

**ONLINE NURSE ASSISTANT TRAINING PROGRAM APPLICATION**

Please submit completed form to the eLearning Review Unit at [eLearning@cdph.ca.gov](mailto:elarning@cdph.ca.gov)

Provider Name:	
Mailing Address:	Provider's Contact Person Name:
County:	Contact Person's Phone Number:
Phone Number:	Contact Person's Email Address:

Provider is a/an:	<input type="checkbox"/> Educational Institution <input type="checkbox"/> Skilled Nursing Facility <input type="checkbox"/> Intermediate Care Facility
Application type:	<input type="checkbox"/> Online NATP <input type="checkbox"/> Online Alternative NATP Type I (For SNF/ICF only, developing own clinical material per AFL 20-89.1) <input type="checkbox"/> Online Alternative NATP Type II (For SNF/ICF only, contracting for access to clinical material per AFL 20-89.1)
Program Type:	<input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous

Provider Landing Page URL: \_\_\_\_\_

Learning Management System URL: \_\_\_\_\_

CDPH credentials for permanent access to your Learning Management System

CDPH User ID: \_\_\_\_\_ Password: \_\_\_\_\_

Program Length: \_\_\_\_\_

Curriculum Name/Edition/Year: \_\_\_\_\_

\*Student Fees: \_\_\_\_\_

Module	Name of the Module	Theory Hours	Clinical Hours
Module 1	Introduction		
Module 2	Patients' Rights		
Module 3	Interpersonal Skills		
Module 4	Prevention & Management of Catastrophe & Unusual Occurrences		
Module 5	Body Mechanics		
Module 6	Medical and Surgical Asepsis; Infection Control		
Module 7	Weights and Measures		
Module 8	Patient Care Skills		
Module 9	Patient Care Procedures		
Module 10	Vital Signs		
Module 11	Nutrition		
Module 12	Emergency Procedures		
Module 13	Long – Term Care Patient		
Module 14	Rehabilitative Nursing		
Module 15	Observation and Charting		
Module 16	Death and Dying		
Module 17	Abuse		
	<b>Total Hours</b>		

**\*SPECIAL NOTE FOR SKILLED NURSING FACILITIES (SNF):**  
**No Nurse Aid employed by a facility may be charged for any portion of the Nurse Assistant Certification Training Program**

## NOTE:

The California Department of Public Health (CDPH) shall be notified of any change to program content, hours, staff, and/or evaluation of student learning for the online NATP thirty (30) days prior to the implementation and must obtain Department approval. The training program entity must meet all requirements listed in the Code of Federal Regulations, Section 483 and subpart D, the Health and Safety Code Division 2, Chapter 2, Article 9, the California Code of Regulations, Title 22, Division 5, Chapter 2.5, and All Facilities Letter 20-89.1.

## ONLINE NURSE ASSISTANT TRAINING PROGRAM REQUIREMENTS:

- An online NATP must meet the same standards as traditional, classroom-based programs, and comply with any other standard established by CDPH for online or distance learning NATPs. This includes, but is not limited to, providing a minimum of 60 hours of approved theory training online or in a distance learning format and a minimum of 100 hours of supervised clinical training in an approved SNF or ICF.
- An online NATP must provide distance learning (synchronous) or online (asynchronous) instruction during which the students and the approved instructor(s) are connected at the same or similar times using real-time or other collaborative software that combines audio, video, and file sharing.
  - Synchronous instruction is similar to a video conference or live-streamed lecture where students and instructors interact in a specific virtual place at a set time and all parties can see and interact with each other. Instructors commonly take attendance as they would in a lecture hall.
  - Asynchronous instruction is more independent and is similar to participating in a virtual library or self-guided lesson modules. The NATP provides a combination of materials for reading, lectures for viewing, assignments to verify understanding, and exams for evaluation. The students complete these assignments at their own schedule so long as they meet the expected course deadlines. Students are expected to interact daily with an instructor. To be approved for asynchronous instruction, online NATPs must institute a method of daily interaction between the students and instructors for the purposes of assessing student understanding of the material.
- The training curriculum training hour requirements exclude self-study and examination hours.
- Both synchronous and asynchronous programs must evaluate the student's understanding of the NATP content. For asynchronous instruction, each course module must provide an exam to evaluate the student's understanding of the content. To proceed to the next module, students must pass each module at the NATP's predetermined proficiency level.
- Asynchronous programs must have a time/pause mechanism built into their Learning Management System to ensure students participate in the minimum number of required NATP theory hours.
- For asynchronous instruction, each course module must not allow students to skip forward, but should allow them to go back to review the module's content. The students must not be allowed to proceed directly to the module exam and print a certificate of completion without participating in the entire module content for the required time. The course modules must minimally total 60 hours of theory instruction.
- An online NATP must ensure that enough instruction is provided to meet each full-required hour. To receive credit for a full hour of instruction, students must participate a minimum of 50 minutes for each hour.
- The online NATP must collect, and have available for CDPH to access, statistics about the performance of trainees in the program including, but not limited to, student time spent on each course module, the grades of each student per module, the rate at which students repeat each course module, average certification examination passage rate (over a 2-year period), and test and overall course pass/fail rate. This information must be available to CDPH in the provider's Learning Management System at any time. CDPH may request additional information regarding student participation and completion of the program.

- CDPH must have initial and ongoing access rights to the online program for the purpose of accessing statistical data, verifying provider compliance, and ongoing monitoring of the online or distance learning sessions.
- An online NATP must provide student records such as transcripts to its students upon request, and any NATP records to CDPH immediately upon request.
- An online NATP must safeguard student personal information in a manner equal to current technological industry standards. For example, file access should be restricted to appropriate personnel and online file should be password protected. Students and instructors must use a Personal Identification Number or personal identification information to confirm their identity. Students must attest to their identity under penalty of perjury.
- When the use of passwords and login information is required, an online NATP must accept a unique login and password with valid credentials for each user that are unique to that user. The NATP should provide each user with the ability to reset their password. Password strength requirements must be equal to current technology industry standards. For example, a minimum of eight characters, using a combination of upper and lowercase letters, numbers, and special characters.
- An online NATP must ensure that instructors are accessible to students outside of the normal instruction times.
- An online NATP must provide a clear explanation of the requirements necessary for students to successfully complete the training program. These requirements must also be displayed on its website (landing page) and include, but are not limited to:
  - technology hardware and software requirements for students to access and complete the program, such as computer, minimum operating system, and webcam
  - grade requirements for passing the training program
  - training program fees
  - brief descriptions of required coursework
  - course deadlines
  - training program lengths, such as length in days, weeks, and semesters
  - cities in which the training programs' clinical sites are located
- An online NATP must minimally develop and implement operational policies regarding staffing, instructor monitoring, instructor availability (during and outside of normal instruction times), student to instructor ratios, student attendance (including definitions of excused and unexcused absences), personal information protection, NATP and/or contracted service equipment failure mitigation, record keeping, statistical data gathering, and students' ability to makeup coursework and complete assignments past deadlines.

**THE FOLLOWING ARE REQUIRED AND MUST BE SUBMITTED FOR DEPARTMENTAL REVIEW AND CONSIDERATION IN ORDER TO COMPLETE THE APPLICATION AND RECEIVE TRAINING PROGRAM APPROVAL:**

<b>Forms and Documents</b>	<b>Online NATP Educational Institution</b>	<b>Online NATP SNF or ICF</b>	<b>Online Alternative NATP Type I</b>	<b>Online Alternative NATP Type II</b>
CDPH E276 – Online Nurse Assistant Training Program Application	X	X	X	X
CDPH E276A – Online Nurse Assistant Training Program Skills Checklist	X	X	X	X

CDPH E276B – Online Nurse Assistant Training Program Daily Schedule	X	X	X	
CDPH E276C – Online Nurse Assistant Training Program Individual Student Record	X	X		
CDPH E276D – Online Nurse Assistant Training Program Disclosure of Ownership (This form is pending release)	X			
CDPH E276E – Online Nurse Assistant Training Program Clinical Site Agreement	X			
CDPH E276P – Online Nurse Assistant Training Program Policies and Procedures which includes:	X	X	X	X
A review and revision policy	X	X	X	X
A job description policy	X	X	X	X
A job description for each role on the organizational chart	X	X	X	X
An organizational chart	X	X	X	X
An instructor monitoring policy	X	X	X	X
An instructor monitoring tool	X	X	X	X
An instructor availability policy	X	X	X	X
A clinical student to instructor ratio policy	X	X	X	X
An attendance and assignment policy	X	X	X	X
An equipment failure policy	X	X		
A student handbook policy	X	X	X	X
A virtual student handbook	X	X	X	X
A record keeping and statistics gathering policy	X	X	X	X
CDPH E278C – Facility Declaration of Participation in an Approved Online Training Program		X	X	X
CDPH E279 – Online Nurse Assistant Training Program Instructor or Director of Staff Development Application	X	X	X	X

A copy of training curriculum that meets all the requirements listed in 22 CCR §71835(n), HSC §1337.1(b)(1), §1337.1(b)(3), §1337.1(b)(4), §1337.3(c)(2)(A), §1337.3(c)(3), 42 CFR §483.152(a)(2), and §483.152(b)	X	X	Clinical curriculum which is complementary to the contracted NATP	
All lesson plans, exams, and answer keys	X	X	All Clinical lesson plans	
A crosswalk document if the program curriculum is not organized in the same method as Title 22, Division 5, Chapter 2.5, Article 3, §71835(n)	X	X	X	
An online learning management system developed enough such that the review of the system provides the Department with a clear description of the expected consumer-level experience. (This system must be in a state that it is ready to be used by the students at the time of approval. This system may not be altered during the application review process without the Department consent)	X	X	Access to the contracted NATP's LMS	Access to the contracted NATP's LMS
A contract between the existing online NATP and the prospective Alternative NATP			X	X

Applicants should refer to the eLearning Unit's website to remain informed on application and review procedures, requirements, and latest version of the application forms.

**I certify, under the penalty of perjury under the laws of the State of California, that the foregoing is true and correct.**

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Print Name, Title, and RN license number of  
Director of Nursing or Program Director

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Email

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Signature

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Date

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Print Name and Title of Administrator or Owner

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Email

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Signature

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Date