

18VAC 90-26-20(B)(4). Program Changes

- A. The following shall be reported to the board within 10 days of the change:
 (Changes may be provided via email to Christine.Smith@dhp.virginia.gov)

Change	Required Documentation (may be provided via email)
1. Change in the program coordinator	<ul style="list-style-type: none"> • Nursing license number
2. Change in <i>primary</i> or <i>other</i> instructor	<ul style="list-style-type: none"> • Nursing license number and state of licensure • Resume • Evidence of 12 hours of coursework; or • Evidence of previous experience teaching in a nurse aide education program and evidence of completion of refresher training
3. No Program Coordinator or Instructional Personnel	<ul style="list-style-type: none"> • Resignation date of Program Coordinator • Resignation date of primary/other instructor • Contact person with contact information
4. Change in clinical facility – this includes all clinical facility types	<ul style="list-style-type: none"> • Affiliation agreement; or • Written documentation from clinical site verifying student use of clinical site • For nursing facilities only (long-term care facilities) - evidence that monetary penalties above the CMS established current amount have not occurred for the past two years • If monetary penalties above the current amount have occurred - evidence of a penalty waiver from VDH/CMS
5. Change in licensure status of nursing facility being used for clinical	<ul style="list-style-type: none"> • Inspection documents from VDH/CMS • Waiver from VDH/CMS
6. Change in the physical location or demographics of the program	<ul style="list-style-type: none"> • Effective date of change • New address • New phone number • New email address
7. Change of active status to inactive (no classes held for a period of 1 year)	<ul style="list-style-type: none"> • Last course completion date
8. Change of inactive status to active	<ul style="list-style-type: none"> • Start date of class • List of the admitted student cohort
9. Program Closure	<ul style="list-style-type: none"> • Closure date (mm/dd/yyyy) • A list of all graduates with the date of graduation of each since the date of program approval