**How to start a new training program for**

**Nurse Aides at your facility**

* Confirm your facility qualifies with the state as a certified facility-based training program. 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>
* Ensure you have and adequate training space and the required lab equipment. <https://drive.google.com/file/d/0BzKoVwvexVATOHZYRnprQXk2UGc/view?resourcekey=0-mf6Ef6aC-NGeuCiS6L6dfw>
* Create schedule for class with help of an online instructor identifying lab days and coordinate with other administrators if multiple sites are involved. These can range from a couple weeks to months.
* Identify a Registered Nurse to be the Program Coordinator, this can be the Director of Nursing.
  + The program coordinator shall:
    - (1) Hold an active unencumbered professional nursing license.
    - (2) Have at least two years of nursing experience in caring for the elderly and/or the chronically ill of any age of which at least one year must be in the provision of services in a long-term care facility.
    - (3) Have completed a course in teaching adults (e.g., Train the Trainer) or have documented experience in teaching adults or have one year experience in managing nurse aides.
  + Identify who will be the facility instructor, this cannot be the Director of Nursing. Though the Instructor can also be the Program Coordinator, if they meet requirements and do not have the role of Nursing Director.
    - (1) Hold an active unencumbered professional nursing license or an active Unencumbered practical nursing license.
    - (2) Have at least one year of nursing experience in caring for the elderly and/or the chronically ill of any age.
    - (3) Have completed a course in teaching adults (e.g., Train the Trainer) or have documented experience in teaching adults or have one year experience in managing nurse aides.
* Both the Program Coordinator and Instructor should become familiar with Chapter 11 Rules & Regulations. This starts on page 58. <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=9660&fileName=3%20CCR%20716-1>
* Start the New Nurse Aide Training Program Application and gather the required documents. <https://drive.google.com/file/d/0BzKoVwvexVATVXBQbHZUcUVUMFk/view?resourcekey=0-DRiZ4qk-4eGYI4DS3owZWQ>

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.

* Work directly with CNA Online
  + Fill out General information form [www.cnaonline.com/generalinfo](http://www.cnaonline.com/generalinfo) If you need help with this form, 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
  + Submit student information – You will use a provided link to submit student name, verified e-mail address, phone number, and facility to be billed if applicable.
* 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