Preparing To Offer Online CNA Training

State Approved Program or Challenge Program to be eligible for certification test

- State Approved - Has successfully completed an approved training program and achieved a minimum score, established by rule of the board, 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.

- Challenge - Has achieved a minimum score, established by rule of the board, 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 and:
  - Has a high school diploma, or its equivalent; or
  - Is at least 18 years of age.

Advantages of Challenge Program

✓ Nurse experience the same with at least 1 yr of experience in LTC and in good standing.
✓ Quick Start - Do not have to submit an application to the board of nursing. This process can take at least 90 days.
✓ State testing would follow the same procedure
Preparing To Offer Online CNA Training

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
8. Finalize class launch at least 3 weeks prior to desired start date

State approved Program - Facility Approval of Nurse Aide Training and Competency Evaluation Program

- Identify an approved facility in your area
- Or consider becoming an approved facility if state requirements are met [https://floridasnursing.gov/nursing-assistant-training-program-faq/]
- If you have questions or need help send an email to facilityapproval@cnaonline.com so we can assist you with the facility approval process to be able to conduct labs and clinical trainings in your facility
- Ensure you have the required equipment
- Create a sample course calendar identifying lab days and coordinate with other administrators if multiple sites are involved

If your facility has an approved program already you need to make sure:

- The RN approved to teach the program is still the same. If not, you will need to get approval from governing body for the current RN
- You will need to send a syllabus of the AHCA blended on-line program and sample calendar of the blended on-line program
- If you do not already have this information send an email to facilityapproval@cnaonline.com requesting syllabus and calendar
In Partnership With Challenge Program – Choose Facility

✓ Identify a facility in your area in good standing to conduct labs and clinical training
✓ Ensure you have the required equipment
✓ Create a sample course calendar identifying lab days and coordinate with other administrators if multiple sites are involved

Sample Calendars

Sample 3 Week Schedule

Sample 4 Week Calendar with Lab/Clinical
State Approved Instructor Selection

- **State Approved** - Identify an instructor that has completed state required training or meets requirements.
  - A program instructor shall hold a clear, active Florida license to practice professional or practical nursing; ii. Have at least one year of professional or practical nursing experience, and 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.
  - Consider purchasing a tablet if you do not have a tablet, laptop or PC already available. This will enable instructors’ easy access to check and grade online skills check off.

Challenge- Instructor Selection

- **Challenge** - Identify instructor who is an RN with at least one year nursing experience in Long Term Care.
  - Consider purchasing a tablet if you do not have a tablet, laptop or PC already available. This will enable instructors’ easy access to check and grade online skills check off.

General Information Form

- **Contact and Billing**
  - Fill out the General Information form (available online, link below) to register your facility and provide billing information.
  - [www.cnaonline.com/generalinfo](http://www.cnaonline.com/generalinfo)
  - If you need help with this form you can contact us at info@cnaonline.com or call 502-221-7765.
Fill Out Portal Request Form

- Complete the Portal Form (available via online link below)
  - [www.cnaonline.com/portalrequest](http://www.cnaonline.com/portalrequest)
- Submit any logos for a customized portal
- If you need help with this form, you can contact us at info@cnaonline.com or call 502-221-7765

Complete Course Build Form

- Fill out Course Build Form (available online)
  - [www.cnaonline.com/courserequest](http://www.cnaonline.com/courserequest)
- If wanting to add customized course content, i.e., onboarding video, etc., please contact us via the email/phone below
- If you need help with this form, you can contact us via email at courseform@cnaonline.com or call (502) 221-7765

Complete Orientation Training Session

- Sign up for orientation class by sending an email to training@cnaonline.com with subject line Orientation Class needed and provide email addresses for instructors taking the class
- Orientation Class is approximately 30 minutes
- We provide instruction on how to navigate the online course system
- We will introduce instructors to the support tools
- We will teach you how to communicate online with students
- We will introduce instructors to the Skills Grader tool for live skills check off and grading
Submit Student Enrollment List

- Start registering new students per email instructions from assigned CNA Online instructor
- You should receive the email request from the instructor 1 week prior to class start date
- Ensure you have complete information for each student including: first and last name, email address, phone number
- Email list of students to your CNA Online instructor keeping in mind preferred minimum class size*

*Preferred class size is 5 or more students

Finalize Class Launch

- Confirm schedule for class and make sure all your instructors, administrators, and students are aware of lab and clinical days and location
- Make sure you have your orientation date set and have notified our CNA Online instructor

Congratulations, you are ready to launch your first class!!!

Best Practices for Success

- 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 preferable would 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 3 to 4 weeks.
- Best policy for retest?
- When recruiting students and offering scholarship for the course it is important for them to understand course requirements such as minimum passing grade.
Best Practices for Success

✓ Be sure to provide ALL student information 1 week prior to course initiation.
✓ Request a Sandbox learning environment for students if there is a significant lag time prior to them sitting for their Boards.
✓ Familiarize yourself and be very aware 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 that 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


1. Candidates Testing Program: Submit online testing application with testing fees to be received by Prometric at least 10 days before the requested test date.
2. Prometric: Process applications within 3 business days and forward information to the QODE Board.
3. Training Program: Complete the vendor checklist form dated under training programs and submit to Prometric to request a test date that is at least 10 days after the date on the form.
4. State approved Testing Program: Send a letter to the Board office certifying all students who have successfully completed training.
5. Board Staff: Review all submitted materials to determine candidate eligibility to test and verify Prometric’s approval. This step can take up to 30 days.
6. Florida: Submit candidates into requested test dates except at eligibility from the Board. Eligibility approval must be received from the Board at least 10 business days prior to the event or a change in test date may be required.