**FOR DHSR USE ONLY:**

* Date DHSR Received Document From Training Program (mm/dd/yyyy):
* Status Determination of Document (Approved or Denied):
* Date Status Determination Communicated to Training Program (mm/dd/yyyy):
* Review Completed By:

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| **INSTRUCTIONS:**   * Complete the form if the following modifications are being made to an existing State-approved training program.   + Program Hours   + Course Schedule   + Supplemental Teaching Methodology (Instructional Resource) * For questions and/or modifications that do not apply to the training program, please leave blank. * You must utilize the North Carolina State-approved training curriculum. * You may type your response in the space provided. * Approval from the North Carolina Division of Health Service Regulation (DHSR) is required prior to modifications being implemented in the training program. * The Program Coordinator must sign the document. * Email or fax completed documents to DHSR. Incomplete documents will be denied. You must submit all pages of the document.   + Email: [DHSR.EducationConsultant@dhhs.nc.gov](mailto:DHSR.EducationConsultant@dhhs.nc.gov)   + Fax: 919-733-9764 * Contact your [Education Consultant](https://info.ncdhhs.gov/dhsr/hcpr/consultants.html) with any questions or concerns.  PROGRAM INFORMATION:Date Submitted to DHSR (mm/dd/yyyy):  1. **Name of School:** 2. **Name of Training Program:** |
| 1. **Mailing Address:**  Street:City:Zip Code:County: |
| **5. Site Address:** Street:  * City: * Zip Code: * County:  1. **Program Coordinator:**  * Name: * Telephone (include area code): * E-mail: * Fax (include area code):   **7.** **Program Modification Type:**  Place an X beside the correct response. Select all that apply.   * Program Hours: * Course Schedule: * Supplemental Teaching Methodology (Instructional Resource):   *Important Notice:*  Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.  **8. Online Classroom Instruction:**  Is the training program currently approved by the Division of Health Service Regulation to offer online classroom instruction?  Place an X beside the correct response.   * Yes: * No:   If No, are you requesting a program modification to offer online classroom instruction?  Place an X beside the correct response.   * Yes: * No:   *Important Notices*:   * A training program must be approved by the North Carolina Division of Health Service Regulation and be operational with students for at least 1 year prior to offering online classroom hours. Please contact your [Education Consultant](https://info.ncdhhs.gov/dhsr/hcpr/consultants.html) for additional information. * The North Carolina Division of Health Service Regulation will not approve laboratory hours or clinical hours to be offered or completed online. * Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.   **9. Training Program Number:**  Provide the training program number associated with the modification.   * Nurse Aide I Training Program: * Nurse Aide I Refresher Training Program: * Geriatric Aide Training Program:  Home Care Specialty Training for Nurse Aides Program: *Important Notice:*  Include all training program numbers associated with the modification.   1. **Program Hours:**   Provide the program (clock) hours for the training program.   * Classroom Hours: * Online Hours (if applicable): * Laboratory Hours: * Clinical Hours: * Total Program Hours:   *Important Notices*:   * A training program must be approved by the North Carolina Division of Health Service Regulation and be operational with students for at least 1 year prior to offering online classroom hours. Please contact your [Education Consultant](https://info.ncdhhs.gov/dhsr/hcpr/consultants.html) for additional information. * The North Carolina Division of Health Service Regulation will not approve laboratory hours or clinical hours to be offered or completed online. * Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.  1. **Course Schedule:**   The following information should be included in the table below.   * Day:   + Enter day number designations (e.g., Day 1, Day 2, Day 3). Do not use actual dates or include vacation dates or breaks (spring break or lunch breaks).   + Training programs may choose which day of the week a course begins.   + Each clinical day must be listed as a separate day. * Module Letter/Name:   + Enter each module letter and name. * Audiovisuals:   + List audiovisuals with run times.   + Run times should be included in the classroom program hours. * Program Hours   + 1 hour = 60 minutes of instructions. Do not include breaks or mealtimes.   + Classroom: record the number of classroom theory hours required each day.   + Laboratory: record the number of hours spent in the laboratory each day.   + Clinical: record the number of hours spent in a clinical facility each day.   + Total hours must be calculated and documented at the end of each column.     Course Schedule  Include online hours if applicable.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Week(s)**  **and Day(s)** | **Module Letter(s) and Name(s)** | **Skill Number/**  **Appendix A\*** | **Audiovisual Name and Run Time** | **Class**  **Hours** | **Online Hours** | **Lab Hours** | **Clinical Hours** | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | Week(s):  Day(s): |  |  |  |  |  |  |  | | **Total Program Hours** | | | |  |  |  |  | |
| \*Include the following information:  Appendix A skill number, test/quiz/exam associated with each module letter, and any other classroom or laboratory activities. |
| *Important Notices:*   * The North Carolina Division of Health Service Regulation will not approve laboratory hours or clinical hours to be offered or completed online. * Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.  1. **Supplemental Teaching Methodology –** **Games, Role-Play, Case Studies, Pamphlets, Quick Reference**   **Guides, etc.**   * Supplemental Teaching Methodology: * Supplemental Teaching Methodology: * Supplemental Teaching Methodology: * Supplemental Teaching Methodology: * Supplemental Teaching Methodology:   *Important Notices*:   * Lecture, discussion, PowerPoint presentations, the use of manikins, handouts, skills demonstration and clinical are teaching methodologies used in the applicable State-approved curriculums and do not need to be listed. * Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.  1. **Supplemental Teaching Methodology – Video/CD/DVD:**  |  |  |  |  | | --- | --- | --- | --- | | **Name of Video/CD/DVD** | **Production Year** | **Name of Company** | **Run Time in Minutes** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   The North Carolina Division of Health Service Regulation must approve videos, CD’s, or DVD’s that are older than 5 years prior to implementation.  Place an X beside the correct response.  The training program is requesting approval to use videos, CD’s, or DVD’s that are older than 5 years.  Yes:       No:  *Important Notice*:  Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.   1. **Supplemental Teaching Methodology – Computer Assisted Instruction:**  |  |  |  |  | | --- | --- | --- | --- | | **Name of Software** | **Production Year** | **Name of Company** | **Run Time in Minutes** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   *Important Notice:*  Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.   1. **Supplemental Teaching Methodology – Textbook:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name** | **Author** | **Publisher** | **Edition** | **Publication Year** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   *Important Notice*:  Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.   1. **Supplemental Teaching Methodology – Workbook:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name** | **Author** | **Publisher** | **Edition** | **Publication Year** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   *Important Notice*:  Approval from the North Carolina Division of Health Service Regulation is required prior to modifications being implemented in the training program.   1. **Statement of Understanding:**  * I understand the training program must meet the requirements set forth by federal and state rules, regulations, and requirements. * I understand, per [42 CFR §483.152](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.152), that students cannot perform any services to residents for which they have not been trained and found proficient by the Instructor. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that the approval of a training program must be renewed by the North Carolina Division of Health Service Regulation every two (2) years. * I understand, per [42 CFR §483.152](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.152), that the training program must use the current version of the North Carolina State-approved curriculum and adhere to the policies and procedures approved by the North Carolina Division of Health Service Regulation. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151) and [42 CFR §483.152](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.152), that the training program faculty and clinical sites must be approved by the North Carolina Division of Health Service Regulation prior to implementation and the enrollment of students. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that modifications to the training program must be approved by the North Carolina Division of Health Service Regulation prior to implementation. * I understand modifications to the training program required by the North Carolina Division of Health Service Regulation must be made in a timely manner. * I understand, per [42 CFR §483.152](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.152), that the training program must provide supervised practical training to ensure students demonstrate the knowledge and skills required to perform nurse aide tasks and provide care under the direct supervision of a North Carolina Division of Health Service Regulation approved Registered Nurse. * I understand the training program must incorporate innovative instructional strategies that enable students to deliver quality, compassionate, and consistent basic nursing care. I further understand the training program must ensure objectives are met through instructor demonstration, student practice and demonstration of proficiency. * I understand the classroom must contain instructional equipment and supplies, seating for the approved number of students as required, and adequate space to accommodate activities. * I understand, per [42 CFR §483.152](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.152), that each Nurse Aide I training program laboratory must be designed, equipped, and contain a sufficient quantity of supplies as shown in the [Existing Training Program – Basic Equipment and Supply List](https://test.ncdhhs.gov/dhsr/hcpr/nat.html#TP). * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that the policies for the training program must be made available to the North Carolina Division of Health Service Regulation upon request. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that the training program is required to maintain student records for a minimum of three (3) years. I further understand student records must be kept onsite, kept in a locked file cabinet, kept in a locked area, and made available for review by the North Carolina Division of Health Service Regulation upon request. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that the North Carolina Division of Health Service Regulation may withdraw approval of a training program if it determines that the training program does not meet federal or state rules, regulations, and requirements. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that the North Carolina Division of Health Service Regulation may withdraw approval of a training program if it determines that the training program is not adhering to program documentation approved by the North Carolina Division of Health Service Regulation. * I understand, per [42 CFR §483.151](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-D/section-483.151), that the North Carolina Division of Health Service Regulation must withdraw approval of a Nurse Aide I training and competency evaluation program or a Nurse Aide I competency evaluation program if the entity administering the Nurse Aide I training program refuses to permit unannounced visits by the North Carolina Division of Health Service Regulation.  1. **Electronic Signature Agreement:**   You acknowledge and agree to the following statements:   * I certify that I have reviewed the entire document before signing. * Your electronic signature will have the same legal effect and enforceability as your manual signature. * No certification authority or other third-party verification is necessary to validate your electronic signature and the lack of such certification or third-party verification will not in any way effect the enforceability of your electronic signature.  1. **Attestation:**  * I have read and agree to the Statement of Understanding. * I certify that the information in this form, and in the documentation required with the submission of this form, is truthful, accurate, and complete. * I certify that the information in this form, and in the documentation required with the submission of this form, accurately represents the training program for which the North Carolina Division of Health Service Regulation approval is being requested. * I will implement directives, policies, forms, and checklists as mandated by federal and state regulations and the North Carolina Division of Health Service Regulation.   **Program Coordinator:**  First Name:  Last Name:  Signature:  Date (mm/dd/yyyy):  *Note: The North Carolina Division of Health Service Regulation will accept an electronic signature.* |