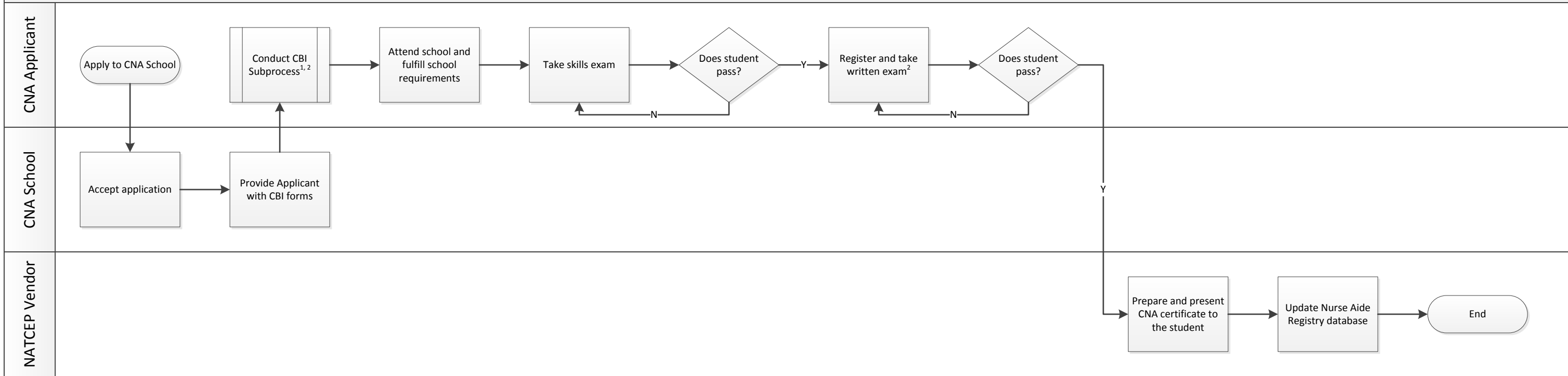


HFEL Office of Program Compliance – NATCEP CNA initial licensure (1/20/2014)

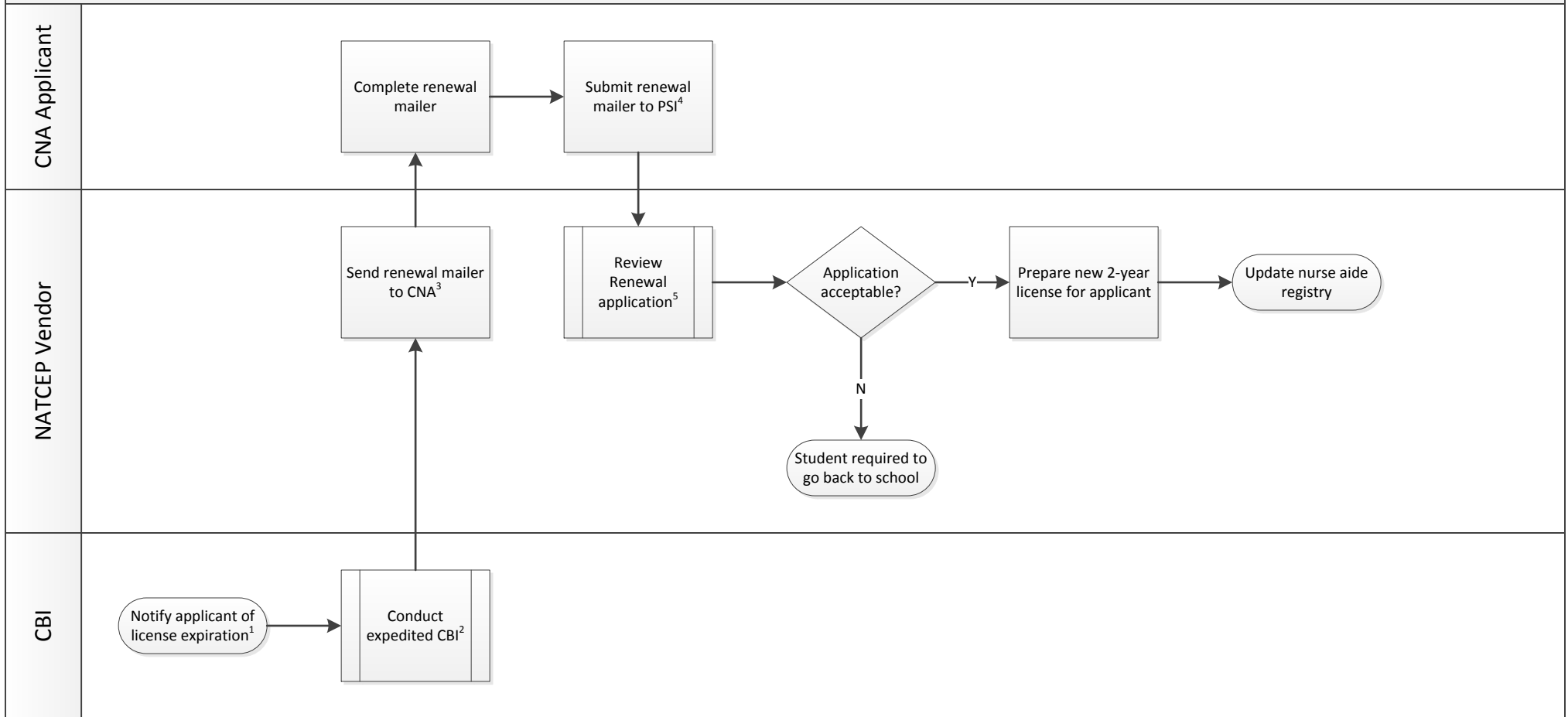
Phase



**Comments:**

Students can apply for waivers to school, but this is an uncommon situation  
 OPC NATCEP does not track individual applicants

1. CBI process could be done when applicant applies, or just prior to examination for licensure
2. When CBI is performed, OPC NATCEP is notified. This can be the first time the office is aware of the applicant. Alternatively when the student takes the written exam, NATCEP is notified by PSI and becomes aware of the applicant.

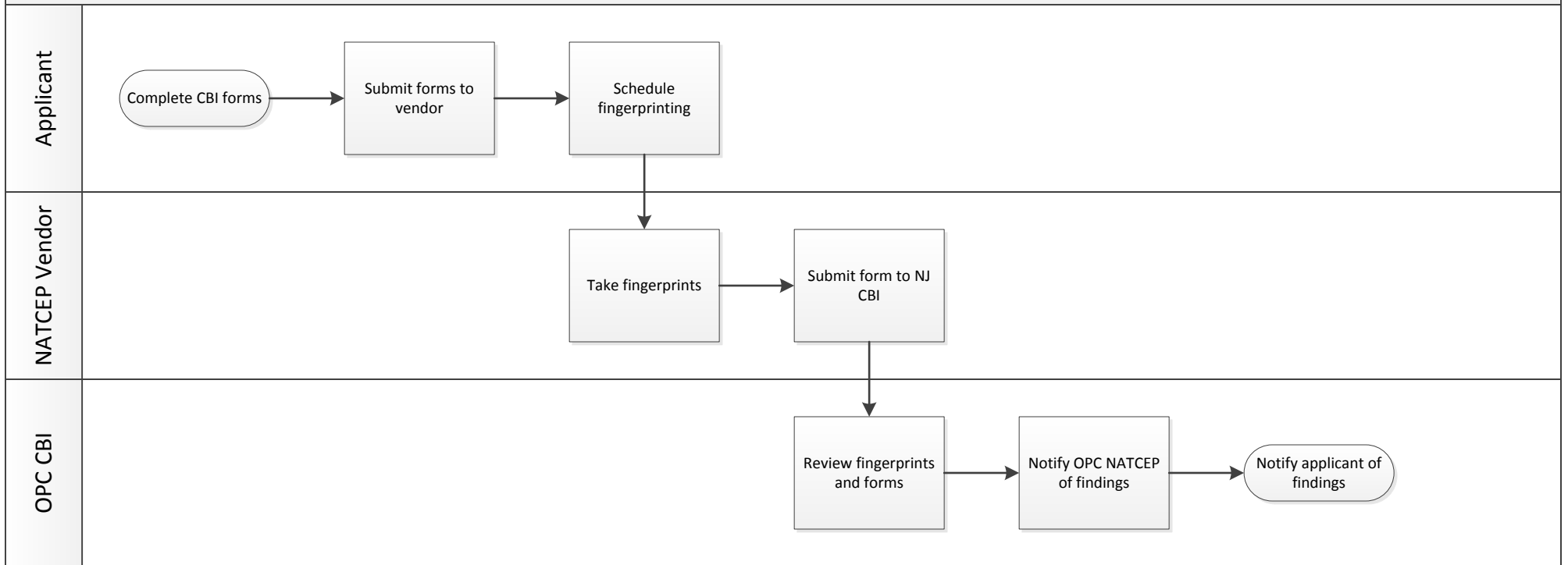


**Comments:**

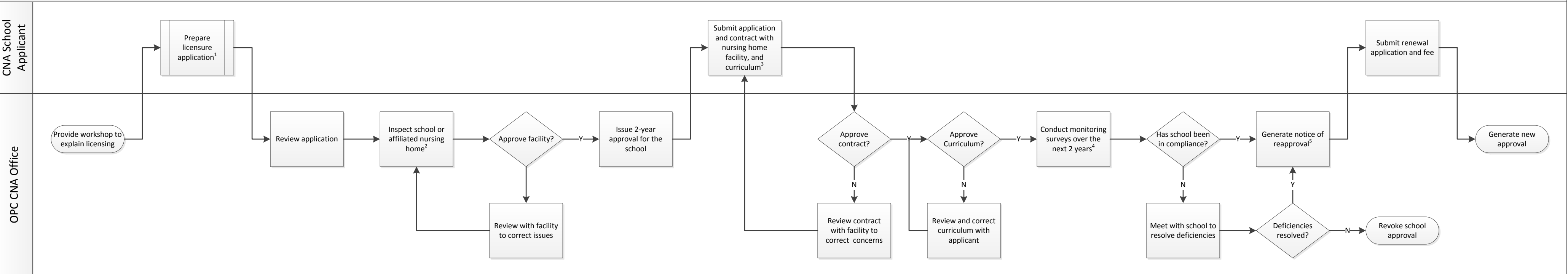
1. Student notified by mail 120 days prior to license expiration
2. Expedited CBI is not as extensive as the initial CBI. Review during the period of since initial license CBI
3. PSI sends the mailer 45 days prior to expiration
4. Applicant must have worked 180 hours as a CNA in the past 2 years. Provide proof through employer attestation
5. If applicant has not worked sufficient hours, they must go back to school. They can apply for waivers to school, the skills exam, or the written exam.

HFEL Office of Program Compliance – NATCEP – CBI Subprocess (1/20/2014)

Phase



Comments:



**Comments:**  
 Workshops are held once a month and packets are provided with all the regulations

1. Licensure application includes paper application, finding a partner nursing home facility, hiring nurse to create curriculum, and collecting required documentation
2. There are 4 staff available to review nursing homes, 2 of which are nurses. They approve new schools, perform ongoing monitoring, train trainers, approve training programs, review waivers, and can also perform survey for complaints
3. Contract and curriculum submitted 3-weeks prior to first class
4. Survey and monitoring reports are written on carbon paper (3 copies) and kept as a paper file
5. Reapproval fee of \$75