**What to do if you want to add or change your curriculum to use CNA Online**

1. Confirm your facility still qualifies to offer classes​. Make sure your facility is not on the “Loss Report” and restricted from participating due to a recent survey. This list is provided by CDPHE. <https://drive.google.com/file/d/0B-K5DhxXxJZbSlR6eURxRF85Zzg/view?resourcekey=0-UY_Kx1npHKxKBqcpSxBx2w>
2. Work directly with CNA Online
   * Fill out the General information form [www.cnaonline.com/generalinfo](http://www.cnaonline.com/generalinfo). If you need help with this form or have questions, you can contact us at [info@cnaonline.com](mailto:info@cnaonline.com) or call 502-221-7765
   * Complete orientation training session a couple weeks prior to expected start. Sign up for orientation class by sending an email to [training@cnaonline.com](mailto:training@cnaonline.com) with subject line Orientation Class needed and provide email addresses for instructors taking the class along with facility name and location.
     + - *Video class is approximately 50 minutes*
       - *We provide instructions on the use of the online course system*
       - *We will introduce instructors to the support tools and support system*
       - *You will learn how to communicate online with students*
       - *We will Introduce instructors to the Skills Grader tool for live lab analysis and grading*
   * Request syllabus outline of the AHCA blended on-line program
   * Create a sample calendar specific to your facility
     + - You can email [facilityapproval@cnaonline.com](mailto:facilityapproval@cnaonline.com) for these documents and with any questions you have regarding the approval process
3. You will need to send this new information to the Nurse Aide Compliance Manager at the State Board of Nursing.
   * A syllabus outline of the AHCA blended on-line program
   * A sample calendar of the blended on-line program for your facility
   * Any changes to the Program Coordinator <https://drive.google.com/file/d/0B-K5DhxXxJZbb3NpamNLWjhuRlE/view?resourcekey=0-QLlybOqUDb_Noewf6jN8aw>
   * Any changes to the instructors in the facility and add the online instructor <https://drive.google.com/file/d/0B-K5DhxXxJZbcVR6OVBHOHdudWM/view?resourcekey=0-o9sThHmSSLuMW5bIGvygYg>
4. Submit student information to CNA Online – You will use a provided link to submit student name, verified e-mail address, phone number, and facility to be billed if applicable.
5. Finalize class launch
   * Confirm schedule for class and make sure all your instructors, administrators, and students are aware of lab days and location
   * Make sure you have your start date set and have notified your CNAonline instructor 2 weeks in advance

If you have questions or need help, send email to [facilityapproval@cnaonline.com](mailto:facilityapproval@cnaonline.com)​ so we can help you with the process.