Virginia Department of
Health Professions
Board of Nursing

Nurse Aide Education Program Administration Reference Guide

Introduction

The Nurse Aide Education Program Administration Reference Guide was designed to help you find resources and information for maintaining a successful nurse aide education program in the Commonwealth of Virginia. Thank you for everything you do to educate future nurse aides. We hope this reference guide makes your job a little easier.

Contents

About the Board of Nursing

The Board of Nursing is one of 13 boards that are part of an umbrella agency, the Department of Health Professions. Pursuant to the Code of Virginia, §54.1 Chapter 30, Nursing, the Board shall consist of 14 members comprised of eight registered nurses, at least two of whom are licensed nurse practitioners; two licensed practical nurses; three citizen members; and one member who shall be a registered nurse or a licensed practical nurse. (§54.1-3002.)

A listing of Board staff and members is located on our website under About the Board.

Student Attendance at Public Board Hearings

The full Board meets in January, March, May, July, September, and November of each year. The Board's business meeting is open to the public. The agenda and minutes for these meetings can be found on our website under About the Board/Calendar.

The schedule for discipline hearings and how to contact the Board to schedule your visit can be found on the Board's website under About the Board/Calendar/Guidelines for Students/Faculty Attending Meetings and Disciplinary Hearings.

Encourage your students to read these Guidelines as they include instructions on expected dress and conduct during these meetings.

Board of Nursing Regulations and Guidance Documents

Regulations for Nursing Aide Education Programs (18VAC90-26-10 et seq.) provides you with the Board's requirements for establishing and maintaining a Nurse Aide Education Program in the Commonwealth. Guidance Documents are statements intended to offer additional assistance in specific areas. Regulations and Guidance Documents are located on the Board's website under Practitioner Resources.

The regulations and guidance documents are a great resource for any questions you may have regarding the Board's requirements for nursing education programs.

Electronic Correspondence
All correspondence should include the program name and board approval number.

The Program Coordinator

The role and responsibilities of the Program Coordinator, who shall be a registered nurse, are defined in section 18VAC90-26-30(B) and include overall accountability for program administration, maintenance of program records and ensuring instructional personnel meet regulatory requirements. The Program Coordinator may also be the Primary Instructor.

The Role of the Primary Instructor

The role and responsibilities of the Primary Instructor, who shall be a registered nurse, are defined in section 18VAC90-26-30(C) and include providing the majority of instruction, planning of teaching experiences, evaluation of students to ensure competence and objective accomplishment, and supervision of Other Instructional Personnel. The Primary Instructor may be the Program Coordinator.

The Role of Other Instructional Personnel

The role and responsibilities of Other Instructional Personnel includes assisting the Primary Instructor in classroom or clinical instruction. Other Instructional Personnel who supplement the Primary Instructor in the classroom may be from other health professions while Other Instructional Personnel who assist in clinical instruction shall be a licensed nurse.

Education Seminars

Regulatory Review Seminar

Throughout the year, Board staff provides nursing education program seminars for program administration and faculty. Attending the Education Seminars, hosted by the Board, will help keep you up to date on changes to the regulations.

This seminar is intended to present information on maintaining approval of your education program. You will receive information on any regulatory updates, and NNAAP information to help you and your students prepare for the exam. In addition, this is a great opportunity to share experiences with other program representatives.

Following the seminar, attendees will be emailed a certificate of attendance valued at 3 contact hours that can be counted toward continuing education and/or licensure renewal.

The schedule for the sessions is posted to the nurse aide education page of the website.

Establishing a new nurse aide education program

This session is an overview of the application process and the regulations pertaining to establishing a nurse aide education program. The schedule for the sessions is posted to the nurse aide education page of the website.

Board Visits

Survey Visits

Pursuant to 18VAC90-26-60(A)(1) and (2) of *Regulations for Nurse Aide Education Programs,* programs will receive a survey visit in-person every other year. In the intervening year, the Program Coordinator is required to complete a Program Evaluation in lieu of a physical visit. There is no fee for a survey visit of a nurse aide education program.

A representative of the Board of Nursing will contact you via phone or email and arrange a date for the survey visit. You will be asked to submit certain documents for review prior to the date of the visit to save time and allow the visit to run smoothly and efficiently. During the visit, the representative will conduct interviews, view files, and tour the campus and skills/simulation lab(s). After the visit the representative submits a report, and you will receive a letter stating you meet regulations and have been granted continued approval or will be advised of which regulations were not able to be verified and given time to submit documents to the Board as evidence of compliance.

Site Visit

A site visit will be conducted by a Nursing Education Inspector as part of the approval of a new nurse aide education program, if a program moves to a new location, or as the board deems necessary.

If a program elects to open an additional location, a new application must be submitted and once approved, the new location will be assigned a board approval number.

Program Evaluation

Programs will be notified by the Board via email when a Program Evaluation Report is due, which occurs during the year that a survey visit is not conducted. The Program Evaluation Report is located on the Board's website. Pursuant to regulations 18VAC90-26-20(B)(1)(i) and 18VAC90-26-60(A)(1)(2), a report will be submitted for each board approval number.

Notifying the Board of Program Changes

Substantive changes should be reported to the Board within 10 days of the change pursuant to 18VAC90-26-20(B)(4). Substantive change may include, but is not limited to, change in program leadership or primary instructor and change in status of clinical facility. A list of substantive changes and documents to be provided to the board are located on the Board's website.

Exception Requests

Primary Instructor Exception

Pursuant to 18VAC 90-26-30 (B)(2), a program may request an exception to the restriction on assumption of other duties. The executive director of the board shall be authorized to make the decision on requests for exception or may refer to an informal fact-finding committee for consideration as needed. To request approval, please submit a Request for Primary Instructor Exception form to the program manager.

Clinical Site Exception

Pursuant to 18VAC 90-26-20 (B)(1)(e) the use of a nursing facility in Virginia located 50 miles or more from the school shall require board approval. To request approval, please submit the [Request for Clinical Exception](#) form to the program manager.

State Testing

Credentia

Credentia offers resources to students and educators. On the [Credentia website](#), you will find the Candidate Handbook, a skills review presentation, information on how the candidate registers for the exam and much more.

Encourage your students to visit the Credentia website before they apply to learn more about the application and testing process.

CNA365

Program providers will have access to CNA365, Credentia's online platform, where programs can access student rosters, purchase testing vouchers, and run reports on test results. Programs have the ability to add and remove additional users as needed.

Training materials for users of CNA365 are located on the [Credentia website](#) under *Training Program Materials.*

Application for Certification

Graduates will apply to take the state exam on Credentia's [website](#) through the creation of a CNA365 account. The candidate should be encouraged to refer to *Candidate Registration Quick Reference Guide* on Credentia's website. Once the graduate has submitted the application and uploaded their certificate of completion, the program provider will receive an email that notifies them that they have an applicant that needs approval. Once the program provider verifies the candidate **completed their program within the past 2 years**, they will approve the graduate to test through the program provider's CNA365 account. The graduate will then log-in to their CNA365 account, complete the registration and schedule their exam. Any questions regarding the application and testing process should be directed to Credentia.

Faculty or other staff may assist graduates with their on-line application; however, the graduate is responsible for answering all the information on the application and attesting to the validity of the information. If another person submits an application on the graduate's behalf, the application is considered fraudulent, which could impact the graduate's certification.

Testing accommodations may be requested through Credentia's website under *Test Accommodations,* where applicants will find an overview, requirements, and the process for applying. Additional information can be found by referencing Guidance Document 90-22.

NNAAP Results

The National Council for State Boards of Nursing (NCSBN) and Credentia are responsible for the administration of the National Nurse Aide Assessment Program (NNAAP) for nurse aide certification.

The education program may access their NNAAP testing results through CNA365. NNAAP test results are also posted quarterly on the Board's website for all programs.

Contacts

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Additional Resources

Credentia	https://credentia.com/test-takers/va
Resource List for Instructors	https://www.dhp.virginia.gov/media/dhpweb/docs/nursing/forms/education/Resources_NurseAide_Instructors.pdf
Federal Regulations for Nurse Aide Education Programs	https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151 https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.152