

KANSAS 90-HOUR CERTIFIED NURSE AIDE PROGRAM INSTRUCTION MANUAL

HISTORY

OBRA; In 1988 Congress passed the Omnibus Budget Reconciliation Act (OBRA) which set standards for state nurse aide training and competency evaluation programs. The purpose of these provisions is to ensure that nurse aides have the education, practical knowledge and skills to care for residents of adult care facilities.

CERTIFICATION

Beginning in 1977 evidence of successful completion of training (90 clock hours) and a written/oral standardized test have been required of all nurse aides working in Kansas licensed adult care homes. Effective October 1, 1978 the required state test was given separately from the course.

INTRODUCTION

Application for Approval of Training Course

Federal regulations hold each state responsible for ensuring both state and federal course content requirements are met. The nurse aide training course being offered meets the instructor's or sponsor's written description, and that training facilities exist for the supervised clinical practice of skills. OBRA requires that the course be reviewed and approved by the state and that the course comply with state and federal requirements. State regulations specify that any approved Course Supervisor who intends to offer a nurse aide course must submit a completed **Application for Approval of Training Course** to the department at least three weeks prior to the beginning date of each course and must receive approval prior to starting the course.

It is very important that the Application for Approval of Training Course forms arrive in the state office at least three weeks prior to the start date to avoid delays. The application may be submitted up to 4 months in advance.

COURSE REQUIREMENTS

Sponsors of a nurse aide training course must be one of the following;

- Adult care homes
- Long-term care unit of a hospital
- Postsecondary schools under the jurisdiction of the State Board of Regents

Requirements for instructor of a nurse aide training course;

Each instructor of the nurse aide training course shall meet the following criteria:

- Registered Nurse in Kansas who has no pending or current disciplinary actions against their license
- Has a minimum of two years full time licensed nursing experience

- Minimum of 1750 hours licensed nursing experience (RN or LPN) in an adult care home or a long-term care unit of a hospital or completed 7 hours of professional continuing education on person-centered care in a licensed adult care home or long term care unit of a hospital not more than one year before becoming an instructor of the nurse aide training course and each year while serving as an instructor; and
- Supervising nurse aides **or** completed a course in adult education or professional continuing education offering on supervision **or** adult education, **or** has experience in teaching adults.

Full time is considered to be 36 hours per week

Adult Education Websites:

- Regulations specify that course supervisor and instructor have completed a course in teaching adults **or** have experience in teaching adults **or** supervising nurse aides.
- For additional on-line reading in Adult Education, search “Adult Learner” and other keywords.
- Hutchinson Community College has a Train the Trainer course.

Role of the Course Supervisor:

Each approved Course Supervisor shall provide general supervision of the nurse aide training course for an approved instructor that does not have the long-term care experience. General supervision means providing the necessary guidance and maintenance of ultimate responsibility for a nurse aide training course in accordance with the standards established by the department in the “Kansas certified nurse aide curriculum guidelines (90 hours)” and the “Kansas 90-hour certified nurse aide course instruction manual’ (K.A.R.26-50-10).

Requirements Course Supervisor:

- Must be an approved instructor
- Licensed to practice as a registered nurse in Kansas and have no pending or current disciplinary actions against that individuals license; and
- Minimum of 2 years of full-time licensed nursing experience (RN or LPN) that includes a minimum of 1750 hours of licensed nursing experience in an adult care home or a long term car unit of a hospital
- Completed a course in adult education, professional continuing education offering on supervision or adult education or has experience in teaching adults or supervising nurse aides

Fulltime is considered to be 36 hours a week.

Licensed nursing experience in a combination nursing home, long-term care unit of a hospital that provides care to geriatric residents, or in a state institution for the people with intellectual disability is preferred to meet the setting for long-term care experience requirement.

Supplemental Instructors K.A.R.26-50-22

Qualified ancillary health professionals may be selected by the course supervisor to assist in conducting training for nurse aides. For example, a licensed physical therapist may assist the instructor by conducting a portion of the module of training in safe ambulation or rehabilitation techniques. Any person providing training does so under

the direct supervision of the approved course instructor and must have at least one year of experience in the field in which they are providing training.

NOTE: Use of the qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved course instructor.

The instructor should be present and easily accessible to trainees at all times during instruction.

Clinical sites allowed for nurse aide training skills (K.A.R.26-50-20):

- Licensed adult care homes
- Distinct licensed long term care units of hospitals
- Simulated laboratories

Clinical training in assisted living or residential health care facilities

The clinical portion of a nurse aide course is usually held in a nursing facility or a distinct licensed long term care unit of a hospital. The clinical portion of a nurse aide course may be held in an assisted living or residential health care facility if the full range of clinical tasks and experiences necessary for training are available at the assisted living facility or residential health care facility, or provided in cooperation with a nursing facility.

When submitting an **Application for Approval of Training Course** which shows an assisted living facility or residential care facility as the clinical site, there must be written assurance from the Course Sponsor or Course Supervisor that all portions of the task checklists will be available to be experienced during the clinical portion of the course.

Withdrawal of training approval

Federal regulation 42.C.F.R. 483.151(b)(2)(i-v) and K.A.R. 26-50-20 requires the department to withdraw nurse aide training approval if a licensed adult care home or long-term care unit of a hospital:

- is subject to an extended or partial extended survey
- receives a civil money penalty in excess of \$5,000
- has operated under a waiver under section 1819(b)(4)(C)(ii)(II) of the Social Security Act
- has operated under a waiver under section 1919(b)(4)(C)(ii) that was granted on the basis that the facility is unable to provide nursing care in excess of 48 hours per week
- does not meet the training and competency evaluation program requirements
- refuses to permit unannounced visits by the state to review the program

Request for Waiver for training at facilities with bans on training

Facilities that have had a ban on nurse aide training may request a waiver to the ban on a case-by-case basis. If approved, a program may be offered in the facility but must be sponsored by another entity approved by the state. Several criteria must be met to be approved for a waiver, some of which are listed below:

- No other approved courses are offered within a reasonable distance
- A sponsor that will be approved must be identified
- A joint quality improvement process must be outlined and agreed to by both the sponsor and facility to address concerns that occur during the course
- The facility must be back in compliance
- The Course Supervisor, Course Sponsor, Instructor and facility must complete evaluation forms at the conclusion of the course

The **Request for Waiver form** and **Instructions** for completing the form are available at KDADS website.

Must a trainee have an employment contract with an adult care home or long-term care unit of a hospital:

The use of contracts relating training to employment is prohibited under federal regulations. A licensed adult care home cannot require a Trainee II or CNA to enter into either verbal or written contracts to work for a specified period of time at the facility or else reimburse the facility for the cost of the training. Schools may require students to enter into verbal or written contracts stating terms of payment. **However, a contract must not state that the student will be denied access to the state test due to a fee owed to the school.**

COURSE DELIVERY

Who is responsible?

Course Supervisors, Course Sponsors, and instructors carry a joint responsibility in fulfilling training requirements under state and federal regulations.

Each approved Course Supervisor shall provide general supervision of the nurse aide training course. General supervision means a Course Supervisor’s provision of the necessary guidance and maintenance of ultimate responsibility for a nurse aide training course in accordance with the standards established by the department in the “Kansas certified nurse aide course (90hour) instruction manual. K.A.R. 26-50-10

Each instructor for a nurse aide training program is responsible for conducting the actual training and assuring competency of trainees.

Failure to fulfill any of these responsibilities could result in with-drawing approval to offer the nurse aide course.

Course Supervisor Responsibilities:

- Ensure submission of the application for the **Approval of Training Course** or provide the Course Sponsor with the required information for their submission of the application
- Acts as liaison with the department related to the program’s continuing compliance with the required elements of these regulations
- Implement and maintain a nurse aide training program that complies with the department regulations

- Ensure submission of reports and program data upon requests of the department
- Coordinate the classroom and clinical site to ensure the environment is conducive to teaching and learning; and will provide the opportunity for students to perform the skills taught in the curriculum
- Ensure all instructors and persons conducting the skills competency checklist meet the required qualifications
- Provide or arrange for the orientation of the instructor to their role and responsibilities
- Supervise and verify instructors that do not have the long term care experience receives the hours of professional continuing education on person-centered care required yearly
- Evaluate instructors ongoing and formally on an annual basis
- Ensure an instructor is available for direct supervision scheduled clinical instruction
- Coordinate direct supervision of students in the clinical setting
- Evaluate each student and ensure they complete the part I checklist for instructors that do not have the long term care experience prior to the students starting clinical
- Assess students' reaction to course content, instructional effectiveness, and other aspects of the learning experience
- Verify the nursing home or long-term care unit of the hospital in which the training program is offered or utilized for the clinical experience is licensed by the Kansas Department of Aging and Disability Services is in substantial compliance with all standards for licensure and has not been found within the preceding two years by the state survey and certification agency, using the currently applicable Center for Medicare and Medicaid Services regulations, categorized as providing substandard quality of care

Instructor responsibilities

Each instructor for a nurse aide training course is the primary person responsible for conducting training and assuring competency of the trainees. Failure to fulfill any of these responsibilities could result in withdrawing approval as the course sponsor, Course Supervisor and instructor.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable provided that the reason upon request is identified by the director. **Each instructor may supervise only 10 students at a time during clinicals. The clinical may not go beyond 9p.m.**

NOTE: Use of the qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved instructor.

What information is covered in the 90-hour CNA course?

The Kansas 90-hour nurse aide curriculum focuses on the geriatric population in an adult long term care home or long-term care unit of a hospital versus acute medical care, setting. The learning objectives found within the curriculum serve as the basis for the state-developed standardized test.

Curriculum guidelines and supporting textbooks

The Kansas 90-hour Certified Nurse Aide Curriculum Guidelines (90 hours) follow the content provided in federal regulations and must be used to develop nurse aide courses. The subject content provides basic nursing skills information and provides opportunity for modification of the training program as necessary in response to perceived trainee learning needs. There is no additional required resource for the nurse aide training program; however, any textbook or other resource(s) used for the course should have a publication or revision date within the past five years to reflect current acceptable practices and must be noted on the course application.

Textbooks may be used as additional resources to the curriculum guidelines. Questions for the state test are based on the Kansas 90-hour curriculum guidelines.

How to obtain the curriculum

The Kansas 90-hour nurse aide curriculum guidelines can be obtained by downloading them from <http://www.kdads.ks.gov/commissions/scc/health-occupations-credentialing> and may be printed and distributed as needed.

Course approval process

In order to have a course approved by Health Occupations Credentialing:

- The Course Supervisor or instructor completes the **Application for Approval of Training Course** (on-line) <https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/Private/Schools/Login.aspx>
- HOC reviews the application and approves, disapproves or returns the application requesting additional information
- An approval notice is sent to the sponsor with the course approval number
- If the course is disapproved, the application is returned to the sponsor

Careful and timely submission of the Application for Approval of Training Course helps reduce delays in processing. May be submitted up to four months in advance.

An application must be submitted to the department **at least three weeks** prior to the beginning date of each course and must receive approval prior to offering the course. **As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.**

Class Schedule and Content Form

HOC regularly receives questions about the Class Schedule and Content Form (Appendices, page 43). This form, while requiring time to fill out properly, is invaluable to HOC staff. It is used to help track and correct any problems that might come up with the course, and to make site visits more efficient for both HOC and the instructor. Therefore, the Class Schedule and Content Form must be completed for each nurse aide course and

must be presented to the department upon request. If you have any questions about how to fill out the form, please feel free to call 785-296-1250.

Taking time to plan your class schedule and content will help insure a successful course.

Why is a course approval number important?

A copy of the application with the course approval number should be retained by the instructor and a copy given to the facility in which the clinical portion of the course is conducted to show compliance with OBRA. This course approval number should be referenced on all correspondence with the department regarding a particular class. **It is a vital link in the record keeping system of the nurse aide registry required by OBRA.**

Include your course approval number on ALL correspondence with the department.

Didactic/classroom and clinical instruction

The curriculum is divided into two parts. Part I is a combination of 20 hours didactic or classroom and 20 hours supervised laboratory and clinical instruction.

Part II is advanced training and should include a minimum of 25 hours didactic/classroom instruction combined with 25 hours supervised clinical instruction in a licensed adult care home environment. The clinical portion in part II may be done at the end of the didactic portion.

NOTE: Any change in class hours, dates, content, instructors, classroom or clinical sites **must be prior approved by the department. There can never be too much communication between sponsors and instructors, and Health Occupations and Credentialing in the effort to ensure quality training that meets federal and state regulations and produces competent, certified nurse aides.**

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (chalkboards, audio-visual supplies, overhead projector, etc.) for the instruction of the trainee. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction. The 90-hour nurse aide curriculum requires that "Class time should be within reasonable limits; no more than eight hours a per day of instruction with lunchtime and breaks provided."

Laboratory settings

Clinical laboratories for trainee practice and performance of basic nursing skills may include the use of a vacant resident room or simulated laboratory setting. A simulated laboratory setting is defined in K.A.R. 26-50-10 as "an enclosed area in a school, institution, adult car home or other facility that is similar to an adult care home resident's room." A simulated laboratory may serve as a setting for trainees to practice basic nursing skills with the instructor and to demonstrate basic nurse aide skills for competency evaluation.

Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting. The laboratory setting allows the instructor to observe and measure trainee performance prior to assigning clinical duties. OBRA requires that training space and equipment be provided for the delivery of the program.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the didactic/classroom and clinical training is appropriate. If the instructor is a full-time staff member or Director of Nursing (DON) in a licensed adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved instructor during the times of didactic/classroom and clinical instruction.

There can be no delegation of the instructor's duties. The DON must not teach while performing duties as DON. The instructor must be on site and easily accessible to the trainees at all times during scheduled course instruction hours.

Throughout the training course, there should be a combination of didactic/classroom theory and a practice of the tasks and skills learned in the supervised laboratory and clinical setting. The didactic/classroom topic for the morning, for example, may be how to measure vital signs. The instructor may present didactic/classroom instruction in temperature/pulse/respiration (TPR) and blood pressure monitoring and allow for trainee practice and demonstration in the lab setting on the same day. This ensures competency of the skills by the trainee before being placed in a direct clinical site.

The more supervised practice the instructor can provide the more competence and confidence the trainee will achieve in the training program.

What is taught in Part I?

Part I subject content includes: an introduction to residents of a licensed adult care home and their needs, role and responsibilities of the CNA, meeting resident needs in the areas of communication, infection prevention and control, mobility, the resident's personal living space, safety, personal care and grooming, nutrition and fluids, elimination, and measuring and recording vital signs.

Each trainee in Part I of the course must wear a badge displaying the trainee's name and title (Trainee Level I) while in the licensed adult care home.

The purpose of Part I of the course is to provide trainees with experience in performing basic nursing skills. During Part I, **the provision of direct care to residents by a nurse aide trainee is strictly limited to supervised clinical experiences for teaching and learning basic nursing skills**, and the approved nurse aide instructor must be in the resident's room at the side of the Trainee I to provide individual one-on-one clinical instruction. Use of this type of clinical instruction should **NOT** be done on a routine basis. This type of supervised clinical instruction would be appropriate for observing a specialized treatment or procedure. The majority of supervised clinical experience for a Trainee I takes place in a simulated laboratory setting.

Trainee I employment restrictions

A Nurse Aide Trainee may not be employed by a facility in direct care capacity. Direct, individual care refers to nursing activities that are resident oriented, involve personal contact with the resident by the trainee, and provide assistance in activities of daily living. These nursing activities may include, but are not limited to, assistance in grooming, feeding, toileting, or ambulating the resident.

Demonstration of initial competency: Task Checklist

Upon successful completion of Part I of the nurse aide training program, the course instructor or course supervisor must evaluate each trainee's performance using the **Kansas Nurse Aide Part I NATCEP Task Checklist**.

When all tasks have been successfully demonstrated the nurse will sign and date the checklist verifying the nurse aide trainee's skills competency. The nurse will provide a copy of the Kansas Nurse Aide Part I NATCEP Task Checklist to the coordinator to keep on file. **The signed and dated task checklist is the property of the trainee and must be given to the trainee upon its successful completion unless the student is repeating the course.**

The instructor should retain a copy for his/her personal records. **(Students who are repeating the course, are not allowed to work as Trainee IIs, and are not given a copy of the checklist).**

The Nurse Aide Trainee I must satisfactorily **demonstrate** all tasks to the instructor **prior** to providing direct resident cares. Instructors must observe completion of each task in a satisfactory manner. Once Part I and the task checklist is completed, the student is classified as a Nurse Aide Trainee II.

The signed and dated task checklist is the property of the trainee and must be given to the trainee upon its successful completion, unless he or she is repeating the course.

Paid Nutrition Assistant instruction

Part I of The Kansas 90-Hour Nurse Aide Curriculum Guidelines also includes the instruction and competency evaluation required to be employed as a Paid Nutrition Assistant.

Paid Nutrition Assistant Certificate

Upon successful completion of Part I and the NATCEP Task Checklist, the training institution shall award each student a **certificate of completion of paid nutrition assistant (PNA) training**. The certificate shall include at minimum:

- The name of the training institution
- The name of the student
- The name of the course
- The name of the instructor
- The date of completion
- The number of hours of instruction

The sponsor will inform the participants that the certificate is permanent of completion of PNA training and should be retained. The sponsor will also maintain a record of each certificate.

Those students who successfully complete Part I and the Task Checklist may seek employment as PNAs if they choose, *whether or not they complete the rest of the course.*

What is taught in Part II?

Part II subject contents include: the resident's care plan; observing, reporting and documenting; physical changes accompanying aging, sexuality in aging; meeting resident needs for comfort and rest, end-of-life care, restoring nutrition and elimination, maintaining and restoring mobility, demential and problem behaviors; additional resident care procedures; admission, transfer and discharge, first aid in the licensed adult care home, and working as a CNA.

Part II is a combination of didactic/classroom and supervised clinical instruction within the licensed adult care home environment in more advanced nursing skills. Clinical instruction during Part II of the course requires performance of direct care tasks within the licensed adult care home environment. The clinical portion in part II may be done at the end of the didactic portion.

Trainees are designated as a Nurse Aide Trainee II. They are eligible to provide direct, individual care to residents in a licensed adult care home under the direction of a licensed nurse, and to work as a paid nutrition assistant if they choose.

Each trainee who has completed Part I of the training program and the task checklist shall wear a badge designating the trainee's name and title (Trainee Level II) while in the licensed adult care home setting. Clinical training is not permitted past 9:00 p.m.

During didactic/classroom and clinical training time **within** a facility, the instructor of the course is the only licensed nurse with supervisory responsibilities over the student trainees. Direct supervision is required. Instructors are to be immediately accessible at all times.

Instructors are to be readily accessible for one-to-one consultation, instruction and assistance as needed, and to perform no other duties but the supervision of trainees.

Trainee II employment restriction

Trainee IIs are eligible to provide direct individual care to residents under the supervision of a licensed nurse of a licensed adult care home, or to work as Paid Nutrition Assistants. Trainee IIs should not be expected to perform nursing tasks that have not yet been adequately covered during the didactic/classroom training hours and should be instructed to respectfully decline to provide the service if requested.

Trainee II period

Trainee II status for employment purposes begins upon the successful completion of the Part I task checklist and is for **four months** from the beginning date of the course. A copy of the signed and dated task checklist must be in the Trainee II's personnel file. If the Trainee II is unable to fully meet the certification requirements within the four months from the beginning date of the course, the individual is no longer eligible to provide direct resident care services. **A second four-month trainee period is not allowed.**

Demonstration of competency

Upon completion of Part II of the nurse aide training program, the instructor **may** evaluate competency in performing the tasks listed on the Kansas Nurse Aide Part II NATCEP Checklist. A copy may be found on the web site. Completion is at the discretion of the instructor. It is **not** required.

Notification that a candidate did not complete the course

If a candidate does not finish or pass the course, the instructor must submit written notification to Tabettha Mojica to remove the candidate's name from the Class Roster Form. Written notification should be sent as soon as the candidate drops or fails the course, and must include:

- **Student's name**
- **Student's social security number**
- **Course approval number**
- **Reason for removing the student's name from the roster**
- **Whether or not the student successfully completed Part I and received the checklist and Paid Nutrition Assistant certificate**

Notification must be submitted by email to: tabetha.mojica@kdads.ks.gov

CERTIFIED NURSE AIDE TEST

Test content and time allowed

The state test is timed and contains 100 multiple-choice questions. Each trainee has two hours in which to complete the test. A score of 75 percent or greater constitutes a passing score.

Giving the trainees opportunity to practice using the answer sheet may ease their fears.

Processing student application:

By the end of the first week each student must be entered onto Course Roster on the HOC web site for on-line applications: <https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/Private/CourseCoord/CCLogin.aspx>. Electronic payment may be made at this time, or print and mail the course roster with the required fee, \$20.00 for each student.

To schedule students for the state test:

At the end of the course the Course Supervisor/Instructor must submit a roster of names to the test site with the students that have successfully completed the 90 hour nurse aide course to request a test date. Any special accommodation request form must also be sent to the test site with the roster. The test site will send a letter with the test date and time to the course sponsor address. This letter should be sent to each student that has successfully completed the 90 hour nurse aide course.

Test sites

A list of the Test Sites for Nurse Aides and Home health Aides can be found on HOC web site. Call (785) 296-6958 if you have questions.

Test site fee. The instructor will need to check with the individual test sites to determine the amount of the fee. This fee is to cover the proctor. There will be an additional \$18.00 fee for the computer testing.

Candidates must provide the following at the test site when they go to test:

- Original photo ID and test fee (if not previously paid)

Disabilities**Any candidate who has a:**

- Physical disability
- Learning disability
- Psychological disability

which may require a reasonable accommodation to take the state test should complete and submit to the test site the Accommodation Request Form. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and lab/clinical settings of the course, and successfully completed the Skills and Competency Checklist.

Americans with Disabilities Act provisions

The Americans with Disabilities Act (ADA) allows an agency permission to request documented evidence of a disability. Thus, the form asks the instructor to verify a disability. If the instructor does not feel competent in verifying a disability, a health care professional may do so.

What types of accommodations are available?

- Oral test – test read to candidate by the proctor
- Extended time to take the test
- Large print of test text
- Sign-language interpreter

- Audio recordings
- Telecommunications devices for individuals with hearing impairments
-

Language provisions

The state test is read in only the English language. **NOTE:** Any candidate for whom English is a second language may use a bilingual language dictionary during the state test. **Computer dictionaries and medical dictionaries are prohibited.**

Instructors of ESL students may wish to compile a vocabulary list from the curriculum guidelines as a supplemental study tool for their students to use as they prepare for the test.

Test requirements

For candidates successfully completing the 90-hour nurse aide course, the state test must be passed within one year from the beginning date of the nurse aide training course. Candidates may take the test a maximum of three times within that year. If the test is not passed within one year from the starting date of the course, the entire course must be retaken to be eligible to take the test again.

Students successfully completing a bridge course have one opportunity to pass the test. If the test is not passed on the first attempt, the student must successfully complete the 90-hour nurse aide course to qualify to take the test again. For information about the bridge courses, contact Tabetha Mojica (785) 296-6958.

What happens if the candidate misses the test?

A candidate who is not able to take the test on the date assigned must contact HOC to request a rescheduling form to submit along with a \$20.00 application fee.

What happens when the candidate passes the test?

The score will be entered into the HOC database and the aide's name will be listed on the KS Nurse Aide Registry.

Candidates who fail the test:

Must contact HOC for a Rescheduling form, if the candidate is eligible. The rescheduling form should be completed by the candidate and sent to HOC with the non-refundable \$20.00 application fee.

KANSAS NURSE AIDE REGISTRY (KNAR)

The KNAR is a federally mandated. All individuals who are certified nurse aide in Kansas are listed on the registry. A unique aide identification number is issued to each candidate who has successfully completed the state nurse aide course and passed the test. It is a public site and should be given to the students -

<https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html> they then click on certification verification and enter just the first name in the first name box and the SS# with the dashes.

Abuse, Neglect, and Exploitation and Criminal Record Checks

KNAR information must include any record of a state administrative hearing process confirming abuse or neglect of an individual or resident or misappropriation of resident property. Each adult care home must contact the registry prior to hiring a nurse aide.

The facility may NOT employ a person with an administrative confirmation on the registry or a court conviction for abuse, neglect, or exploitation of a resident recorded after April 1, 1992.

Be sure students understand:

- ***What the KNAR is, including information about their ID number and reports of ANE***
- ***The criminal record check process***

Important points to convey to students

Instructors should assure that students:

- Receive the original signed Part I NATCEP Task Competency Checklist
- Perform only those tasks for which they are competent
- Complete the Application for State Test information accurately
- Understand that they will be scheduled for testing by the test site
- Understand the "Approval to Test Notice" will assign the test date, location and time
- Know that they must bring an original form of photo ID to the test site
- Know that they WILL NOT be admitted if they are not listed as eligible on the site schedule, or, are late, or do not provide required ID
- Know who to contact to reschedule a test
- Know that it will cost an additional \$20 to take the test again
- Know that they only get three opportunities to sit for the test per year
- Know that they MUST contact HOC (785) 296-6958, whenever they move
- Know that a criminal record check will be requested by a facility to determine eligibility to work
- Know that the KNAR will be check for reports of abuse, neglect or exploitation, or prohibited offenses