NATCEP Application Process

1. CTA will provide NATCEP applicants with as much information as possible to ensure understanding of the rules and regulatory requirements.

2. The applicant will begin with obtaining information from the CTA website at www.comties.com under the Hawaii Operations section that pertains to the NATCEP program. Applicants can also go to the MedQuest website under the Nurse Aide training certification program to obtain information. That website is: http://www.med-quest.us/certprograms/certification.html. The MedQuest website does contain a list of referenced training material. Schools do not have to use any one of those materials listed. However, those materials do meet all requirements.

3. Applicants need to submit the following documents when applying.
   a. Completed DHS1190 without signature (it will later in the process)
   b. Completed validation statement
   c. Completed Curriculum Format, including any training materials as stated on the form
   d. Completed current instructor and clinical site form
   e. Copies of all instructor resumes highlighting the required long term care experience for primary instructors
   f. All documents can be emailed or mailed to CTA

4. The following are the documents found on the CTA website, their relevancy and use.

   NATCEP Rules and Regulations HAR 17-1444 – all applicants must read and understand all the State of Hawaii rules and regulations pertaining to a Nurse Aide Training and Competency Evaluation Program.

   NATCEP General Information for Applicants – Is a general outline of the minimum requirements for the program (please send the application and curriculum to CTA and not the Department of Human Services MedQuest division as instructed). Note that these are not all inclusive and the rules and regulations contain more requirements than this information implies.

   > Please keep in mind that 100 hours is the bare minimum – most courses are longer, up to 150 hours or more. It's very difficult to cover all necessary content in 100 hours, especially if the students have no previous nursing experience, and/or if English is a second language. Breaks, CPR/1st aid, TB and other items cannot be included in the 100 hours. Only the required content can make up the 100 hours.

   Curriculum Format and Submission – Is the form to use when submitting a NATCEP curriculum for approval.
   The curriculum will include:
   a. The name/edition of the textbook / workbook that will be taught

      b. The class syllabus or a narrative describing what the class will be like, from application through writing the CNA exam – this explains the content of the course, or what you will be teaching.
      c. The class schedule (dates, days of the week, time of day) for classroom, lab, and clinical instruction (also location of clinical setting)
      d. Handouts, quizzes/tests/exams with answers
      e. List any videos or other resources that will be used
      f. Application or assessment forms for prospective students, etc.

DHS 1190 – Is the application, it can be mailed or scanned to CTA. The signatures cannot be older than 60 days from the date of certification.

DHS Validation Statement – Is a form containing statements pertaining to the school.

Current Instructors and Clinical Site Form – Is a list of the schools current instructors and where clinicals are performed.

Curriculum Review Tool – Is a form used by CTA when approving a school curriculum.

Instructor Qualification Review Tool – Is a form used by CTA to approve primary and supplemental instructors.

Laboratory Supply Review Tool – Is a form used by CTA to review the laboratory/simulated environment requirement.

Classroom Review Tool – Is a form used by CTA to review the classroom when students are present

Supervised Practical Training Review Tool – Is a form used by CTA when a NATCEP holds training in a licensed long-term care facility.

New Instructor Approval Process – Explains the process for all new primary and supplemental nursing instructors to obtain approval from CTA prior to teaching students.

NATCEP Recertification Process – Explains the CTA recertification process

5. CTA will review the completed application packet including curriculum and instructor requirements and work with the applicant if all requirements are not met.

6. When curriculum and instructor requirements are met, CTA will conduct an onsite visit of the classroom and laboratory settings to review all requirements are being met regarding environment and supplies.

7. When all requirements are met, CTA will send the DHS 1190 to the Department of Human Services for approval. Once the applicant receives an approved 1190 back, the applicant will be approved for two years and can begin holding classes. CTA will schedule classroom/lab and clinical site visits to observe instructors and students within the first two class cycles.

8. The entire process can take up to 6 months particularly when requirements are not met and revisions need to be made. If all requirements are met at the time of application, a new application can be processed in 30 days.

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