

Nurse Aide Education Program Initial Approval Process

Virginia Law and Board of Nursing regulations require approval and oversight of nurse aide education programs leading to nurse aide certification within Virginia.

Information sessions are offered free of charge for those interested in establishing a nurse aide education program. Information regarding the application process, Board of Nursing regulations and guidance documents will be reviewed. Registration is required. Session dates and additional information are posted on the Board website at

<https://www.dhp.virginia.gov/Boards/Nursing/EducationPrograms/EstablishingMaintainingEducationPrograms/NurseAideEducationPrograms/>

An application packet to establish a nurse aide education program is available on the Board of Nursing's website to assist with compiling the required information and documents. A program provider wishing to establish a nurse aide education program must submit to the Board the completed application and required documents at least 90 days in advance of the expected opening date of the program. All documents are to be submitted by mail.

Once the application and required documents are received, the program provider will receive written notification of receipt of the application packet. The program provider will be notified in writing of the results of the application review with the opportunity to submit additional information to verify regulatory compliance within 90 days of application receipt by the Board of Nursing. In addition, a site visit will be conducted. Approval may be granted when all documentation of the program's compliance with regulations has been submitted and deemed satisfactory by the Board and a site visit has been conducted.

If regulatory compliance cannot be verified, initial approval will be denied. If approval is denied, the program provider may request, within 30 days of the mailing of the decision, an informal conference committee convened in accordance with § 2.2-4019 of the Code of Virginia.

Once the program is granted board approval, the program provider is authorized to advertise and offer the nurse aide education program.

Refer to *Regulations for Nurse Aide Education Programs*, 18VAC90-26-20, for additional information on establishing and maintaining a nurse aide education program.