Preparing to Offer Online CNA Training: Eight Steps
State Approved or Challenge Program

State Approved  Has successfully completed an approved training program and achieved a minimum score, established by rule of the Board of Nursing, on the nursing assistant competency examination. Exam consists of a written portion and skills-demonstration portion approved by the Board and administered at a site, and by personnel, approved by the Department of Health.

Challenge  Has achieved a minimum score, established by rule of the Board of Nursing, on the nursing assistant competency examination, which consists of a written portion and skills-demonstration portion, approved by the Board and administered at a site, and by personnel, approved by the Department of Health, and:

• Has a high school diploma, or equivalent; or
• Is at least 18 years of age.
Advantages of Challenge Program

1. Nurse experience the same with at least 1 year of experience in LTC and in good standing.

2. Quick Start - Do not have to submit an application to the Board of Nursing. This process can take at least 90 days.

3. State testing would follow the same procedure.
Eight Steps

1. Identify lab site for clinical skills training
2. Identify facility Instructor
3. Fill out General Information form
4. Fill out Portal Request form
5. Fill out Course Build form
6. Complete orientation training session
7. Start registering students in portal
8. Finalize class launch at least 3 weeks prior to desired start date
a. Identify a qualified facility in your area or consider becoming a certified facility if you meet state requirements (view here)

b. We can help you with the process to become a qualified facility, and conduct laboratory and supervised clinical training in your facility facilityapproval@cnaonline.com

c. Ensure you have the required equipment

d. Create a sample course calendar identifying lab days and coordinate with other administrators if multiple sites are involved
If your facility already has an approved program in place, be sure:

a) The RN approved to teach the program is still in place, otherwise you will need to seek approval from the governing body for a new RN instructor

b) A syllabus outline of the AHCA blended on-line program and a sample calendar of the blended on-line program has been submitted

c) If you do not already have this information, send an email to facilityapproval@cnaonline.com to request a syllabus and calendar
a. Identify a qualified facility in your area, in good standing, to conduct labs and clinical training

b. Ensure you have the required equipment

c. Create a sample course calendar identifying lab days and coordinate with other administrators if multiple sites are involved
a) Identify an instructor that has completed state required training or meets requirements

✓ A program instructor shall 1) Hold a clear, active Florida license to practice professional or practical nursing; 2) Have at least one year of professional or practical nursing experience, and 3) One of the following:

- Have completed a course in teaching adults; or
- Have at least one year of experience in teaching adults; or
- Have at least one year of experience in supervising nursing assistants

✓ Approved instructor should then register for a subscription to the Instructor Online resource site http://www.ahcapublications.org/ProductDetails.asp?ProductCode=8463
a) Identify an instructor who is an RN with at least one year of nursing experience in Long Term Care.

b) Consider purchasing a tablet if you do not have a tablet, laptop or PC already available. This will give instructors' easy access to check and grade the online skills check off.
Fill out the General Information form to register your facility and provide billing information

www.cnaonline.com/generalinfo

Step Three:

General Information Form
Contact and Billing

For assistance with this form, contact us at info@cnaonline.com or call 502-221-7765
a) Fill out the Portal Request Form at [www.cnaonline.com/portalrequest](http://www.cnaonline.com/portalrequest)

b) You will receive notification within a few days that your portal has been created and instructions on how to access it.

**Step Four:**

Complete the Portal Request form

For assistance with this form, contact us at [info@cnaonline.com](mailto:info@cnaonline.com) or call 502-221-7765
Step Five:

Complete Course Build Form

For assistance with this form, contact us at info@cnaonline.com or call 502-221-7765
a) Sign up for orientation class by sending an email to training@cnaonline.com, subject line “Orientation Class needed” and provide email addresses for each instructor taking the class

b) Orientation class is approximately 30 mins.

c) We provide instructions on how to navigate the online course system

d) We introduce instructors to the support tools

e) We teach how to communicate online with students

f) We will introduce instructors to the Skills Grader Tool for skills check off and grading
a) Start registering new students per email instructions from assigned CNA Online instructor

b) You should receive the email request from the instructor one week prior to class start date

c) Ensure you have complete information for each student including: first and last name, email address, phone number

d) Email list of students to your CNA Online instructor, keeping in mind the preferred minimum class size*

*Preferred class size is five or more students
**Step Eight:**

**Finalize Class Launch**

a) Confirm schedule for class and make sure all your instructors, administrators, and students are aware of lab days and location

b) Make sure you have your orientation date set and have notified our CNAOnline instructor

Congratulations!

You are ready to launch your first class!

http://cnaonline.com
502-221-7765
Plan a student orientation prior to course start date to set student expectations early. This will ensure that all student changes will be handled prior to the dates set for in the Drop Policy.

Identify a facility/provider coordinator in addition to course Preceptor. This would preferably be an HR Director or facility Administrator.

Submit your New Course Request 3 weeks prior to desired start date.

Plan course end date relative to availability for students to sit for Boards. Check testing sites schedules and plan course dates closest to available testing dates.

Optimal course length is three to four weeks.

Best policy for retest?

When recruiting students and offering a scholarship for the course, it’s important they understand course requirements such as minimum passing grade.
Best Practices for Success:

✓ Be sure to provide ALL student information one week prior to course initiation
✓ Request a “Sandbox” learning environment for students if there’s a significant lag time prior to them sitting for their Boards
✓ Familiarize yourself thoroughly of state testing requirements for skills testing
✓ Chapter 4 must be completed prior to scheduled skills/lab dates
✓ Review course analytics weekly to monitor student progress. This will ensure you address those who may not pass and allow you to drop them from the course according to the Drop Policy guidelines
✓ Review skills with students having challenges and if there is a delay between end of course and board testing date
Florida Nurse Aide Exam

Visit the Prometric website at

1. **Candidates/Training Programs**: Submit complete testing application and testing fees to be received by Prometric at least 50 days before the requested test date
2. **Prometric**: Process applications within three business days and forward information to FDOH / Board of Nursing
3. **Candidates**: Complete a Level II background screening with image capture
4. **Training Program**: Complete the online IFT request form (located under “Training Programs and Test Centers”) and submit to Prometric to request a test date that is at least 45 days out in the future
5. **State Approved Training Programs**: Send a school list to the Board office identifying all students who have successfully completed training
6. **Board Staff**: Review all submitted materials to determine candidate eligibility to test, and notify Prometric of approval (This step can take up to 30 days)
7. **Prometric**: Schedule candidates into requested test date upon receipt of eligibility from the Board (Eligibility approval must be received from the Board at least five business days prior to the event or a change in test date may be required)
Contact:
info@cnaonline.com
or call 502-221-7765

FHCA Contact:
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