# PART II

## POLICIES AND PROCEDURES
## for
## NURSE AIDE TRAINING PROGRAM MANUAL

**GEORGIA DEPARTMENT OF COMMUNITY HEALTH**

DIVISION of MEDICAL ASSISTANCE PLANS

Version Date: October 1, 2026

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**Policy Revision Record**
**from 2025 to Current[1]**

| REVISION DATE | SECTION | REVISION DESCRIPTION | REVISION TYPE | CITATION |
|---|---|---|---|---|
| | | | **A**=Added<br>**D**=Deleted<br>**M**=Modified | (Revision required by Regulation, Legislation, etc.) |
| 09/01/2026 | 604.2.1 | Revisions were made so that the verbiage reads: All training programs must retain all required records for seven (7) years after the close date if the program closes for any reason. A written statement must be sent to the Georgia Nurse Aide Training Program State Contractor with storage record address, contact person and phone number. A training program cannot submit another nurse aide training program, if previous training records are not available for review. | M | |
| 09/01/2026 | 803.3.4 | Please remove all areas in the manual that refers to appendix L | D | |
| 09/01/2026 | 609.7 | Please remove all areas in the manual that refers to appendix K | D | |
| 09/01/2026 | 612.1 | Please remove all areas in the manual that refers to appendix J | D | |
| 09/01/2026 | 602.1.15 | Please remove all areas in the manual that refers to appendix G, | D | |
| 05/28/2026 | 803.3 | Revisions were made to reflect applicable references to “CareConnect dashboard” where appropriate. Ensure consistent terminology throughout the manual to align with current CareConnect system usage | M | |
| 05/28/2026 | 702.3.1 | Revisions were made to reflect applicable references to “CareConnect dashboard” where appropriate. Ensure consistent terminology throughout the manual to align with current CareConnect system usage | M | |
| 05/28/2026 | 609 | Revisions were made to reflect applicable references to “CareConnect dashboard” where appropriate. | M | |

[1] The revisions outlined in this Table are from 2025 to current. For revisions prior to 2025, please see prior versions of the policy.

| | | | | |
|---|---|---|---|---|
| | | Ensure consistent terminology throughout the manual to align with current CareConnect system usage | | |
| 05/28/2026 | 604.1.1.6 | Revisions were made to reflect applicable references to “CareConnect dashboard” where appropriate. Ensure consistent terminology throughout the manual to align with current CareConnect system usage | M | |
| 05/28/2026 | 604 | Revisions were made to reflect applicable references to “CareConnect dashboard” where appropriate. Ensure consistent terminology throughout the manual to align with current CareConnect system usage | M | |
| 05/28/2026 | 602 | Revisions were made to reflect applicable references to “CareConnect dashboard” where appropriate. Ensure consistent terminology throughout the manual to align with current CareConnect system usage | M | |
| 02/24/2026 | 602.1.3. | Revisions were made to include correct section # | M | |
| 02/24/2026 | Appendix A | Removed partial information that is no longer relevant. | D | |
| 02/23/2026 | 805 | Removed the following sentences: The Certified Nurse Aide will receive a Georgia Nurse Aide Certification Card within fourteen (14) business days after being placed on the registry and the last paragraph first sentence: The yearly skills pass/fail rates are posted on the www.mmis.georgia.gov website. | D | |
| 02/23/2026 | 807 | Revisions were made to include, A listing of all nurse aides with findings is located at Georgia CareConnect, click on the Provider & Administrators tab, click on Nurse Aide/Medication Aide, and select the Certified Nurse Aide tab to view the Nurse Aide Registry Adverse Findings Report. | M | |
| 02/23/2026 | | Removed all references throughout the manual for www.mmis.georgia.gov and replace with new website careconnect.georgia | D | |
| 01/01/2026 | N/A | No changes made this quarter. | N/A | N/A |
| 10/01/2025 | N/A | No changes made this quarter. | N/A | N/A |
| 08/12/2025 | 601 | Revisions were made to include every 24 hours and one year or more from the registry expiration date, the individual must complete a new state approved training program; after successfully passing both parts of the competency exam, the individual’s certification is updated for 2 years. | M | |
| 08/12/2025 | 702.2 | Revisions were made to include proof of income was given for services rendered within the past 24 consecutive months from the last recertificate date. | M | |

| | | | | |
|---|---|---|---|---|
| | | Nursing aide certification expire 1 year from the registry expiration date. | | |
| 08/12/2025 | 808.3 | Revisions were made to include from the last recertification date. Nursing aide certification expire 1 year from the registry expiration date. | M | |
| 08/12/2025 | Appendix N | Deleted American Red Cross Blended Learning Program information. They are no longer one of the sites. | D | |
| 08/12/2025 | Appendix B-M | Deleted said Appendices | D | |
| 08/12/2025 | Appendix N | Modified Appendix N to Appendix B | M | |
| 08/12/2025 | Appendix C | Added Appendix C | A | |
| 07/01/2025 | N/A | No Changes were made this quarter | N/A | N/A |
| 04/01/2025 | N/A | No changes were made this quarter. | N/A | N/A |

## 601. General Requirements and Criteria Which Apply to All Programs for Nurse Aide Training Program (NATP) Participation and NATP Student Approval

The Department of Community Health (DCH) is designated to have oversight of Georgia's Nurse Aide Training and Competency Evaluation Program and the Nurse Aide Registry. The State Contractor is appointed by DCH to administer and oversee the Nurse Aide Registry and Nurse Aide Training Program. The State Contractor must ensure that the approved Nurse Aide Training Programs and the Nurse Aide Registry are in compliance with the Code of Federal Regulations as stated in 4 2CFR483.150-158 and with State guidelines. All participants are required to read the above Code of Federal Regulations. Georgia adopted the guidelines for nurse aide training, certification and program approval directly from the Federal Omnibus Budget Reconciliation Act (OBRA) rules and regulations.

A Nurse Aide Training Program (NATP) is a State approved program which is Nursing Home Facility based, or non-Nursing Home Facility based and offers training to candidates that desire to become eligible for certification as a certified nurse aide. Georgia requires the program to provide one comprehensive course to train candidates to work in all health care facilities (e.g. nursing homes, hospitals, hospice, home health, etc.). Georgia requires a minimum of eighty-five (85) hours of training which must include twenty-four (24) hours of clinical rotation in a facility supervised by an approved Registered Nurse or Licensed Practical Nurse. The nurse aide course must be taught in English ONLY. The 85 hours required by the state must be spent on the Federal/State Core Curriculum. All additional subject matter hours must be added to the required hours for the nurse aide training program. Orientation to the facility cannot be included in the twenty-four (24) hours of clinical.

The types of clinical contracts that may be acceptable for the NATP program are listed below:

601.1. Nursing Homes

601.2. Long Term Acute Care Facilities (LTAC)

601.3. Assisted Living Facilities

601.4. In-patient Hospice Facilities (Not an agency)

601.5. Transitional Care Units (TCU)

601.6. Hospitals

601.7. Sub-Acute Units

Clinical contracts from Personal Care homes Senior Care Retirement Communities, and Home Health Care Agencies will not be accepted. Approval of clinical contracts are based on activities of daily living services needed for the patient population.

Traditional classroom training and Learning Management Systems (LMS) are allowed to teach the certified nurse aide theory training. Lab and Clinical training must be face to face training with an approved instructor. Learning Management Systems must have the capability to run reports to validate candidate's log-in/log-out, assignments, quizzes/exams and include the daily approved lesson plan curriculum and hours. The approved NATP must be able to provide reports as needed to the state contractor. LMS provide a centralized platform for educators and administrators to manage and organize educational materials and track student progress. They are also used for designing content and courses and facilitating online learning. LMS can include a range of features, but the most common are content management and sharing, student progress tracking, grading and feedback tools, collaboration tools, and assessment creation and management. LMS training should not be longer than 4 hours per theory session. Computer base learning may be difficult for some candidates and some candidates may have difficulty focusing for 4 or more hours. Shorter theory sessions may result in better pass rates.

The required paperwork for the on-site and/or desktop review must be included in each candidate's file (Review Section) regardless of type of training utilizing traditional classroom training or LMS.

After the completion of the Sate approved training program, the candidate must take and pass the competency evaluation examination. The examination includes a written/oral and skills competency examination that is evaluated by an approved Registered Nurse the approved testing agency. Candidates who successfully pass the written/oral and skills competency examination are included on the Georgia Nurse Aide Registry.

Candidates must renew their certification every two (2) years to stay active on the Georgi Nurse Aide Registry. To remain on the registry and to be eligible to work in a licensed facility, the nurse aide must meet the requirements for re-certification.

Federal Regulations require that the nurse aide must be compensated as a CNA and work a minimum of eight (8) hours every twenty-four (24) consecutive months under the supervision of a Registered Nurse. If the nurse aide is unable to meet this requirement, then the nurse aide must take and pass the written/oral and skills competency examination again to update their certification. If the CNA's certification has expired one year or more from the registry expiration date, the individual must complete a new state approved training program; after successfully passing both parts of the competency exam, the individual's certification is updated for two (2) years. (Rev. 08/2025)

Applicants should be made aware that the applicant must pass a background screening successfully (per GA article 14 and the addendum 31-7-350) before and/or during working in any long-term care facility, prior to participating in the NATP.

NOTE: NATPs are to inform program applicants, prior to their acceptance, that adverse information on criminal background checks does hinder an individual from obtaining employment and may also hinder an individual from participation in clinical rotation in some facilities.

## 602. Enrollment Procedures

Nursing Facilities or non-Nursing Facilities' entities can contact the State Contractor to obtain an application to enroll into a State approved Nurse Aide Training Program. The application can be obtained in writing or by telephone to:

The application process for new approvals is reviewed within 90 business days of submission by the State Contractor. The Nursing Home Facility or non-Nursing Home Facility will be contacted in writing via e-mail by the State Contractor with a decision to approve, request additional information or deny the application. Reapprovals are reviewed within 45 business days of submission by the State Contractor. Request for additional information is sent via email, and a decision to approve or deny is sent by the State Contractor in writing. Receipt of re-approval letters should be posted on the facility's CareConnect dashboard within 10 to 14 business days after the scheduled date of re-approval.

602.1. Enrollment Application

The NATP application, which will be reviewed by the State Contractor, should include copies of the following:

602.1.1. Program content and length which includes lesson plans, quizzes, exams, handouts, games, pamphlets and skills performance checklist. (Review Chapter 800) Lesson plans cannot be purchased from another nurse aide training program: the lesson plans should be unique for the individual program.

602.1.2. Course Book Lesson Plans Are Not Acceptable. All Lesson Plans Must Be Typed and Not Handwritten.

602.1.3. Training program office policies must include the Code of Conduct in Section 608 and must include when a student will be terminated from the program (Review Section 803).

602.1.4. The candidate is allowed to take the written and skills state competency examination when all eligibility requirements are met as referenced in the Code of Federal Regulations (42CFR483-150-483.158). All programs must have a detailed office policy which must include a refund and code of conduct policy. The code of conduct policy must include consequences for violation of the policy. Each program must document progress notes throughout the nurse aide training program course for each candidate. All policies must be provided to the candidate at the time of registration. The candidate must sign an acknowledgement form for all policies.

602.1.5. All programs, except nursing homes, must have a detailed refund policy. A "NO REFUND" policy is not acceptable.

602.1.6. Skill procedure breakdowns, if not listed in course book.

602.1.7. Qualifications of instructors (Review Chapter 800).

602.1.8. Appropriate ratio of classroom/clinical instruction to skills training

(Review Section 800).

602.1.9. Provisions for written evaluation of the program.

602.1.10. Instructor evaluation form.

602.1.11. Student evaluation form.

602.1.12. Criteria for successful completion of program.

602.1.13. Classroom and clinical attendance policies with make-up policy for missed hours included.

602.1.14. Reasonable accommodations for students and prospective students with disabilities.

602.1.15. Equipment list-appropriate, furnishing for physical location to meet classroom instruction and skills training needs. No round or conference tables will be allowed for side rails. No telescoping side rails. Carpet, floors and walls must be clean. Heating and A/C is mandatory and must be working properly. Receipts for mannequin must be available, if requested by the State Contractor. (The equipment can be pending prior to the scheduled on-site visit from the State Contractor.) If classroom/lab site approval is NOT approved during the first on-site visit for the Nurse Aide Training Program, the next on-site visit will take up to sixty (60) business days. If the program fails the second on-site visit, the new program must wait one (1) year to reapply for the NATP. All programs are expected to be prepared with all the required equipment/supplies.

602.1.16. Hourly breakdown form listing the time spent in classroom, lab and clinical rotation.

602.1.17. Clinical contract with an approved healthcare facility – The signed clinical contract must be obtained and submitted with the Nurse Aide Training Program for approval. All applications submitted without the clinical contract will not be reviewed until the signed clinical contract is submitted. Failure to submit the signed clinical contract will delay the ninety (90) day process. 10 p.m. – 7 a.m. is not acceptable for the clinical rotation.

602.1.18. Business license, fire code inspection and fire code evaluation plan required for non-facilities-based programs (the location of the program can be pending until the approval of the submitted material). Additional program sites cannot be added within the first two (2) years of the initial NATP approval; and

602.1.19. Textbook used for course must be within five (5) years of publishing (the course book will be returned). The program cannot copy the nurse aide course textbook, unless written permission is given by the publisher, and a copy of the publisher's written permission is submitted to the State Contractor. All students must have a course textbook at the start of each

class.

The State Contractor is not responsible for lease agreements, purchase of equipment and/or building prior to the approval of the submitted paperwork for the nurse aide training program. The program location and equipment can be obtained, once the approval is given by the State Contractor regarding the required submitted paperwork. The program location, business license and equipment list on the application can be left blank until notified by the State Contractor. The State Contractor will notify the applicant via email when submitted paperwork is approved. The program will have ninety (90) business days from the date of NATP paperwork approval to have a lease agreement, building and purchase of equipment submitted to State Contractor prior to the scheduled on-site visit. If proof of lease agreement, building and purchase of equipment is not received within the ninety (90) business day grace period, the program must wait one (1) year to reapply for NATP approval. THE PROGRAM MUST HAVE A VALID EMAIL ADDRESS.

Programs pending approval are restricted from accepting payments or advertising for a Nurse Aide Training Program until written permission is given by the State Contractor. No advertising, social media, marketing, collecting fees or nurse aide classes are allowed until the on-site visit is completed, and the state approval letter is received. No Exceptions.

602.2. Disciplinary Action:

602.2.1. The application will be denied if there are any violations listed above. The applicant can reapply in two (2) years.

602.2.2. Allow up to thirty (30) business days for the on-site visit from the State Contractor to approve a new location. The State Contractor reserves the right to request receipts for equipment prior to or during the on-site visit. All equipment must be available during the initial on-site visit. If any of the items on the equipment list are missing, the next on-site visit cannot be scheduled for an additional sixty (60) business days. (Rev. 01/2014)

602.3. Building/Classroom/Lab Requirements

602.3.1. Programs must ensure that the classroom/lab setting is conducive for learning. e.g. free of traffic, disruptive noises (telephones, etc.) and the classroom must have desks or long tables (no round, conference tables or small desktops) with room enough for trainees to be three (3) feet apart facing forward and wide enough for the trainee to place textbooks and testing materials on top.

602.3.2. The bed in the lab must have three (3) feet of clearance around it for an appropriate working space. If the program is using a door for privacy, the trainee must be able to close the door without any difficulty and this should be practiced during the skills.

602.3.3. If the lab room has a door for privacy, and the room has windows, the windows must have coverings also to provide for privacy (blinds or curtains). The program will have ninety (90) business days from the date of NATP paperwork approval to have a lease agreement, building and purchase of equipment submitted to the State Contractor prior to the scheduled on-site visit. If proof of lease agreement, building and purchase of equipment is not received within the ninety (90) business

day grace period, the program must wait one (1) year to reapply for NATP approval.

602.3.4. The business license, fire code inspection and fire code evaluation plan must be submitted to the State Contractor prior to the scheduled on-site visit. The building must be handicap accessible. All free-standing dwellings must have two (2) entrance/exit doors.

602.3.5. Once approved, all programs must have an outside company/facility sign with the name of the program. New programs cannot open an additional training site until after the first re-approval application is approved. Programs must re-approve every two (2) years. All applications are processed within ninety (90) business days of receipt. The information requested should be submitted in one packet along with the completed application to:

Georgia Nurse Aide Training Program
P.O. Box 105753
Atlanta, GA 30348

602.3.6. The State Contactor must, within ninety (90) business days from receipt of the approval packet, act upon the request by:

602.3.6.1. Advise the applicant whether the program has been approved; or

602.3.6.2. Request additional information from the requesting entity.

602.3.6.3. Requested information must be submitted within thirty (30) business days from receipt of request.

602.3.6.4. If the requested additional information is received within thirty (30) business days of receipt, but still incorrect, the applicant will have ten (10) business days from the second request to submit information via e-mail/mail.

602.3.6.5. If the second request for information is not received within ten (10) business days from receipt, the requestor must wait one (1) year to reapply.

602.3.6.6. If the first request for additional information is not received within thirty (30) business days from receipt of the request, the requestor must wait one (1) year to reapply; and

602.3.6.7. Allow thirty (30) business days for the State Contractor to review requested information upon each submission.

Note: When submitting an approval application with the required materials, please do not use sheet protectors, staples and/or place the material in a notebook or binder. The information cannot be stored in that manner and the notebook and/or binder will not be returned. Do not send the nurse aide textbook.

**603. Reasons for Application Denial**

603.1. Applications could be denied for one (1) year for the following reasons:

603.1.1. Lack of required information submitted for approval within thirty (30) business days from the requested date.

603.1.2. Classroom/lab are not conducive for learning for non-Nursing Home Facility based programs as determined by the on-site visit by the State Contractor.

603.2. Applications will be denied for the following reasons:

603.2.1. Fraudulent and/or the intent to misrepresent information or documents submitted by the Nursing Home Facility or non-Nursing Home Facility based programs.

603.2.2. Starting a CNA course prior to written State approval.

603.2.3. Accepting registration and/or class fees from potential students prior to approval from the State Contractor.

603.2.4. Advertising for CNA courses prior to the approval from the State Contractor; and

603.2.5. An applicant/facility will not be allowed to apply for a nurse aide training program if another state agency has validated complaints and non-compliance issues.

NOTE: All program denials must be submitted in writing from the State Contractor indicating the reason for the withdrawal or denial. To Avoid Unnecessary Delays: Type or print clearly in black or blue ink only. Provide all requested information that applies.

**604. Conditions of Approval**

Once approved the programs must go through a re-approval process every two (2) years. All programs must follow conditions of approval. All programs must provide any additional information requested by the State Contractor during its review of the program. Send completed re-approval applications to:

Georgia Nurse Aide Training Program
P.O. Box 105753
Atlanta, GA 30348

The program must validate that students who are Georgia program applicants have two (2) forms of identification. One (1) must be a valid Social Security Card and one (1) must be a government issued picture identification (ID) upon application of an approved NATP. All nurse aide training programs must validate with the student if a current or past nurse aide certification was obtained. The program must check for any adverse findings with the
current or past nurse aide registry. Any student with an adverse finding cannot enroll in the nurse aide course.

NATPs are to inform program applicants, prior to their acceptance, that adverse information on criminal background checks does hinder an individual from obtaining employment and may also hinder an individual from participation in clinical rotation in some facilities.

Applicants should be made aware that the applicant must pass a background screening successfully (per GA article 14 and the addendum 31-7-350) before and/or during working in any long-term care facility. If a person finds that they cannot be hired, usually it has something to do with their background check as specified in the 31-7-350. Employers will perform a criminal background check. Effective October 1, 2019, the new fingerprint criminal background check requirements apply to all individuals with "direct access" to residents. "Direct access" is defined as "routine personal contact" with a resident. Based on this definition, the Department's position is that most CNA students who are training in facilities on a short-term basis as part of a CNA program would not have
"routine" personal contact. In other words, training in the facility for a limited period, such as 3-5 days, is not "routine." As such, CNA students should not require a fingerprint check. If the student will be in the facility for a longer duration of time than a typical training rotation, then it may be necessary for them to have a background check. If a CNA student works in a facility while in the program, that would trigger the requirement as well.

Note: The Nursing Facility can require, as a matter of policy, the student have a fingerprint check at any point regardless of what the state regulations require.

The Employers must be thorough in their investigations of the past histories of individuals they are considering hiring. In addition to inquiry of the nurse aide registry or licensing authorities, an employer should check information from previous and/or current employers and make reasonable efforts to uncover information about any past criminal prosecutions.

The State approved program instructor must submit, to the State Contractor, the training schedule p prior to the start of each class. The NATP is responsible for notifying the State Contractor of any changes to the schedule within five (5) business days after the start of each class. The nurse aide course must be taught in English ONLY.

NATP requests submitted to the state contractor within a renewal period are reviewed within 10 business days of receipt. The NATP programs are notified via e-mail that changes are denied or approved.

604.1. The classroom and lab must be of sufficient size to accommodate the number of students within each setting. The Department of Community Health (DCH) recommends that the classroom and lab should have a maximum of fourteen (14) students per one (1) instructor for all programs as determined by on-site visit by the State Contractor, except for the state high school and technical school programs, where ratios are set per state authority. No student will be added to the roster after the start of each class.

604.1.1. The typed class schedule must include:

604.1.1.1. Nurse Aide Program Number

604.1.1.2. Start & end dates of class & clinical sessions

604.1.1.3. Start & end times of the class & clinical sessions

604.1.1.4. Clinical site & clinical dates at the site (10 p.m. – 7 a.m. is not acceptable for the clinical rotation)

604.1.1.5. Instructor (s)

604.1.1.6. Student's name, address & phone number

The class roster can be mailed to the above address or uploaded via the Nurse Aide Self-Service Portal through the Georgia CareConnect Online Submissions Form Web Portal. Please, do not e-mail the class roster. All class rosters must be typed.

If a student is unable to pass the skill demonstrations per the skills checklist in the lab, the student will not be allowed to attend clinical until the skill has been mastered in the lab.

Each clinical rotation must be limited to fourteen (14) students per one (1) state approved instructor. No student will be added to the roster after the start of each class.

All changes after the initial approval must be submitted in writing within ten (10) business days of change. The change requested cannot be implemented until the State Contractor grants approval. The approval or denial of all changes could take up to thirty (30) business days. Program name change requires a copy of the new business license. Lesson plans must be typed and not handwritten.

If a non-facility-based program's physical approved location changes or an additional site is added, the program m must notify the NATP prior to the move to set up an on-site visit for the new location. Additional program sites cannot be added within the first two (2) years of the initial NATP approval. Program address change or an added additional location requires written submission to the State Contractor. The program cannot start classes until the State Contractor has approved the new location. Allow up to thirty (30) business days from the on-site visit from the State Contractor to approve the new location. All equipment must be available during the on-site visit. If any of the items on the equipment list are missing, the next on-site visit will not be scheduled for an additional sixty (60) business days. Classes cannot be held until the on-site visit is completed and approved. No Exceptions. Failure to notify the NATP could result in probationary status and/or withdrawal of the program.

New Nurse Aide Training Programs cannot request additional classes/hours/days to their program until after the first six (6) months of success, meaning the program must have successfully graduated students and the written/skills competency examination is eighty (80) percent or better on the program's quarterly reports. Nurse Aide Training Programs that fail to maintain eighty (80) percent or greater on the written/oral and skills competency examination scores cannot request approval for an additional training site until both parts of the competency examination scores are above eighty (80) percent quarterly and yearly.

All programs must submit to the State Contractor a list of students issued a training program completion certificate within five (5) business days after the end date of e ach class.

604.2. Nurse Aide Training Program Records

Each program must maintain a list of skills and a summary of the knowledge that each student is expected to have upon completion of the training program. The skills checklist form must be kept by the program and completed by the instructor. Signatures are required on the skills checklist from the instructor and student once the skills are checked off at a hundred (100) percent. The student can request a copy of the skills checklist form after the completion of the program.

The primary instructor must record the date a student satisfactorily performs each required task or skill and provide a copy of the student's performance record to the student. Upon satisfactory completion of the training program, the student must be allowed to take a written or oral competency examination and skills competency demonstration examination from an approved test site.

604.2.1. The training program must retain all required records for at least seven (7) years including:

604.2.1.1. Student attendance sheets

604.2.1.2. Skills checklist

604.2.1.3. Test scores

604.2.1.4. Final exam scores

604.2.1.5. Course evaluations

604.2.1.6. TB skin test results and/or chest x-ray results, if applicable

604.2.1.7. Copy of training completion certificate given to student

604.2.1.8. A form signed by student stating the program evaluation form was given at the end of the course for student to mail back to State Contractor

604.2.1.9. All other relevant documentation

All training programs must retain all required records for seven (7) years after the close date if the program closes for any reason. A written statement must be sent to the Georgia Nurse Aide Training Program State Contractor with storage record address, contact person and phone number. A training program cannot submit another nurse aide training program, if previous training records are not available for review.

A Georgia NATP representative will conduct mandatory on-site and/or desktop visits every two years to review program and student records. The Contractor reserves the right to conduct additional on-site reviews to verify that a program is following State and Federal guidelines. Reviews may be initiated at the Contractor's discretion and/or upon request of DCH. Additional reviews may be conducted by program documentation and/or telephonic review by the representative or by an on-site visit.

604.3. Disciplinary Action

604.3.1. First occurrence of failing to adhere to any of the above sections will result in one (1) year's probationary status.

604.3.2. Second occurrence of failing to adhere to any of the above sections will result in withdrawal of the nurse aide training program.

**605. Program Responsibility at the Clinical Sites**

605.1. The NATP will be responsible for obtaining a clinical contract with an approved healthcare facility and renewing that contract every two (2) years. This clinical contract must contain information regarding the responsibilities of both parties.

605.2. The NATP will be responsible for all planned clinical sessions for the students. Before starting each class, the program must ensure that the approved healthcare facility is available and willing to host the students for the clinical rotation. All programs must contact the clinical site prior to the start of each new class to ensure the clinical dates are approved. Failure to provide clinical rotation for candidates upon the completion of classroom and lab training will result in disciplinary action. NATP's will not be allowed to suspend the class or clinical rotation indefinitely unless the suspension is approved by Alliant Health Solutions.

605.3. The NATP will adhere to the healthcare facility requirements regarding scheduling, resident assignments, sign-in and out forms for each clinical rotation and providing the names of the students and instructors.

605.4. All students must have a Purified Protein Derivative (PPD) same as a TB Test or Chest x-ray (if applicable) with results p prior to attending the clinical site, plus any additional requirements of the clinical site.

605.5. The NATP will always provide approved instructor supervision for students in the clinical area; the program is responsible for all accidents/incidents related to student activities.

605.6. The skills must be checked off in the lab setting prior to, "hands on" in the healthcare facility setting.

605.7. Allow approximately 10 to 15 minutes during the preclinical conference to inform students of their role in the instructor evaluation process. Post conference must occur following each clinical day to discuss clinical experience and student's performance.

605.8. The length of the clinical day cannot exceed eight (8) hours.

605.9. The observation of the student performances must be monitored by the Georgia approved instructor to maintain the safety of the residents.

605.10. Instructors and students must wear appropriate uniform to include a name tag that designates the name of the NATP and the individual's status (i.e.student or instructor). Non-skid footwear must be worn during the clinical rotation.

605.11. The clinical session must provide experiences that meet the Georgia NATP expected

outcomes as outlined in the Code of Federal Regulations.

605.12. Students must always maintain safe practices to include infection control and respecting resident rights.

605.13. The NATP will provide documentation of the required immunizations/tests for instructor(s) and students.

605.14. The NATP will abide by all guidelines, policies and procedures mandated by the approved healthcare facility.

605.15. The NATP is responsible for the selection of resident care assigned to the students based on the student check-off in the lab at a hundred (100) percent.

605.16. The NATP is responsible for notifying the approved healthcare facility of all schedule changes prior to the assigned clinical rotation date.

605.17. Instructors and students must report CNA abuse to the appropriate individual at the facility and the Healthcare Facilities Regulation Division (HFRD); and

605.18. If the instructor works for more than one training program, that instructor can only work with one clinical group at a time.

Note: Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-31-7-353 If a Nursing Home Facility receives a sanction and currently has nurse aide training students, the facility cannot participate in a nurse aide program for two (2) years after completion of the current program.

## 606. Disciplinary Action

606.1. First occurrence of failing to adhere to any of the above sections will result in a one (1) year probationary status.

606.2. Second occurrence of failing to adhere to any of the above sections will result in withdrawal of the nurse aide training program.

## 607. Special Conditions of NATP Student Certification

To be certified in Georgia by the Nurse Aide Training Program (NATP), an individual must meet all program conditions established by the Department of Community Health (DCH). In addition, an individual must:

607.1. Apply and be accepted to a Georgia State approved program.

607.2. Complete all state approved hours in a Georgia State approved nurse aide training program, which includes classroom, lab and clinical hours. All clinical training m must be in an approved healthcare facility under the supervision of a state approved LPN/RN instructor. All CNA instructors must be approved by the State Contractor.

607.3. Take the written/oral and skills competency examination after successful completion of the nurse aide training program and clinical rotation.

607.4. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination. The training program certificate must include:

607.4.1. Student's name

607.4.2. Number of program completion hours

607.4.3. Legal name and program number as listed with the NATP

607.4.4. Date of program completion

607.4.5. Signature of program approved representative

607.4.6. Certificate must be notarized

607.5. The student will have three (3) attempts at passing the written/oral and skills competency examination within one (1) year. After the third (3rd) attempt without passing the competency examination, the student must re-take the nurse aide training program again. Once the student has passed the examination within the third (3rd) attempt, the student's name is submitted for placement on the Georgia Nurse Aide Registry.

## 608. Code of Conduct

The Code of Conduct is the professional standards for conduct, attitude, performance and ethics while enrolled in a nurse aide training program including the testing for the state competency examination. This Code of Conduct must be established with each program for students, program facility, instructors and/or program coordinators during class, lab, clinical rotation and competency examination.

The candidate is allowed to take the written and skills state competency examination when all eligibility requirements are met as referenced in the Code of Federal Regulations (42CFR483-150-483.158). All programs must have a detailed office policy which must include a refund and code of conduct policy. The code of conduct policy must include consequences for violation of the policy. Each program must document progress notes throughout the nurse aide training program course for each candidate. All policies must be provided to the candidate at the time of registration. The candidate must sign an acknowledgement form for all policies. The Code of Conduct must also include:

608.1. Dress Code including name tag identification and non-skid footwear.

608.2. Appropriate interaction with instructors, coworkers, residents, etc.

608.3. No personal cell phone usage during class, lab or clinical rotation.

608.4. Disruptive behavior or inappropriate language such as profanity or inappropriate discussion of personal problems during any phase of training and testing is not permitted.

608.5. Display professionalism and self-control always.

608.6. Perform no task for which the trainee has not received training.

608.7. Practice all safety precautions taught for each lab skill.

608.8. Reporting appropriate information such as changes or problems in resident to instructor and/or supervisor, i.e. students must report all concerns immediately to the clinical instructor first, or a facility supervisor per policy of the healthcare facility.

608.9. Always follow HIPAA Guidelines. HIPAA violations may result in dismissal from the program and may prevent placement on the Georgia Nurse Aide Registry.

608.10. Respond to emergencies as needed.

608.11. Cheating is prohibited and will result in the immediate dismissal from the nurse aide course.

608.12. The removal of unauthorized program and/or testing documents is prohibited and will result in the immediate removal from the program. Eligibility for placement on the Certified Nursing Aide Registry will not be allowed; and

608.13. Instructors/contractors must be paid according to the NATP service agreement with the program.

608.13.1. Disciplinary Action

Failure to follow the Code of Conduct is immediate basis for dismissal form the program and/or loss of approval status with the State Contractor. The State Contractor reserves the right to remove approval for teaching/oversight status for program coordinators and/or instructors.

## 609. Conditions of Re-Approval

The State Contractor may not grant approval of a nurse aide training and competency evaluation program for a period longer than two (2) years. A program must notify the State Contractor, and the State Contractor must review that program when there are substantive changes made to that program within the two (2) year period.

The State Contractor is responsible for mailing and/or posting re-approval letters to the programs sixty (60) business days prior to the re-approval date. The cover letter will include a return date for the requested information to the State Contractor. In addition to the letter, all programs must utilize the re-approval application packet posted on the web portal at careconnect.georgia.gov. Click the Certified Nurse/Medication Aides tab, under Providers & Administrators, next click Visit Nurse/Medication Aide Portal, next select the Resources tab and click Forms. Afterwards click the

link titled, “Nurse Aide Training Program Application PDF File. Lesson plans cannot be purchased from another nurse aide training program; the lesson plans should be unique for the individual program. COURSE BOOK LESSON PLANS ARE NOT ACCEPTABLE. ALL LESSON PLANS MUST BE TYPED AND NOT HANDWRITTEN.

The State Contractor must within forty-five (45) business days from receipt of the initial re-approval packet act upon the request by:

609.1. Advise the applicant if the program has been re-approved; and/or

609.2. Request additional information from the requesting entity.

609.3. Requested information must be submitted within thirty (30) business days from receipt of request.

609.4. If requested additional information is received within thirty (30) business days of receipt, but still incorrect, the applicant will have ten (10) business days from the second request to submit information via email/mail.

609.5. If the second request for information is not received within ten (10) business days from receipt, the requestor must wait one (1) year to reapply and must complete the current class in session.

609.6. If the initial re-approval packet for requested information is not received within thirty (30) business days from receipt of request, a second request is e-mail/mailed; and

609.7. If the second request is not received within thirty (30) business days from receipt of request, the program is listed as expired, and no further classes can be held until the program is re-approved.

609.8. Allow thirty (30) business days for the State Contractor to review requested information upon each submission.

609.9. There will be no extensions for re-approvals of the nurse aide training program beyond the allotted time listed above. The programs will be allowed to finish the program in progress in accordance with the Code of Federal/State Regulations and will then be listed as “expired” in the nurse aide program database. There will be no further programs until the reapproval process has been completed.

609.10. Upload documents fifty (50) pages or less to the web portal self-service link. Material that exceeds fifty (50) pages must be mailed.

609.11. If the program is out of compliance in submitting class rosters to the State Contractor prior to start of each class, the program will not be re-approved. The first offense for not submitting class rosters will include notification by the State Contractor, requesting copies of the class rosters. Once the class rosters are received, the re-approval will be processed. The second offense will result in withdrawal of the nurse aide training program.

609.12. Training programs must post the most recent pass/fail quarterly report for applicants and students.

## 610. Withdrawal of Approval

The State Contractor must withdraw approval for two (2) years of a nurse aide training and competency evaluation program, or a NA competency evaluation program should:

610.1. The entity providing the program refuses to permit unannounced visits by the State Contractor.

610.2. The program refuses to allow the State Contractor proctoring for any of the program's training or testing of students.

610.3. The program does not submit re-approval guidelines every two (2) years.

610.4. The program provides or submits false and/or intentional misrepresentation information.

610.5. The Georgia State Contractor and other Georgia State/Federal Agencies findings of complaints filed against a program are found valid.

610.6. The program refuses to follow State policies, Federal guidelines and/or the State Contractor recommendations.

610.7. Any program that utilizes ONLY the GA Candidate Handbook for skills training. The GA Candidate Handbook must be used to prepare the student for the state standardized test.

610.8. Valid complaints filed against a program regarding insufficient funds, as it relates to conducting and maintaining ethical business standards (e.g., testing fees, student refunds, instructor payment fees, maintaining all equipment and leasing issues); and

610.9. Valid complaints regarding nurse aide class taught in any language, except English.

Subject to the authority of DCH, the State Contractor may withdraw approval of a nurse aide training and competency evaluation program or nurse aide competency evaluation program, if it is determined that any of the applicable requirements are not met by the program and/or evidence of impropriety or tampering is found upon review and/or findings of conditions documented in sections 603 of this manual.

Should the State Contractor withdraw approval of a nurse aide training and competency evaluation program or competency evaluation program, the State Contractor must notify the program in writing, indicating the reason(s) for withdrawal of approval of the program.

Students who have started a training and competency evaluation program from which approval has been withdrawn must be allowed to complete the current course.

## 611. Complaint Guidelines

All complaints against a program and/or instructors must be submitted in writing. The complaint should provide as much information as possible. Complaints can be submitted anonymously. If contact information is provided, the nurse aide program will contact the individual making the complaint within ten (10) business days of receipt. The State Contractor will notify the program of the complaint and investigate within thirty (30) days of notification to the program. If more time is warranted, the program will be notified the investigation is still pending. Depending on the type of complaint, the program will be allowed to finish the current class in session, but no further classes can be held until after the investigation is completed. The program will be notified via mail regarding the outcome of the complaint.

611.1. Disciplinary Action

Depending on the nature of the complaint, the NATP may be placed on probation for one (1) year or withdrawn for two (2) years. All requirements by the State Contractor must be followed. Failure to comply with disciplinary actions and/or reported additional valid complaints will result in immediate withdrawal of the NATP.

## 612. Programs on Probation

Any program placed on probation due to non-compliance will be given a one (1) year probationary period. The following parameters must be followed by the program:

612.1. A monthly Program Coordinator's Guide and equipment list must be submitted to the Georgia Nurse Aide Training Program by the 15th of each month for the entire duration of the probationary period.

612.2. All probations will remain in effect until expiration or may be extended based on the evaluation of the on-site visit or other complaints found to be valid by the State Contractor.

612.3. No additional satellite training locations for the program on probation can be approved during the probationary period; and

612.4. The program must comply with additional recommendations submitted by the State Contractor.

## 613. Disciplinary Action

Failure to comply with the guidelines set forth for programs on probation will result in withdrawal of program for two (2) years. The State Contractor reserve the right to place programs on probation or withdraw the nurse aide training program.

## 614. Americans with Disabilities Act (ADA) Guidelines of 1990

All programs that have potential candidates with any functional abilities' deficit that would require accommodations to safely perform nursing assistant functions must contact Alliant Health Solutions prior to enrollment to inform the State Contractor of the ADA request. It is the nurse aide training program's responsibility to follow all ADA guidelines related to the ADA request. It is not the responsibility of Alliant Health Solutions to determine if the student should be enrolled in the nurse aide program. The program may choose to contact a lawyer or ADA Specialist for guidance.

Functional ability categories that could affect an individual's ability to perform are:

614.1. Physical – gross and fine motor, physical endurance, physical strength mobility

614.2. Sensory – visual, tactile, olfactory, hearing

614.3. Cognitive – reading, arithmetic, analytical and critical thinking

614.4. Interactive – interpersonal, communicative

If yes to one or more of the above categories, please describe in writing the nature of the mental or physical condition, the way it affects the candidate's ability to practice safely, and the type of accommodation or teaching method needed.

If a serious problem is identified, the program must follow the ADA guidelines to prove that all requirements are met, which include teaching methods and/or equipment. Reasonable accommodations to be provided upon request for persons with disabilities. The request should be in writing from the student.

## 615. Appeal Information

DCH has the final decision-making authority after conferring with the State Contractor regarding any inquiries of programs or students.

## Chapter 700: Special Conditions for Nursing Home Based Programs

### 701. General Conditions

701.1. The Nursing Home Facility must not use on a full-time basis any individual as a nurse aide in the facility for more than four (4) months unless the individual has completed an approved Nurse Aide Training and Competency Evaluation Program (NATCEP) by the Contractor and is assured competent to provide nursing-related services.

701.2. The Nursing Home Facility must not use on a temporary, per diem, leased, or on any basis other than as a permanent employee any individual as a nurse aide in the facility, unless the individual meets the requirements described immediately above.

701.3. The Nursing Home Facility must not permit an individual, other than in an approved training and competency evaluation program by the contractor, to serve as a nurse aide or provide services of a type for which the individual has not demonstrated competency and must not use such an individual as a nurse aide unless the facility has inquired of any State Registry of all individuals that the facility believes will include information concerning the individual.

701.4. The Nursing Home Facility must provide, for individuals used as a nurse aide by the facility, for an approved competency evaluation program by the Contractor and such preparation as may be necessary for the individual to complete such a program.

701.5. The Code of Federal Regulations requires that each nurse aide program provide at least sixteen (16) hours of supervised practical training. Supervised practical training is defined as training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse. The Code of Federal Regulations does not require students to be paid for training purposes.

### 702. Retraining of Nurse Aides

The Nursing Home Facility must ensure that re-training is not required. This means determining that if, since an individual's most recent completion of a training and competency evaluation program, there has been a continuous period of twenty-four (24) consecutive months during which the individual performed at least eight (8) hours of nursing aide services for monetary compensation, s such individual shall complete a new training and competency evaluation program or a new competency evaluation program to qualify for employment.

702.1. All nurse aides must provide proof of employment to update for current or past employers. Proof of employment consists of a copy of a pay stub or W-2 form within the past twenty-four (24) consecutive months.

702.2. All nurse aides working private duty must be under the general supervision of a LPN or RN and provide a notarized letter from employer with the LPN or RN name and license number detailing job duties, length of employment, and proof of income was given for services rendered within the past twenty-four (24) consecutive months. If an individual's nurse aide certification has expired over twenty-four (24) months from the

last recertification date, the individual must complete a new training and competency evaluation program or a competency evaluation program. If the nurse aide certification has expired one from the registry expiration date, the individual must complete a new state approved training program; after successfully passing both parts of the competency exam, the individual's certification is updated for two (2) years. (Rev 08/2025)

702.3. Staff Development Reviews

The Nursing Facilities must allow the State Contractor to perform a staff development review each year for all CNAs. This is referenced as the Nursing Homes Staff Development Reviews. The nursing facilities that do not have a training program are sent letters by the Contractor the first of each month for their review period. The Nursing Home Facility is allowed thirty (30) business days after the end of the review period to submit the information. All Nursing Facilities requesting an extension to submit the requested information must submit the request in writing. The maximum limit for the extension is thirty (30) business days. Please print or type the requested information. The State Contractor will mail out a second letter to the nursing home if the requested information is not received within thirty (30) business days after the end of the review period noted on the initial letter. The second letter for the requested information must be submitted by the nursing home within ten (10) business days of receipt.

The Contractor types out the staff development review report with all the in services listed and a total number of all CNAs reviewed in the system for each Nursing Home Facility. If a CNA has an expired certification, the Contractor notifies either the administrator, director of nursing or staff development review coordinator. The Contractor will list all CNAs with insufficient in-service hours and expired certification. The Contractor reviews the in-services to see if the facility is following the federal guidelines for CNA in-services (Review 42CFR483.35 and 42CFR483.95). The Contractor will be specific to give the credit for the in-service material.

The Contractor will re-review all the hours and certification expiration dates. The Contractor will make out the comment section and any further corrective action plan (CAP) to be added. The Contractor checks the file; this is to ensure that if the program had a (CAP) from the previous year, it has been responded to. The staff development report is posted on the facility's CareConnect dashboard within thirty (30) business after the completion of the review.

Facilities are to upload corrective action plans via the CareConnect website portal or submit to:

Alliant Health Solutions
P.O. Box 105753
Atlanta, GA 30348

702.3.1. Part time and PRN CNAs also need to have in-service hours.

702.3.2. Full time CNAs status works 2080 hour/annually = 12 hours in-service.

702.3.3. Part time CNAs at 20 hours a week = 1040 hours/annually = 6 hours of in service, etc.

The Nursing Home Facility must provide such regular performance review and regular in-service education to assure that individuals used as nurse aides are competent to perform services as nurse aides, including training for individuals providing nursing-related services to residents with cognitive impairments. The facility must complete a performance review of every nurse aide at least once every twelve (12) months and must provide regular in-service education based on the outcome of these reviews. The in-service training must:

702.3.4. Be sufficient to ensure the continuing competence of nurse aides but must be no less than twelve (12) hours per year.

702.3.5. Address areas of weakness as determined in nurse aides.

702.3.6. Provide performance reviews and may address the special needs of residents as determined by the facility staff; and

702.3.7. Address the care of the cognitively impaired for nurse aides providing services to individuals with cognitive impairments

Training of nurse aides may be performed under the general supervision of the RN Director of Nursing (DON/ADON) for a Nursing Home Facility; however, the DON/ADON are prohibited from acting as the primary instructor or as a program trainer.

Note: The facility program will also need to meet Healthcare Facilities Regulation Division (HFRD) mandatory in-services.

The State Contractor recommends the nursing facilities conduct a competency exam prior to hiring a CNA currently listed on the Nurse Aide Registry.

If the CNA is not competent in skills, i.e. vital signs, etc., the facility should report to the State Contractor so that an investigation of the CNA's training program is executed by the State Contractor.

702.4. Nursing Facilities Receiving Sanctions

The State Contractor may not approve a nurse aide training and competency evaluation program offered by a program, which includes in a facility in the previous two (2) years.

702.4.1. Has operated under a waiver due to the extent that the Nursing Home Facility engaged the services of a registered professional nurse, and the waiver was granted on the basis that the facility is unable to provide nursing care required for a period more than forty-eight (48) hours per week.

702.4.2. A program that has been subject to an extended (or partial extended) survey or probation; or

702.4.3. A program that has been assessed a Civil Monetary Penalty (CMP) of not less than $5,000 or subject to a Federal or State remedy.

Alliant Health Solutions may not, until two (2) years since the assessment of the penalty (or penalties) has elapsed, approve a nurse aide training and competency evaluation program or competency evaluation program offered by or in a facility that, within the two (2) year period beginning October 1, 1988

702.4.4. Had its participation terminated under Federal or State Policy or State Plan.

702.4.5. Was subject to a denial of payment by Medicare or Medicaid.

702.4.6. Was assessed a CMP of not less than $5,000 for deficiencies in Nursing Home Facility standards.

702.4.7. Operated under temporary management appointed to oversee the operation of the facility and to ensure the health and safety of its residents; or

702.4.8. Pursuant to State action, was closed or had its residents transferred.

**703. Prohibition of Charges**

No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials).

NOTE: Facilities should refer to the Part II Nursing Facility Services Policy Manual, Chapter 1000 for reimbursement methodology.

**704. Reasons for Application Denial (Review section 603)**

The State Contractor may not approve a nurse aide training and competency evaluation program offered by or in a facility which in the previous two (2) years:

704.1. Has operated under a waiver due to the extent that the Nursing Home Facility engaged the services of a registered professional nurse, and the waiver was granted on the basis that the facility is unable to provide nursing care required for a period more than forty-eight (48) hours per week.

704.2. A program that has been subject to an extended (or partial extended) survey or probation; or

704.3. A program that has been assessed a Civil Monetary Penalty (CMP) of not less than $5,000 or subject to a Federal or State remedy.

The State Contractor may not, until two years since the assessment of the penalty (or penalties) has elapsed, approve a nurse aide training and competency evaluation program or competency evaluation program offered by or in a facility that, within the two (2) year period beginning October 1, 1988:

704.4. Had its participation terminated under Federal or State Policy or State Plan.

704.5. Was subject to a denial of payment by Medicare or Medicaid.

704.6. Was assessed a CMP of not less than $5,000 for deficiencies in Nursing Home Facility standards.

704.7. Operated under temporary management appointed to oversee the operation of the facility and to ensure the health and safety of its residents; or

704.8. Pursuant to State action, was closed or had its residents transferred.

## Chapter 800: Program Procedures and Curriculum

### 801. Requirements for Approval

For a nurse aide training and competency evaluation program (NATCEP) to have approval by the contractor, the program must have at a minimum, an eighty-five (85) hour training curriculum. The eighty-five (85) hours of program includes classroom/lab hours and a mandatory twenty-four (24) hours of clinical training within an approved healthcare facility clinical setting. (10 p.m. – 7 a.m. is not acceptable for the clinical rotation) A maximum of eight (8) hours is allowed for the training of the NA student per day.

Lesson plans must have a time allotment each day for the class time and the lab time. The rationale: all instructors will be teaching material in the same timeframe to promote compliance with the Federal/State Core Curriculum. The time allotment taken from the lesson plan is recorded on the hourly breakdown form. The total on the hourly breakdown form is recorded on page one (1) of the approval application in whole numbers. The hourly breakdown form and approval application must match.

The skills must be listed on the lesson plan day when demonstrated. The skill is then recorded on the skills checklist. Each skill must reference a page number from the book where the skill format was taken or submit a skill breakdown/rubric. The rationale: each skill using the breakdown/rubric will be taught in the same manner by all instructors. The skills, as listed on the example skills checklist, are compliant with the Federal/State Core Curriculum. Skills can be added to the skills checklist, but none of the skills can be deleted.

All skills warrant an instructor demonstration prior to a required student return demonstration. Videos are an additional learning aid and do not replace the actuality of an instructor demonstration.

The skills checklist form must be kept by the program and completed by the instructor. Signatures are required on the skills checklist from the instructor and student once the skills are completed. The student can request a copy of the skills checklist form after the completion of the program.

The first sixteen (16) hours of training must include these subjects. The training must be completed before the student has any direct contact with a facility r resident:

801.1. Communication and interpersonal skills including stress management and chain of command.

801.2. Infection control.

801.3. Safety/emergency procedures, including FBAO & body mechanics.

801.4. Promoting residents' independence.

801.5. Respecting residents' rights.

801.6. Legal/ethical behavior and scope of practice.

In addition, the training program must provide:

801.6.1. Basic nursing-related skills.

801.6.1.1. Taking/recording vital signs and vital signs parameters.

801.6.1.2. Measuring and recording height and weight.

801.6.1.3. Caring for the residents' environment.

801.6.1.4. Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor.

**802. Curriculum**

The curriculum of the training program must include the following areas as stated in 42CFR 483.152 and State guidelines:

802.1. Shortness of breath

802.2. Rapid respiration

802.3. Fever

802.4. Coughs

802.5. Chills

802.6. Pains in chest

802.7. Blue color to lips

802.8. Pain in abdomen

802.9. Nausea

802.10. Vomiting

802.11. Drowsiness

802.12. Excessive thirst

802.13. Sweating

802.14. Pulse

802.15. Blood or sediment in urine

802.16. Difficulty urinating

802.17. Frequent urination in small amounts

802.18. Pain or burning when urinating

802.19. Urine has dark color or strong odor

802.20. Behavior change

802.21. Talks or communicates less

802.22. Physical appearance/mental health changes

802.23. Participated less in activities or refused to attend

802.24. Eating less

802.25. Drinking less

802.26. Weight Change

802.27. Appears more agitated/nervous

802.28. Appears tired, weak, confused and/or drowsy

802.29. Change in skin color or condition

802.30. Requires more assistance with dressing, toileting, and/or transfers

802.30.1. Recognizing pain and reporting to supervisor; and

802.30.2. Caring for residents when death is imminent and postmortem care.

802.30.2.1. Personal care skills, including, but not limited to:

802.30.2.1.1. Bathing (to include observation for pressure ulcers).

802.30.2.1.2. Grooming, including mouth care.

802.30.2.1.3. Dressing.

802.30.2.1.4. Toileting.

802.30.2.1.5. Assisting with eating and hydration.

802.30.2.1.6. Proper feeding techniques.

802.30.2.1.7. Skin care; to include pressure ulcer observation and skin tears; and

802.30.2.1.8. Transfers, positioning and turning (to include observation for pressure ulcers).

802.30.3. Mental health and social service needs:

802.30.3.1. Modifying aide's behavior in response to residents' behavior, including depression.

802.30.3.2. Awareness of developmental tasks associated with the aging process.

802.30.3.3. How to respond to resident behavior.

802.30.3.4. Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity;

802.30.3.5. Using the resident's family as a source of emotional support;

802.30.3.6. Spiritual and cultural needs of the residents; and

802.30.3.7. Emotional and mental health needs of the residents.

802.30.4. Care of cognitively impaired residents:

802.30.4.1. Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).

802.30.4.2. Communicating with cognitively impaired residents.

802.30.4.3. Understanding the behavior of cognitively impaired residents.

802.30.4.4. Appropriate responses to the behavior of cognitively impaired residents.

802.30.4.5. Methods of reducing the effects of cognitive impairments; and

802.30.4.6. Spiritual and cultural health.

802.30.5. Basic restorative services – The nurse aide should be able to demonstrate skills which incorporate principles of restorative nursing, including:

802.30.5.1. Training the resident in self-care according to the resident's abilities.

802.30.5.2. Ambulation with/without a gait belt.

802.30.5.3. Use of assistive devices in transferring, ambulation, eating and dressing.

802.30.5.4. Maintenance of range of motion.

802.30.5.5. Proper turning and positioning in bed and chair.

802.30.5.6. Bowel and bladder training; and

802.30.5.7. Care and use of prosthetic/orthotic devices and eyeglasses.

802.30.6. Residents' Rights:

802.30.6.1. Providing privacy and maintenance of confidentiality.

802.30.6.2. Promoting the residents' right to make personal choices to accommodate their needs.

802.30.6.3. Giving assistance in resolving grievances and disputes (to include the role of the Ombudsman).

802.30.6.4. Providing needed assistance in getting to and participating in resident and family groups and other activities.

802.30.6.5. Maintaining care and security of residents' personal possessions.

802.30.6.6. Promoting the resident's right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff; and

802.30.6.7. Avoiding the need for restraints in accordance with current professional standards.

802.30.6.8. Include at least twenty-four (24) hours of supervised practical training. Supervised practical training means the student has training in a laboratory or other setting in which the trainee demonstrates knowledge and proper technique while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse. The supervision of the registered nurse or a licensed practical nurse. The supervision of the registered nurse or a licensed practical nurse should ensure that students do not perform any services for which the student has not trained and been found proficient by the instructor.

**803. Requirements of Program Coordinators and Instructors**

803.1. The Program Coordinators and Instructors are required to meet the following Requirement:

803.1.1. Registered Nurse (RN) with two (2) years of nursing experience

803.1.2. One (1) year of nursing experience as an RN must be in a long-term care

facility (nursing home)

803.1.3. Must have completed a course in teaching adults or have experience in teaching adults and/or supervising nurse aides

803.2. Duties of a Program Coordinator includes the following, but are not limited to:

803.2.1. Overseeing the program in its entirety

803.2.2. Review all required documentation for the yearly on-site and/or desktop review

803.2.3. Assisting instructor in resolving any issues with students

803.2.4. Making occasional on-site visits to classroom/lab and clinical sites to ensure proper instruction is taking place and documenting progress related to those visits

803.2.5. Assisting with compilation of material presented for the approval or reapproval prior to submitting to the Georgia Nurse Aide Training Program

803.2.6. Attending the first clinical rotation in a nursing home with all first-time instructors without nursing home experience

803.2.7. Oversee in-facility test dates scheduled by the program

803.3. Requirements for Instructors:

The Program Coordinator must upload a letter requesting approval for the LPN or RN to serve as an instructor in the classroom and/or clinical portion of the Nurse Aide Training Program. Please include a copy of the current GA nursing license, an updated resume and a copy of the Train-the-Trainer Workshop certificate. Requirements are as follow:

803.3.1. Registered Nurse or Licensed Practical Nurse with a current active Georgia Nursing License in good standing with the Georgia Board of Nursing. License cannot have the following status codes: probation, suspended, expired, lapsed, inactive, pending, renewal pending, revoked or surrendered

803.3.2. Minimum one (1) year of nursing experience

803.3.3. Train-the-Trainer Workshop attendance certificate from Alliant Health Solutions

803.3.4. Must have completed a course in teaching adults or have experience in teaching adults and/or supervising nurse aides

The request for approval of Program Coordinator and/or Instructors must be submitted in writing along with the program number, copies of updated personal resume, current GA LPN/RN License

and the Train- the-Trainer Certificate to the contractor.

Program Coordinators and instructors must register for the Train-the-Trainer workshop via Webinar or traditional classroom training on the web site at careconnect.georgia.gov. If a registered participant arrives to the two (2) day workshop on the second day without having completed the first day of the workshop, the individual will be required to attend both days in the manner of order. The individual will not be allowed to remain as a participant for the second day but must register for another workshop to attend for subject matter sequence.

An instructor/program coordinator approved to teach in a state approved program that violates federal, and state guidelines will be removed as an approved instructor to teach in the Georgia Nurse Aide Program and/or Assisted Living Medication Aide Training.

All new state approved instructors and temporary instructors must have an orientation completed by the Program Coordinator (PC). The orientation form must be kept on file at the program location. PC attendance required on the first day of the clinical rotation with any instructor who does not have LTC experience. Additional observation and assistance by the PC may be needed for new instructors in the clinical setting.

A request for temporary approval for an instructor and/or program coordinator must be submitted in writing with existing program number listed. Temporary instructor and/or program coordinator approval will not be granted for new NATP submissions. Please submit a copy of current Georgia nursing license and resume, along with cover letter requesting temporary approval. The temporary approval is granted for sixty (60) days on the intention that the Train-the-Trainer workshop will be attended within that allotted time. If the instructor and/or program coordinator does not attend the required Train-the-Trainer workshop within sixty (60) days, the individual's name is removed from the program and no further teaching can be conducted until the workshop is completed. Temporary instructor and/or program coordinator approval is granted at the discretion of the State Contractor.

In a facility-based program, the training of nurse aides may be performed under the general supervision of the Director or Assistant Director of nursing (DON/ADON) for the facility who is prohibited from performing the actual training.

Other personnel from the health professions may supplement a guest speaker specializing in a particular field, including, but not limited to, registered nurses, licensed practical/vocational nurses, pharmacists, dietitians, social workers, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, activities specialists, speech/language/hearing therapists, and resident rights experts.
No Certified Nurse Aide can assist in the teaching of the state approved nurse aide training program course. The state approved certified nurse aide training program course can only be taught by a GA Licensed LPN/RN.

Note: Supplemental guest personnel must have at least one (1) year of experience in their fields.

## 804. Requirements for Programs

The Nurse Aide Training Program must assess each potential student prior to allowing the student to enroll in a nurse aide training program for competency to perform all requirements listed in the Code of Federal Regulations. Student must be able to perform all skills required in the Code of Federal Regulations.

The Georgia Nurse Aide Training Programs (NATP) must maintain an eighty (80) percent or greater pass rate for the yearly state written/oral and skills competency examinations. Failure to maintain the required yearly minimum eighty (80) percent state competency pass rate will result in the following:

804.1. Program placed on probation for one (1) year

804.2. Continuous failure to maintain required yearly pass rate for the written/oral and/or skills examinations may result in withdrawal of the nurse aide training program. The state contractor will take into consideration prior to withdrawal, the following:

804.2.1. "Good Standing" status

804.2.2. Valid complaints filed

804.2.3. Class rosters submitted correctly and prior to the start of each class

804.2.4. Re-approval applications submitted timely

804.2.5. Corrective Action Plan (CAP) submitted timely

804.2.6. Failure to attend mandatory NATP meetings

The program must allow an on-site visit to make sure the environment is conducive for learning and to check the lab for the necessary equipment needed to conduct the nurse aide training program. If the environment is not adequate or conducive for learning; the approval of the program site will not be approved as referenced in Section 602.1 & 603.

NOTE: The classroom and lab must be of sufficient size to accommodate the number of students within each setting. DCH recommends that the classroom and lab should have a maximum of fourteen (14) students per one (1) instructor for all programs, with the exception of the state high schools, technical schools, and universities, where ratios are set per state authority. The classroom and lab must be kept clean at all times.

A program will have a yearly on-site visit and/or desktop review. The Contractor will review student records and classroom/lab areas. If the program is found to be out of compliance by the State Contractor, the program's approval could be withdrawn for two (2) years.

The program must give each student a copy of the program evaluation form which is included in the program's approval/re-approval application packet received from the Contractor.

The program must keep a sign-in sheet, with the student's signature in each student's file which verifies that the program evaluation form was given to the student at the end of the course. This ensures that the student is given an opportunity to give feed-back on programs to the Contractor.

The program cannot copy the nurse aide course textbook, handbook or workbook, unless written permission is given by the publisher, and a copy of the publisher's written permission is submitted to the State Contractor. All students must have a course textbook at the start of each class.

The program must have an office policy with a signature and date section for each student to sign. A copy

of the policy must be given to the student during the registration processes. The original policy with the student's signature must be kept in each student's file.

All instructors/contractors must be paid according to the NATP service agreement with the program.

804.3. Yearly On-site Audit Requirements

Records available from any classes held from the last on-site and/or desktop review. A current copy of the Nurse Aide Program Manual.

804.3.1. Statistics:

804.3.1.1. Current # of trainees (are they in class and clinical)

804.3.1.2. Number of classes held since the last review (include current class) Number of trainees completed (received Certificate of Completion) Number of trainees certified (passed the State Test)

804.3.1.3. Number of drops

804.3.1.4. Number of fails (during class)

804.3.1.5. Number of trainees that retested (State Competency Test)

804.3.2. Individual Trainee records must have:

804.3.2.1. ID's

804.3.2.2. TB (chest x-ray, if needed) results, Drug Screen (per NATP policy or LTC requirements)

804.3.2.3. Criminal Background

804.3.2.4. Physical Assessment

804.3.2.5. Mandatory Skills Checklist

804.3.2.6. Progress Notes

804.3.2.7. Attendance Records

804.3.2.8. Tests or Test Results

804.3.2.9. Copy of Notarized Certificate of Completion

804.3.2.10. Receipt for Program Evaluation (to be mailed by the trainee to Alliant Health Solutions)

804.3.2.11. Signed Acknowledgement for receipt of office policy from candidate

804.3.2.12. Physical Assessment – The basic physical assessment is not a requirement but is a recommendation for the NATPs to verify that the student will be able to meet the requirements of the NATP training and the demands of the job. A basic physical would include things such as problems with the abilities for the student to perform the skills.

Examples on the assessment may include:

804.3.2.12.1. Ability to stand for long periods of time.

804.3.2.12.2. Ability to lift 25-50 pounds.

804.3.2.12.3. Current medications.

804.3.2.12.4. Any allergies.

804.3.2.12.5. Other limitations, etc.

**805. Nurse Aide Competency Evaluation**

The skills demonstration must consist of a demonstration of randomly selected items drawn from a pool consisting of the tasks generally performed by nurse aides. This pool of skills must include all the personal care and/or restorative care skills listed in Section 801. The skills competency exam consists of a total of five (5) skills performed by nurse aide.

The competency examination must be administered and evaluated only by DCH or the DCH approved entity, such as the Contractor, which is neither a skilled Nursing Home Facility that participates in Medicare nor a Nursing Home Facility that participates in Medicaid.

The skills demonstration part of the evaluation must be performed in a facility or laboratory setting comparable to the setting in which the individual will function as a nurse aide; and must be administered and evaluated by a registered nurse with at least one year's experience in providing care for the elderly or the chronically ill of any age.

DCH may permit the competency evaluation to be proctored by facility or program personal if DCH finds that the procedure adopted by the facility, or the program assures that the competency evaluation program:

805.1. Is secure from tampering

805.2. Is standardized and scored by a testing, educational, or other organization approved by the State.

805.3. Requires no scoring by facility or program personnel; and

805.4. The competency evaluation may be conducted at the facility in which the nurse aide is or will be employed unless the facility is described in Section 702.2.

The Georgia Nurse Aide Program has an outside testing agency to administer the written/oral and skills

competency examination. The nurse aide candidate must receive a Georgia Nurse Aide Candidate Handbook and testing application from the program, the website www.credentia.com or the Georgia Nurse Aide Registry at 678-527-3010 or 800-414-4358. The candidate handbook will have the following information needed for testing:

805.5. Introduction of the testing agency – currently utilizing Credentia

805.6. Testing Agency.

805.7. Eligibility requirement.

805.8. Application and scheduling requirements.

805.9. Cancellation and rescheduling requirements.

805.10. Misconduct may prevent placement on the Georgia Nurse Aide Registry.

805.11. Requirements for the Written or Oral Examination.

805.12. Sample Written/Oral Questions – sample test also provided on the website at www.credentia.com;

805.13. Skills Evaluation requirements.

805.14. Listing of the skills along with the procedure breakdown.

805.15. Exam results.

805.16. Registry information

The nurse aide test candidate must create an account on-line at https://credentia.com/test-takers/ga with Credentia in the CNA365 system. The candidate will receive an e-mail from donotreply@credentia.com with a link to start the on-line application process. The candidate must create a username/password within 48 hours of receiving the test e-mail from Credentia. Candidates should review the 'Preparing for an On-line Exam', document posted on the Credentia website under the Resources section. If the link in the body of the e-mail expires, the candidate should call Credentia at 888-240-0448 for a recovery test link. Credentia Customer Service will answer questions related to the on-line application process.

Once the written/oral and skills competency testing is passed the testing agency will electronically transmit this information to the Georgia Nurse Aide Registry. The Georgia Nurse Aide Registry will have ten (10) business days to place the certified nurse aide's information on the registry.

Training program completion certificates cannot be held for funds owed. The program is responsible for collecting all funds owed prior to the completion of the classroom, lab and clinical sessions.

All nurse aide training programs must provide state competency examination results to potential students upon request.

The Georgia Nurse Aide Training Programs (NATP) must maintain an eighty (80) percent or greater pass rate for the yearly state written/oral and skills competency examinations. Failure to maintain the required yearly minimum eighty (80) percent state competency pass rate will result in the following:

805.17. Program placed on probation for one (1) year

805.18. Continuous failure to maintain required yearly pass rate for the written/oral and/or skills examinations may result in withdrawal of the nurse aide training program. The State Contractor will take into consideration prior to withdrawal the following:

805.18.1. "Good Standing" status

805.18.2. Valid complaints filed

805.18.3. Class rosters submitted correctly and prior to the start of each class

805.18.4. Re-approval applications submitted timely

805.18.5. Corrective Action Plan (CAP) submitted timely

805.18.6. Failure to attend mandatory NATP meetings

NOTE: DCH reserves the right to or permit the Contractor to supervise and oversee any facility based or non-facility-based program proctoring, at any time, without notification to the program.

DCH must and will retract the right to proctor Nurse Aide Competency Evaluations from facility based or non-facility-based programs in which DCH finds any evidence of impropriety, including evidence of tampering by or tampering allowed by the facility and/or program staff.

DCH has a standard for satisfactory completion of the competency evaluation program. The individual's record of successful completion of the competency is to be reported to the Contractor within thirty (30) business days of the date, if the individual is found to be competent.

If the individual does not complete the evaluation satisfactorily, the individual must be advised of the areas which he or she did not pass; and that he or she has three (3) opportunities to take the evaluation within twelve (12) months after the completion of the program.

If the competency evaluation program is not completed satisfactorily within the twelve (12) months period, the individual must enroll in a state approved NATP for retraining.

NOTE: The exam must be administered at an approved test site by approved staff, which is determined by the Contractor.
DCH reserves the right to terminate the NATP and withdraw approval of any program that evidence of impropriety or tampering is found upon review and/or finding of conditions documented in Section 603, 608 and 801- 803 of this manual.

## 806. Nurse Aide Registry

DCH has established and maintains a registry of nurse aides. All persons who have successfully passed evaluation and testing will be added to the registry which is managed by the Contractor. The Contractor is contracted by DCH to oversee the daily operation and maintenance of the registry, while DCH maintains accountability for overall operation of the registry and compliance with these regulations. The registry contains information on everyone who has successfully completed a nurse aide training and competency

evaluation program which meets the requirements of Section 800 and has been found by the State Contractor to be competent to function as a nurse aide or who may function as a nurse aide because of meeting criteria in Section 800.

The department is authorized to approve employer-based programs sponsored by or offered in assisted living communities, personal care homes, or other long-term care facilities licensed by the department for certified nurse aide training and competency examination programs, in the same manner as such programs are approved in nursing homes, as determined by the department. The department shall require all employer- based programs to meet the federal requirements set forth in 42 C.F.R. 483.152 and other applicable laws and regulations.

## 807. Adverse Findings

The registry contains the individual's full name, including information necessary to identify everyone, and the date the individual became eligible for placement in the registry through successfully completing a nurse aide training and competency evaluation program or by meeting DCH requirements. This information is collected for administrative purposes only.

The registry also contains information on any finding by the State survey agency of abuse, neglect, or misappropriation of property by the individual, including documentation of the State's investigation, including the nature of the allegation and the evidence that led the State to conclude that the allegation was valid; the date of the hearing, if the individual chose to have one, and its outcome. A statement made by the individual disputing the allegation, if he or she chooses to make one, will be included in the registry. All information must be included in the registry within ten (10) business days of the finding and must remain in the registry permanently, unless the finding was made in error, the individual was found not guilty in a court of law, or DCH is notified of the individual's death.

Adverse findings on a nurse aide record such as neglect, abuse and/or misappropriation of funds are placed on the nurse aide registry permanently. The records are retained permanently which means the nurse aide cannot work in any Long-Term Care Facility. Only the findings of neglect can be petitioned to be removed after one year of incident.

A CNA may petition one (1) time to have their name removed from the registry for neglect only as provided by the Social Security Act 1819(g)(1)(D) and 1919(g)(D). This provision includes addressing the removal of the name of a nurse aide from the nurse aide adverse registry in limited circumstances, such as in the case of the finding of neglect during an investigation of allegation(s) the nurse aide may petition the state to have his or her name removed from the registry if the state determines that the employment and personal history of the nurse aide does not reflect a pattern of abusive behavior or neglect and the neglect involved in the original finding was a singular occurrence. The law requires that a determination on a petition for removal cannot be made prior to the expiration of one (1) year period beginning on the date, which the name of the nurse aide was added to the adverse file of the registry.

The Contractor must disclose all the information regarding the date the individual became eligible and findings by the State Survey Agency to all requestors and may disclose additional information, if deemed necessary.

The Contractor will promptly provide individuals with all information contained in the registry on the individual when adverse findings are placed on the registry and upon request. Individuals on the registry must have sufficient opportunity to correct any misstatements or inaccuracies contained in the registry.

The registry provides that any response to an inquiry that includes a finding of abuse, neglect, or

misappropriation of property also includes any statement disputing the finding made by the nurse aide, as provided under this section. A listing of all nurse aides with findings is located at Georgia CareConnect, click on the Provider & Administrators tab, click on Nurse Aide/Medication Aide, and select the Certified Nurse Aide tab to view the Nurse Aide Registry Adverse Findings Report.

**808. CNAs Performing No Nursing-related Services for 24 Consecutive Months**

The registry must remove entries for individuals who have performed no nursing- related services for a period of twenty-four (24) consecutive months, unless the individual's registry entry includes documented findings of abuse, neglect or misappropriation of property.

If, since an individual's most recent completion of a training and competency evaluation program, there has been a continuous period of twenty-four (24) consecutive months during none of which the individual performed at least eight (8) hours of nursing aide services for monetary compensation, such individual's hall complete a new training and competency evaluation program or a new competency evaluation program to qualify for employment.

808.1. All nurse aides must provide proof of employment to update for current or past employers. Proof of employment consists of a copy of pay stub or W2 form within the past twenty-four (24) consecutive months.

808.2. All nurse aides working private duty must be under the general supervision of an LPN or RN and provide a notarized letter from employer with LPN or RN name and license number detailing job duties, length of employment, and state payment was given for services rendered within the past twenty- four (24) consecutive months.

808.3. If an individual's nurse aide certification has expired over twenty-four (24) months from the last recertification date, the individual must complete a new training and competency evaluation program. If the nurse aide certification has expired one year or more from the registry expiration date, the individual must complete a new state approved training program; after successfully passing both parts of the competency exam, the individual's certification is updated for two (2) years. (Rev. 08/2025)

**809. Certification Renewal**

The nurse aide must renew their certification every two (2) years from date of original certification. The registry will send out renewal forms sixty (60) business days prior to expiration date. It is the responsibility of the nurse aide to renew their certification and to make sure the registry has the correct mailing address for that nurse aide. Nurse aides should return all renewal forms immediately.

Information regarding the registry should be provided promptly by the nurse aides, such as name change, address change, employer change, etc. If there is a change of address, it is the sole responsibility of the CNA to report this change. The CNA has ten (10) business days to report the change so that the registry will be updated appropriately. Please allow fourteen (14) business days from date of receipt for processing by the nurse aide registry.

**810. Access to the Georgia Nurse Aide Registry**

The registry is sufficiently accessible to the public and health care providers, including home health care

providers. You may access the registry by calling 678- 527-3010 or 1-800-414-4358. The registry is also WEB accessible at careconnect.georgia.gov. For adverse findings and certification status, go to the "Nurse Aide/Medication Aide" tab. This tab will allow the public/providers to view links related to nurse/medication aides and to search for a nurse aide by entering certain search criteria.

NOTE: The website does not provide a printed list of all nurse aides on the registry.

NOTE: Only the State Survey and Certification Agency may place on the registry findings of abuse, neglect or misappropriation of property.

**811. Reciprocity Requirements**

Nurse aides transferring from another State's nurse aide registry must complete a transfer form.

The reciprocity (transfer) form can be obtained on the web portal at careconnect.georgia.gov, under the "Nurse Aide/Medication Aide" tab. This tab will allow the public/providers to view links related to nurse/medication aides or by contacting the Georgia Nurse Aide Registry.

The certified nurse aide must be current, in good standing on the other state's registry and have proof of employment within the past twenty-four (24) consecutive months.

If the nurse aide does not complete and pass the written/oral and skills competency exam within one (1) year of completion in another state's approved training program, Georgia will not extend reciprocity. The nurse aide must complete a Georgia State approved program and pass Georgia's written/oral and skills competency exam to become certified.

The State Contractor reserves the right to require nurse aides transferring to take the written/oral and skills competency exam.

A LPN or RN with an active nursing license in Georgia or another state within the U.S. will be required to take the written/oral and skills competency exams. Most Licensed Practical Nurses or Registered Nurses that wish to be placed on the Certified Nurse Aide Registry are usually transferring from another state awaiting licensure with the Georgia Board of Nursing.

An LPN or RN who has applied to take their licensing examination may become certified by completing the first sixteen (16) hours of training required before "Hands on" patient care and then successfully completing the written/oral and skills competency examination can be on the CNA Registry. A written request for placement on the CNA Registry must be submitted with the following to the Georgia Nurse Aide Registry:

811.1. Transcript from LPN/RN school (Must not exceed 3 years over the graduation date).

811.2. Copy of the Georgia Board of Nursing verification letter for testing (Any previous attempts to pass NCLEX must not exceed 3 years over the graduation date).

811.3. Copy of Social Security Card; and

811.4. Copy of government issued picture identification.

NOTE: All requests for transfer or placement on the registry will be reviewed within ten (10) business days of receipt. The individual will receive written confirmation from the Contractor of placement or

requirements needed for placement on the registry.

## 812. Charges for Registering nurse Aides on the Georgia Nurse Aide Registry

DCH does not impose any charges related to registration for individuals tobe listed on the registry; therefore, programs may not request or require payment related to registration of an individual.

## Appendix A
## Glossary of Terms

**A. Adverse Findings –**

"Adverse Findings" means a Certified Nurse Aide has substantiated finding of caregiver misconduct (resident abuse, neglect of a resident or misappropriation of resident property) by a nurse aide. Adverse findings remain in the CNA record indefinitely unless the individual was found not guilty in a court of law, or the state is notified of the individual's death.

**B. Certified Nurse Aide (CNA) –**

A "certified nurse aide" is also known as a nursing assistant. This individual provides direct health care to a client by performing routine patient care duties under a supervision of a registered nurse (RN) or licensed practical nurse (LPN).

**C. Competency Evaluation Program (CEP) –**

The "competency evaluation program" is the testing program for the nurse aides that are approved by the Department of Community Health and the State Contractor. Individuals who successfully pass the competency test are included on the Georgia Nurse Aide Registry.

**D. Department of Community Health (DCH) –**

The State Department that governs Medicaid in Georgia. The department is designated to have oversite of Georgia's NATCEP (Nurse Aide Training Competency Evaluation Program). DCH is the lead planning agency for all health issues in the state, such as health care policy, purchasing and regulation.

**E. Healthcare Facilities Regulation Division (HFRD) –**

A State Department that investigates and maintains the Nurse Aide Adverse Finding information.

**F. Gainwell Technologies –**

The organization contracted by DCH to oversee the Medicaid Provider, Member & Claims processing. Gainwell Technologies serves as the fiscal agent for Medicaid and PeachCare for Kids which includes providing site updates and maintenance to the GAMMIS portal.

**G. Alliant Health Solutions –**

The contractor: this organization is appointed by the Department of Community Health (DCH) to administer and oversee the state nurse aide registry and training program.

**H. Non-Nursing Facilities –**

A state approved program in a facility such as a high school, a technical school, a private entity, an acute care facility, or a home health facility.

**I. Nurse Aide -**

In this manual, the term "nurse aide" means any individual providing nursing related services to residents in a Nursing Home Facility, but does not include an individual who is a licensed health professional defined as a physician, physician assistant, nurse practitioner, physical, speech or occupational therapist, physical or occupational therapy assistant, registered professional nurse, licensed practical nurse, or licensed or certified social worker, or a registered dietician, or someone who volunteers to provide such services without monetary compensation.

**J. Nurse Aide Training Program (NATP) -**

A state approved program, which includes Nursing Home Facility based or Non-Nursing Home Facility based, that offers training to a candidate that desires to become a certified nurse aide. Georgia requires the programs to provide one comprehensive course to train individuals to work in all health care facilities (e.g. nursing homes, hospitals, hospice, home health, etc.).

**K. Nursing Assistant Services (Review CNA) -**

**L. Nursing Home Facility -**

Any facility who primarily provides skilled nursing care and related services to residents who require medical or nursing care; rehabilitation services to the injured, disabled, or sick; or on a regular basis, health care and services to individuals who because of their mental or physical condition require care and services.

**M. Prohibition -**

A "prohibition" is a restriction from approving a nurse aide training program based on criteria outlined in federal regulations.

**N. Reciprocity -**

"Reciprocity" means to transfer a certified nurse aide certification from one state to another.

**O. Registry -**

"Registry" means the Georgia Nurse Aide Registry. Beginning in 1990, the federal government required all states to maintain a registry of individuals who were eligible to work as nurse aides based on the federal and state requirements.

**P. Proctor Nurse -**

Someone who supervises students or an examination, especially to prevent cheating.

**Q. Substantial Change -**

A "substantial change" is any change in the primary instructor, training course instructor, program coordinator, program site, curriculum or clinical site.

**R. Waiver -**

A "waiver" is the granting of an exemption to a program from a federal/state requirement or state administrative rule.

## Appendix B
## Learning Management System Platforms

Learning Management System Platforms (LMS) with blended learning tools that are approved utilizing a Standardized Nurse Aide Training Program theory course are listed below.

Please contact the LMS regarding course and fees.

**Academic Platforms**

Gwynette Winstead| Director of Sales &
Business Development
Academic Platforms LLC
Cell: 502-387-3548
Gwynette.winstead@academicplatforms.com

**ReadyCNA**
Chad Schaedler
Chief Revenue Officer
Cinematic Health Education, Inc.
Cell: 860-575-8421
chad@cinematichealtheducation.com

## Appendix C
## Georgia Families, Georgia Families 360, and Non-Emergency Medical Transportation

### A. Georgia Families, Georgia Families 360, and Non-Emergency Medical Transportation

For information on the Georgia Families, Georgia Families 360, or Non-Emergency Medical Transportation program, please access the overview document at the following link:

i. Georgia Families Overview:
https://www.mmis.georgia.gov/portal/PubAccess.Provider%20Information/Provider%20Manuals/tabId/18/Default.aspx

ii. Georga Families 360 Overview:
https://www.mmis.georgia.gov/portal/PubAccess.Provider%20Information/Provider%20Manuals/tabId/18/Default.aspx