote- how they are violated Importance of Religious Belief Human sexuality (On Boarding/On the Job Training) 30 min.
CR	Personal and medical information (On Boarding/On the Job Training)
CR	Assistance in resolving disputes/grievances
CR	Assisting in getting to resident/family groups/activities Choice Religious/spiritual/cultural Importance of Activities (On Boarding/On the Job Training)
CR	Maintaining care and security of residents' personal possessions (On Boarding/On the Job Training)
CR	Promoting residents' rights to be free from abuse, mistreatment, neglect and the need to report any such treatment Privacy Consenting Adults (On Boarding/On the Job Training)

CR/Lab	Avoiding the need for restraints pursuant to professional standards Restraint free environment Alternative to restraints (On Boarding/On the Job Training) 30 min.
CR	Giving Assistance in Resolving Grievance and Disputes Problem Solving Facility Policy Resident Council NYS Department of Health Ombudsman Program (On Boarding/On the Job Training)
REVIEW Lab	Review of prior topics as needed 30 min.
	Suggested Instructional References
	<p>Hartman’s Nursing Assistant Care 5th Edition; https://hartmanonline.com/TheBasics5e/index.html,</p> <p>ACHA How to be a Nurse Aide Assistant Student Workbook 7th Edition; https://www.ahcancal.org/Workforce-and-Career/Pages/Nurse-Assistant-Training.aspx</p>
	Questions may be sent to NATP.DOH@health.ny.gov

TNA To CNA Training Program

CLINICAL SKILLS PERFORMANCE EVALUATION CHECKLIST RECORD

TNA TRAINEE: _____

FACILITY NAME: _____

TNA to CNA INSTRUCTOR: _____ CLINICAL SUPERVISOR: _____

DATE OF TNA TRAINING: FROM ____ / ____ / ____ TO ____ / ____ / ____

CLINICAL SKILL	DATE INITIAL DEMO. BY INSTR.	INST INITIALS	DATE FINAL <u>SUCCESSFUL</u> RETURN DEMO. BY TRAINEE	PC/PI INITIALS	COMMENTS
UNIT I. INTRODUCTORY CURRICULUM					
1. Hand washing					
2. Using an ABC fire extinguisher					
3. Heimlich maneuver					
UNIT II. BASIC NURSING SKILLS					
4. Measure / Record Respiration					
5. Measure / Record Oral Temp (Non-Digital Thermometer)					
6. Measure / Record Rectal Temp (Non-Digital Thermometer)					
7. Measure / Record Radial Pulse					
8. Measure / Record Height					
9. Measure / Record Weight (Balance Scale / Chair Scale)					
10. Make unoccupied bed					
11. Make occupied bed					
12. Use of Personal Protective Equipment (PPE)					
a. gloves					
b. gown					
c. mask					
d. goggles					
12A. COVID-19 : Core Principles of Infection Control & Prevention					
13. Follow isolation procedures in the disposal of soiled linen					
14. Provide post-mortem care					
UNIT III. PERSONAL CARE SKILLS					
15. Give complete bed bath					
16. Give partial bed bath					
17. Provide AM and PM care					
18. Give shower					
19. Give tub bath / whirlpool bath					
20. Provide hair care					
a. shampoo resident					
b. grooming, brushing, combing					
21. Provide mouth care (natural teeth)					
22. Provide mouth care (no teeth)					
23. Provide mouth care (unconscious)					
24. Provide denture care					
25. Shave resident					
26. Provide hand and nail care					
27. Provide foot care					
28. Dress resident					

CLINICAL SKILL					COMMENTS
	DATE INITIAL DEMO. BY INSTR.	INST INITIALS	DATE FINAL <u>SUCCESSFUL</u> RETURN DEMO. BY TRAINEE	PC/PI INITIALS	
a. care of eyeglasses					
b. care of hearing aides					
29. Perineal care – female					
30. Perineal care – male					
31. Perineal care – incontinent resident					
32. Assist with bedpan (offer / remove / clean)					
33. Assist with urinal (offer / remove / clean)					
34. Use bedside commode					
35. Urinary catheter care					
36. Care of / emptying of urinary drainage bag					
37. Measure / Record Food and Fluid Intake					
38. Measure / Record Urinary Output					
39. Provide ostomy care					
40. Collect urine specimen					
41. Collect stool specimen					
42. Feed resident					
a. set-up tray					
b. partial assistance					
c. total assistance					
d. adaptive devices					
e. residents with dysphasia					
f. alternative feeding methods					
43. Provide skin care					
a. protective devices					
b. give back rub					
44. Position resident in chair					
45. Move resident up in bed					
46. Position resident on side in bed					
47. Transfer resident					
a. one assist					
b. two assist					
c. mechanical lift					
d. transfer belt					
e. lift sheets					
UNIT IV: MENTAL HEALTH AND SOCIAL SERVICE NEEDS					
48. Response with abusive resident					
UNIT V: CARE OF COGNITIVELY IMPAIRED RESIDENTS					
49. Communication skills					
UNIT VI: BASIC RESTORATIVE SERVICES					
50. Assist with ambulation using gait belt					
51. Easing resident (about to fall) to floor during ambulation					
52. Ambulation assistive devices					
53. Ambulation adaptive equipment					
54. Feeding adaptive equipment					
55. Range of motion to upper extremities					
56. Range of motion to lower extremities					
57. Use of positioning devices in bed					
58. Use of positioning devices in chair					
59. Use of prosthetic / orthotic devices					
60. Apply hand splint					
UNIT VII: RESIDENT'S RIGHTS					
61. Apply waist restraint					

KNOWLEDGE PERFORMANCE EVALUATIONS	DATE	PC/PI INIT.	PASS OR FAIL?	If Failed, DATE OF SUCCESSFUL PERFORMANCE EVALUATION FOR UNIT	PC/PI INIT.
UNIT I: INTRODUCTORY CURRICULUM					
UNIT II: BASIC NURSING SKILLS					
UNIT III: PERSONAL CARE SKILLS					
UNIT IV: MENTAL HEALTH AND SOCIAL SERVICE NEEDS					
UNIT V: CARE OF COGNITIVELY IMPAIRED RESIDENTS					
UNIT VI: BASIC RESTORATIVE SERVICES					
UNIT VII: RESIDENT'S RIGHTS					
DATE OF FINAL NATP PERFORMANCE EVALUATION					
ADMINISTRATION DATE OF STATE COMPETENCY EXAMINATIONS					

NOTES/COMMENTS: _____

We hereby certify that the clinical skills performance record evaluation checklist depicted above is true and correct and that the named Nurse Aide Trainee has successfully completed all skills. A copy of this completed evaluation checklist has been provided to the Nurse Aide trainee.

Signatures

Signature of Primary Instructor:		Date:	
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Signature Facility Director of Nursing		Date:	
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Signature of Nurse Aide Trainee:		Date:	
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DATE(S) OF STATE NURSING HOME NURSE AIDE CERTIFICATION COMPETENCY EXAMINATION:

	DATE	CLINICAL SKILLS TEST P/F	WRITTEN/ORAL TEST P/F
1 ST Attempt:	_____	_____	_____
2 nd Attempt:	_____	_____	_____
3 rd Attempt:	_____	_____	_____

Facility Letter to DOH NOTIFYING of Plan to Implement TNA to CNA Training Program

Date XXXX

To NATP.DOH@health.ny.gov:

This letter is submitted to the New York State Department of Health as notification of the plan by **(Facility Full Name)** to implement a Temporary Nurse Aide (TNA) to Certified Nurse Aide (CNA) Training Program pursuant to DAL NH 21-18.

The program will consist of 24 hours of hours of classroom and 16 of lab to prepare TNA students for eligibility for the New York State Certified Nurse Aide Exams. Thirty-five additional hours will be credited for each TNA in recognition of their “on the job training” and employment providing resident care. Eligibility for the training is a minimum of 30 days or 150 hours of employment as a TNA. A certificate will be provided to each student who completes the training. The facility will complete the CNA test application on behalf of each student to arrange for their taking the CNA exams.

The program instructor will be: (fill in the space below which applies)

Name: _____, Registered Nurse (RN) who has the credentials of a minimum of one year of experience employed in Long Term Care, and one in educating adults learners **OR**

Name: _____, Licensed Practical Nurse (LPN) who has a minimum of two years’ experience employed in Long Term Care, and one year in educating adults learners, who will be supervised by the Director of Nursing.

Upon approval by NYSDOH, it is understood that the Department will issue a letter with a TNA to CNA training code to be used by the facility for all related correspondence including the Prometric application for the NYS Certified Nurse Aide examinations. The training program will expire four months after the termination date of the 1135 waiver.

Questions regarding this letter/program should be sent to NATP.DOH@health.ny.gov

Administrator Name: _____
Facility Name: _____
Address: _____
Facility PFI Number: _____