



Federal Nurse Aide Training and Competency Evaluation Program (NATCEP) Resource

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Federal Regulations

Nurse Aide Training and Competency Evaluation Program (NATCEP)

MDH Nursing Assistant Registry (NAR) approves nurse aide training and competency programs following approaches consistent with current federal regulations and state laws.

There are federal and state requirements for nurse aide training, a competency evaluation program and a registry of nursing assistants employed in long-term care. The federal regulations provide requirements for the training program standards.

The [State Operations Manual Appendix PP - Guidance to Surveyors for Long Term Care Facilities \(https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf\)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf) regulation at 483.5 defines a nurse aide as *any individual providing nursing or nursing-related services to residents in a facility. This term may also include an individual who provides these services through an agency or under a contract with the facility, but is not a licensed health professional, a registered dietitian, or someone who volunteers to provide such services without pay. Nurse aides do not include those individuals who furnish services to residents only as paid feeding assistants as defined in §488.301 of this chapter.*

The Minnesota Statute defines a nursing assistant at [144A.61Subd. 2 \(https://www.revisor.mn.gov/statutes/cite/144A.61\)](https://www.revisor.mn.gov/statutes/cite/144A.61) is *a nursing home or certified boarding care home employee, including a nurse's aide or an orderly, who is assigned by the director of nursing to provide or assist in the provision of nursing or nursing-related services under the supervision of a registered nurse. "Nursing assistant" includes nursing assistants employed by nursing pool companies but does not include a licensed health professional.*

Nursing assistant training consists of curriculum instruction and supervised practical training. The method of instruction and location or method of supervised practical training must be identified by the training program requesting approval.

Minnesota Department of Health, Nursing Assistant Registry recognizes with technology and other innovations changes in training may occur. Programs are encouraged to communicate with MDH to partner in advancing nursing assistant education in accordance with state and federal regulations. Please submit ideas in writing to Health.NAR.coord@state.mn.us.

Additional information and resources are located at [Nursing Assistant Registry \(https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html).

NATCEP programs consistency with current SNF/NF federal regulations and standards of practice

CMS provides ongoing updates and changes in SNF/NF federal regulations; NATCEP programs must be consistent with these revisions & updates and current standards of practice.

Federal regulations for skilled nursing facilities and nursing facilities are located, see [State Operations Manual Appendix PP - Guidance to Surveyors for Long Term Care Facilities \(https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf\)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf).

For further information on federal **Medicare and Medicaid Programs; Requirements for Long-Term Care Facilities** and other resources, see [Guidance for Laws And Regulations/Nursing-Homes \(https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes\)](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes).

The following federal requirements apply to approved Nurse Aide Training and Competency Evaluation Programs (NATCEP). Compliance is necessary for approved programs.

- [42 CFR §483.152 Requirements for approval of a nurse aide training and competency evaluation program \(https://www.govregs.com/regulations/title42_chapterIV-i3_part483_subpartD_section483.152\)](https://www.govregs.com/regulations/title42_chapterIV-i3_part483_subpartD_section483.152)
- [42 CFR §483.154 Nurse Aide competency evaluation \(https://www.govregs.com/regulations/42/483.154\)](https://www.govregs.com/regulations/42/483.154)
- [42 CFR §483.35\(d\) Requirement for facility hiring and use of nurse aides \(https://www.govregs.com/regulations/42/483.35\)](https://www.govregs.com/regulations/42/483.35)

§483.152 Requirements for approval of a nurse aide training and competency evaluation program.

(a) For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum

(1) Consist of no less than 75 clock hours of training;

(2) Include at least the subjects specified in paragraph (b) of this section;

(3) Include at least 16 hours of supervised practical training. Supervised practical training means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse;

(4) Ensure that—

(i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and

(ii) Students who are providing services to residents are under the general supervision of a licensed nurse or a registered nurse;

(5) Meet the following requirements for instructors who train nurse aides;

(i) The training of nurse aides must be performed by or under the general supervision of a registered nurse who possesses a minimum of 2 years of nursing experience, at least 1 year of which must be in the provision of long term care facility services;

(ii) Instructors must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides;

(iii) In a facility-based program, the training of nurse aides may be performed under the general supervision of the director of nursing for the facility who is prohibited from performing the actual training; and

(iv) Other personnel from the health professions may supplement the instructor, including, but not limited to, registered nurses, licensed practical/vocational nurses, pharmacists, dietitians, social workers, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, activities specialists, speech/language/hearing therapists, and resident rights experts. Supplemental personnel must have at least 1 year of experience in their fields;

(6) Contain competency evaluation procedures specified in §483.154.

(b) The curriculum of the nurse aide training program must include—

(1) At least a total of 16 hours of training in the following areas prior to any direct contact with a resident:

- (i) Communication and interpersonal skills;*
- (ii) Infection control;*
- (iii) Safety/emergency procedures, including the Heimlich maneuver;*
- (iv) Promoting residents' independence; and*
- (v) Respecting residents' rights.*

(2) Basic nursing skills;

- (i) Taking and recording vital signs;*
- (ii) Measuring and recording height and weight;*
- (iii) Caring for the residents' environment;*
- (iv) Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and*
- (v) Caring for residents when death is imminent.*

(3) Personal care skills, including, but not limited to—

- (i) Bathing;*
- (ii) Grooming, including mouth care;*
- (iii) Dressing;*
- (iv) Toileting;*
- (v) Assisting with eating and hydration;*
- (vi) Proper feeding techniques;*
- (vii) Skin care; and*
- (viii) Transfers, positioning, and turning.*

(4) Mental health and social service needs:

- (i) Modifying aide's behavior in response to residents' behavior;*
- (ii) Awareness of developmental tasks associated with the aging process;*
- (iii) How to respond to resident behavior;*
- (iv) Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity; and*

(v) Using the resident's family as a source of emotional support.

(5) Care of cognitively impaired residents:

(i) Techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others);

(ii) Communicating with cognitively impaired residents;

(iii) Understanding the behavior of cognitively impaired residents;

(iv) Appropriate responses to the behavior of cognitively impaired residents; and

(v) Methods of reducing the effects of cognitive impairments.

(6) Basic restorative services:

(i) Training the resident in self-care according to the resident's abilities;

(ii) Use of assistive devices in transferring, ambulation, eating, and dressing;

(iii) Maintenance of range of motion;

(iv) Proper turning and positioning in bed and chair;

(v) Bowel and bladder training; and

(vi) Care and use of prosthetic and orthotic devices.

(7) Residents' Rights.

(i) Providing privacy and maintenance of confidentiality;

(ii) Promoting the residents' right to make personal choices to accommodate their needs;

(iii) Giving assistance in resolving grievances and disputes;

(iv) Providing needed assistance in getting to and participating in resident and family groups and other activities;

(v) Maintaining care and security of residents' personal possessions;

(vi) Promoting the resident's right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff;

(vii) Avoiding the need for restraints in accordance with current professional standards.

(c) Prohibition of charges. (1) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials).

(2) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a

nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

§483.154 Nurse Aide competency evaluation.

(a) Notification to Individual. The State must advise in advance any individual who takes the competency evaluation that a record of the successful completion of the evaluation will be included in the State's nurse aid registry.

(b) Content of the competency evaluation program

(1) Written or oral examinations. The competency evaluation must—

(i) Allow an aide to choose between a written and an oral examination;

(ii) Address each course requirement specified in §483.152(b);

(iii) Be developed from a pool of test questions, only a portion of which is used in any one examination;

(iv) Use a system that prevents disclosure of both the pool of questions and the individual competency evaluations; and

(v) If oral, must be read from a prepared text in a neutral manner.

(2) Demonstration of skills. The skills demonstration must consist of a demonstration of randomly selected items drawn from a pool consisting of the tasks generally performed by nurse aides. This pool of skills must include all of the personal care skills listed in §483.152(b)(3).

(c) Administration of the competency evaluation.

(1) The competency examination must be administered and evaluated only by—

(i) The State directly; or

(ii) A State approved entity which is neither a skilled nursing facility that participates in Medicare nor a nursing facility that participates in Medicaid.

(2) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide competency evaluation program may be charged for any portion of the program.

(3) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

(4) The skills demonstration part of the evaluation must be—

(i) Performed in a facility or laboratory setting comparable to the setting in which the individual will function as a nurse aide; and

(ii) Administered and evaluated by a registered nurse with at least one year's experience in providing care for the elderly or the chronically ill of any age.

(d) Facility proctoring of the competency evaluation.

(1) The competency evaluation may, at the nurse aide's option, be conducted at the facility in which the nurse aide is or will be employed unless the facility is described in §483.151(b)(2).

(2) The State may permit the competency evaluation to be proctored by facility personnel if the State finds that the procedure adopted by the facility assures that the competency evaluation program—

(i) Is secure from tampering;

(ii) Is standardized and scored by a testing, educational, or other organization approved by the State; and

(iii) Requires no scoring by facility personnel.

(3) The State must retract the right to proctor nurse aide competency evaluations from facilities in which the State finds any evidence of impropriety, including evidence of tampering by facility staff.

(e) Successful completion of the competency evaluation program.

(1) The State must establish a standard for satisfactory completion of the competency evaluation. To complete the competency evaluation successfully an individual must pass both the written or oral examination and the skills demonstration.

(2) A record of successful completion of the competency evaluation must be included in the nurse aide registry provided in §483.156 within 30 days of the date if the individual is found to be competent.

(f) Unsuccessful completion of the competency evaluation program.

(1) If the individual does not complete the evaluation satisfactorily, the individual must be advised—

(i) Of the areas which he or she; did not pass; and

(ii) That he or she has at least three opportunities to take the evaluation.

(2) The State may impose a maximum upon the number of times an individual upon the number of times an individual may attempt to complete the competency evaluation successfully, but the maximum may be no less than three.

§483.35(d) Requirement for facility hiring and use of nurse aides- F728

§483.35(d)(1) General rule.

A facility must not use any individual working in the facility as a nurse aide for more than 4 months, on a full-time basis, unless—

(i) That individual is competent to provide nursing and nursing related services; and

(ii)(A) That individual has completed a training and competency evaluation program, or a competency evaluation program approved by the State as meeting the requirements of §483.151 through §483.154; or

(B) That individual has been deemed or determined competent as provided in §483.150(a) and (b).

§483.35(d)(2) Non-permanent employees.

A facility must not use on a temporary, per diem, leased, or any basis other than a permanent employee any individual who does not meet the requirements in paragraphs (d)(1)(i) and (ii) of this section.

§483.35(d)(3) Minimum Competency

A facility must not use any individual who has worked less than 4 months as a nurse aide in that facility unless the individual—

- (i) Is a full-time employee in a State-approved training and competency evaluation program;*
- (ii) Has demonstrated competence through satisfactory participation in a State-approved nurse aide training and competency evaluation program or competency evaluation program; or*
- (iii) Has been deemed or determined competent as provided in §483.150(a) and (b).*

DEFINITIONS §483.35(d)(1-3)

A "permanent employee" is defined as any employee the facility expects to continue working on an ongoing basis.

GUIDANCE §483.35(d)(1-3)

Any individual who successfully completed either a nurse aide training or competency evaluation program (NATCEP) or a competency evaluation program (CEP) or has been deemed or determined competent as provided in §483.150(a) and (b) may be employed as a nurse aide.

*If an individual has not successfully completed a NATCEP program at the time of employment, that individual may only function as a nurse aide if the individual is currently in a NATCEP (**not a competency evaluation program (CEP) alone**) and is a permanent employee in his or her first four months of employment in the facility.*

Approved training programs are advised to inform nurse aide (student) of the following requirements that are required of the nursing aide after completion of the NATCEP:

- [§483.35\(d\)\(4\) Registry verification \(https://www.govregs.com/regulations/42/483.35\)](https://www.govregs.com/regulations/42/483.35)
- [§483.35\(d\)\(5\) Multi-State registration verification \(https://www.govregs.com/regulations/42/483.35\)](https://www.govregs.com/regulations/42/483.35)
- [§483.35\(d\)\(6\) Required retraining \(https://www.govregs.com/regulations/42/483.35\)](https://www.govregs.com/regulations/42/483.35)
- [§483.35\(d\)\(7\) Regular in-service education \(https://www.govregs.com/regulations/42/483.35\)](https://www.govregs.com/regulations/42/483.35)
- [144A.611 Reimbursable expenses for nursing assistant training and competency evaluations \(https://www.revisor.mn.gov/statutes/cite/144A.611\)](https://www.revisor.mn.gov/statutes/cite/144A.611)

Curriculum Review

MDH receives requests to approve curriculum for nurse aide training and competency programs. MDH has the authority to accommodate these requests by following [State Review and Approval of Nurse Aide Training regulations \(https://www.govregs.com/regulations/title42_chapterIV-i3_part483_subpartD_section483.151\)](https://www.govregs.com/regulations/title42_chapterIV-i3_part483_subpartD_section483.151).

Minnesota Approved Curriculum

Entities seeking training program approval, must select an existing approved curriculum within the Nurse Aide Training Competency Evaluation Program (NATCEP) Application Form and Initial Survey. Curriculums that have been approved in Minnesota are located on the [Nursing Assistant Registry website \(https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html).

Entities seeking curriculum approval for other than existing approved curriculums must complete and submit the [Nursing Assistant Curriculum Application Process and Form \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricapp.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricapp.pdf).

Entities seeking curriculum revision must complete and submit [Curriculum Revision Process and Form \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricrevision.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricrevision.pdf).

Approved curriculums require at least 75 clock hours.

Entities curriculum approval will be communicated in writing to the applicant.

Programs must not use content from other approved curriculums to substitute or interchange for the program's declared curriculum.

- Example: Programs may augment approved curriculum with other materials. Programs must teach the entire declared curriculum. Additional materials may be added to supplement to provide additional instruction such as other curriculum modules, videos, text books or facility policies and procedures.

Programs have different options for method of curriculum instruction and supervised practical training.

Supervised Practical Training

Nurse aide training programs are offered in health care facilities, educational institutions and free standing sites. A program consists of curriculum instruction and supervised practical training.

Training programs have the option to offer different methods for curriculum instruction and supervised practical training. The specific method is included in the program's approval application.

- For example: Online learning is education that takes place over the internet. It is often referred to as "e-learning" among other terms. However, online learning is just one type of "distance learning" - the umbrella term for any learning that takes place across distance and not in a traditional classroom.

Because English is currently the primary communication language of majority of Minnesota residents and staff, NATCEP programs are taught in English. The approved written/oral and skills exam for placement on the registry is provided in English.

Supervised practical training guidelines

Nurse aides will learn and practice skills by supervised practical training with all persons regardless of gender identification.

Training programs are recommended to have a cell phone policy for use during curriculum instruction and supervised practical training.

Supervised practical training labs have no specific square footage requirements. Adequate space provided to meet training needs. To protect student privacy no disrobing is allowed. Mannequins are used to practice perineal care and catheter care skills.

- Recommendation: Arrange the lab to simulate a resident bedside.
- Recommendation: Supervised training program [Nurse Aide Training Equipment \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/equipmentlist.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/equipmentlist.pdf) list available as reference for curriculum instruction. This list is intended to be used as a resource.
- Recommendation: Students practice skills in a laboratory or other setting prior to performing skills for supervised practical training on a live person.
- Example: Students performing skills such as such as feeding, oral hygiene, foot care on a live person and using water when required.

Supervised practical training with residents

Nursing Assistant Registry recommends if performing supervised practical training in a facility setting students be identified. Identification should be recognizable to residents, family members, visitors, and staff.

Recommendation of no more than 10 students per approved instructor when students performing resident cares in facility setting for effective supervision.

Training programs must be cognizant of resident privacy and incidents of abuse when performing supervised practical training in a facility. For example, abuse facilitated or enabled through the use of technology such as cell phone photographs and video. For further information, regarding resident right to privacy and freedom of abuse and neglect; See [Appendix PP of State Operations Manual \(https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf\)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf).

Prior to direct resident contact, programs need to complete tuberculosis screening and testing (see [Regulations for TB Control in Minnesota Health Care Settings\(https://www.health.state.mn.us/diseases/tb/rules/healthcare.html\)](https://www.health.state.mn.us/diseases/tb/rules/healthcare.html)) and criminal background study [Chapter 245C, Department of Human Services Background Study Act \(https://www.revisor.mn.gov/statutes/cite/245C\)](https://www.revisor.mn.gov/statutes/cite/245C).

Competency of the power lifts done by observation only for supervised practical training in the facility setting due to restrictions by the [US Department of Labor \(Field Assistance Bulletin no. 2011-3 https://www.dol.gov/agencies/whd/field-assistance-bulletins/2011-3\)](https://www.dol.gov/agencies/whd/field-assistance-bulletins/2011-3).

Students cannot provide direct resident services until determined proficient [§ 483.152 \(a\) \(4\) \(i\) Requirements for approval of a nurse aide training and competency evaluation program](#)

https://www.govregs.com/regulations/title42_chapterIV-i3_part483_subpartD_section483.152#title42_chapterIV_part483_subpartD_section483.152).

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(3) Include at least 16 hours of supervised practical training. Supervised practical training means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse;

(4) Ensure that—

(i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and

(ii) Students who are providing services to residents are under the general supervision of a licensed nurse or a registered nurse;

Approved Training and Competency Evaluation Program and Program Coordinator

All approved training programs must designate a training program coordinator whom is responsible to provide, receive and communicate all updates and notices to staff. In addition, receive periodic Nursing Assistant Registry notifications and have access to D&SDT-Headmaster, also known as Headmaster, test data.

The training program coordinator is required to update the Nursing Assistant Registry and Headmaster of substantive change such as new coordinator and/or contact information.

483.151 State review and approval of nurse aide training and competency evaluation programs

In part...

(e) Duration of approval. ...A program must notify the State ...when there are substantive changes made to that program

Send information to Health.NAR.coord@state.mn.us and minnesota@hdmaster.com.

Instructor Qualifications, Other Personnel and Guest Speakers

MDH will ensure approved training and competency evaluation programs are following the requirement at ***§483.152 Requirements for approval of a nurse aide training and competency evaluation program***, through initial review and subsequent onsite reviews to determine compliance. The onsite reviews may be announced or unannounced.

Instructor Qualifications

Onsite visits completed by MDH will include review of the following to ensure approved training and competency programs are meeting the requirements at §483.152:

- Current Minnesota registered nurse license to verify Board of Nursing status.
- Resume of licensed nursing experience listing facilities where employed and month/year of employment dates.
- Resume must reflect at least 2 years of licensed nursing experience in the U.S. and at least 1 year of licensed nursing experience in the provision of long term care facility services in the U.S.
- Example: Training program coordinator maintains documentation of instructor qualifications for review at the time of the onsite visit.

Long-term care facilities include nursing homes, boarding care homes and housing with services buildings with home care services (commonly called assisted living facilities) meets this requirement.

Licensed nursing experience providing home care services in private homes is not included as long term care facility services.

Licensed nursing experience may include LPN, however, nurse aide experience is not included.

Approved curriculums may include an instructor training component/method to use the curriculum, this is not a MDH requirement.

Nurse Practice Act

[Nurse Practice Act \(https://mn.gov/boards/nursing/laws-and-rules/nurse-practice-act/\)](https://mn.gov/boards/nursing/laws-and-rules/nurse-practice-act/)

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(i) The training of nurse aides must be performed by or under the general supervision of a registered nurse who possesses a minimum of 2 years of nursing experience, at least 1 year of which must be in the provision of long term care facility services;

(ii) Instructors must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides;

(iii) In a facility-based program, the training of nurse aides may be performed under the general supervision of the director of nursing for the facility who is prohibited from performing the actual training;

Other Personnel From Health Professions May Supplement Instructor

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(5) Meet the following requirements for instructors who train nurse aides;

(iv) Other personnel from the health professions may supplement the instructor, including, but not limited to, registered nurses, licensed practical/vocational nurses, pharmacists, dietitians, social workers, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, activities specialists, speech/language/hearing therapists, and resident rights experts. Supplemental personnel must have at least 1 year of experience in their fields;

Guest Speakers

Guest speakers presenting curriculum content must meet qualifications as instructor or other personnel.

- Example: Therapy staff present curriculum content on ambulation, positioning and range of motion.

Guest speakers who speak to their specialty but not curriculum content are acceptable but time is not counted toward the total 75 hours of the program.

Competency Evaluation Exam

Competency evaluation (including knowledge and skills exam) must be completed and successfully passed by student within 24 months. Students are allowed four chances to pass the knowledge and three chances to pass the skills within 24 months. The 24 months are calculated from completion date of a Minnesota approved training program.

Competency evaluation (including knowledge and skills exam) that the student fails to pass either the knowledge exam by the fourth attempt or the skills exam by the third attempt must complete an entire new training program (curriculum instruction and supervised practical training) and receive a new training completion date before testing again.

An oral exam is a substitute for the knowledge exam and administered electronically.

MDH contracts with Headmaster knowledge and skills competency evaluation for placement on the Minnesota Nursing Assistant Registry. The Nursing Assistant Registry reviews administration of the competency evaluation for compliance with Headmaster procedures.

Competency evaluation specific instructions are explained in the Headmaster candidate handbook. Candidate handbooks are available online at [D&S - Minnesota Nurse Aide \(https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm\)](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm). Competency Evaluation process requires RN instructors and students to enter data into the TMU software, as described in the Headmaster candidate handbook.

[Approved training and testing sites](https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html)

[\(https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html\)](https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html) are posted on the Nursing Assistant Registry website.

[Nursing Assistant Approved Training Program Test Data](https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html)

[\(https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html) is also available for

all programs who had students test in the previous quarter and posted on the MDH Nursing Assistant Registry website. Posted information includes data only, no student names.

Training programs have access to their own test data through [MN TMU \(https://mn.tmutest.com/\)](https://mn.tmutest.com/).

ADA Guidance

The purpose of test accommodations is to provide candidates with full access to the test. However, test accommodations are not a guarantee of improved performance or test completion. Headmaster provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

Test accommodations are individualized and considered on a case-by-case basis. Consequently, no single type of test accommodation (e.g. extra time) would necessarily be appropriate for all individuals with disabilities. Simply demonstrating that an individual meets diagnostic criteria for a particular disorder does not mean that the person is automatically entitled to test accommodations.

Specific information about how to request accommodations is found on the Headmaster page [D&S - Minnesota Nurse Aide \(https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm\)](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm). The [Request for Accommodations Form \(https://www.pdfFiller.com/en/link_to_fill/955660188.htm\)](https://www.pdfFiller.com/en/link_to_fill/955660188.htm) must be submitted to Headmaster for review and approval completed prior to the candidate scheduling their tests.

Special Exam Requests And Services

- MDH and Headmaster certifies the test administered is consistent with the provisions of the Americans with Disabilities Act as amended.
- Persons with disabilities may ask for special arrangements for testing when applying.
- All requests must be approved in advance by Headmaster.
- RN test observers administering the Skills Evaluation will be prepared to meet the needs of nurse aide candidates who have disabling conditions.

Any candidate requesting special testing arrangements must be required to submit documentation of the disability as identified on the Request for Accommodations Form available on the MN Headmaster website.

Nurse Aide Competency Evaluation

§483.154 Nurse Aide competency evaluation.

(a) Notification to Individual. The State must advise in advance any individual who takes the competency evaluation that a record of the successful completion of the evaluation will be included in the State's nurse aid registry.

(b) Content of the competency evaluation program—

(1) Written or oral examinations. The competency evaluation must—

(i) Allow an aide to choose between a written and an oral examination;

(ii) Address each course requirement specified in §483.152(b);

(iii) Be developed from a pool of test questions, only a portion of which is used in any one examination;

(iv) Use a system that prevents disclosure of both the pool of questions and the individual competency evaluations; and

(v) If oral, must be read from a prepared text in a neutral manner.

(2) Demonstration of skills. The skills demonstration must consist of a demonstration of randomly selected items drawn from a pool consisting of the tasks generally performed by nurse aides. This pool of skills must include all of the personal care skills listed in §483.152(b)(3).

(c) Administration of the competency evaluation.

(1) The competency examination must be administered and evaluated only by—

(i) The State directly; or

(ii) A State approved entity which is neither a skilled nursing facility that participates in Medicare nor a nursing facility that participates in Medicaid.

(2) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide competency evaluation program may be charged for any portion of the program.

(3) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

(4) The skills demonstration part of the evaluation must be—

(i) Performed in a facility or laboratory setting comparable to the setting in which the individual will function as a nurse aide; and

(ii) Administered and evaluated by a registered nurse with at least one year's experience in providing care for the elderly or the chronically ill of any age.

(d) Facility proctoring of the competency evaluation.

(1) The competency evaluation may, at the nurse aide's option, be conducted at the facility in which the nurse aide is or will be employed unless the facility is described in §483.151(b)(2).

(2) The State may permit the competency evaluation to be proctored by facility personnel if the State finds that the procedure adopted by the facility assures that the competency evaluation program—

(i) Is secure from tampering;

(ii) Is standardized and scored by a testing, educational, or other organization approved by the State; and

(iii) Requires no scoring by facility personnel.

(3) The State must retract the right to proctor nurse aide competency evaluations from facilities in which the State finds any evidence of impropriety, including evidence of tampering by facility staff.

(e) Successful completion of the competency evaluation program.

(1) The State must establish a standard for satisfactory completion of the competency evaluation. To complete the competency evaluation successfully an individual must pass both the written or oral examination and the skills demonstration.

(2) A record of successful completion of the competency evaluation must be included in the nurse aide registry provided in §483.156 within 30 days of the date if the individual is found to be competent.

(f) Unsuccessful completion of the competency evaluation program.

(1) If the individual does not complete the evaluation satisfactorily, the individual must be advised—

(i) Of the areas which he or she; did not pass; and

(ii) That he or she has at least three opportunities to take the evaluation.

(2) The State may impose a maximum upon the number of times an individual upon the number of times an individual may attempt to complete the competency evaluation successfully, but the maximum may be no less than three.

State Statute Requirements for Competency Evaluation Program:

144A.61 NURSING ASSISTANT TRAINING Subd. 3a. Competency evaluation program

The commissioner of health shall approve the competency evaluation program. A competency evaluation must be administered to persons who desire to be listed in the nursing assistant registry. The tests may only be administered by technical colleges, community colleges, or other organizations approved by the Department of Health. The commissioner of health shall approve a nursing assistant for the registry without requiring a competency evaluation if the nursing assistant is in good standing on a nursing assistant registry in another state.

Individuals Challenging the Competency Evaluation Program

Minnesota allows persons to challenge the Headmaster exam, meaning they have not completed a Minnesota approved training program. The 24 months is calculated from the first test date. For additional questions related to challenges see MN Headmaster website .

Certificate of Completion

Programs issue certificate of completion for competency evaluation/registry data when students successfully complete curriculum instruction and supervised practical training.

Certificate of Completion to include student's full name, training program name and instructor name. A college transcript indicating passing the course also acceptable.

Issuance Of Nursing Assistant Certificate

MDH Nursing Assistant Registry issues a nursing assistant certificate when the individual successfully completes the competency evaluation.

The certificate does not indicate if a person has completed a Minnesota approved training program or has challenged the exam.

Program Approval Process

When an applicant seeks to be approved as a Federal NATCEP, it must first complete and submit the [Nurse Aide Training and Competency Evaluation Program \(NATCEP\) Provisional Application Form \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/natcepapp.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/natcepapp.pdf) to Health.NAR.coord@state.mn.us for provisional approval.

Applicants that meet minimum requirements for NATCEP provisional approval for training nurse aides by MDH, Nursing Assistant Registry will be sent a notification of provisional approval/disapproval within 90 days of receiving a completed NATCEP Provisional Application form.

To receive full approval, the applicant must be in full operation and have conducted a NATCEP class within 6 months. The initial class must consist of one or more students using the declared curriculum. The program must be a minimum of 75 clock hours including at least 16 clock hours supervised practical training in a lab or other setting with a live person.

Students completing the class during the provisional approval period are eligible to receive credit for completing an approved program.

The applicant is to email the registry at Health.NAR.coord@state.mn.us for notification of dates and times of the class conducted during the provisional period. MDH will conduct a site visit shortly thereafter to evaluate all requirements including documentation of curriculum instruction and supervised practical training.

The applicant will be granted access to Headmaster's TestMaster Universe (TMU) software. The RN instructor must register all students in TMU within 48 hours of starting class.

If the applicant demonstrates substantial compliance as a result of the site visit, a NATCEP program approval notification will be sent electronically.

If the applicant fails to demonstrate substantial compliance, MDH will issue deficiencies in writing. Applicant must demonstrate substantial compliance with these regulations before full approval is granted. If an applicant fails to demonstrate substantial compliance by the end of six months of the provisional approval, MDH will send a notification electronically identifying the application is denied and closed.

Nurse Aide Training and Competency Evaluation Programs (NATCEP) approval is for two years.

All data submitted in connection with this survey shall be public.

483.151 State review and approval of nurse aide training and competency evaluation programs

(d) Time frame for acting on a request for approval. The State must, within 90 days of the date of a request under paragraph (a)(3) of this section or receipt of additional information from the requester—

(1) Advise the requester whether or not the program has been approved; or

(2) Request additional information from the requesting entity

Training programs offering supervised practical training in facility setting must have a written contract/agreement representing both parties.

- Recommendation: Training programs have a written agreement with an approved test sites. Students may test at any approved test site.

Once provisional program approval is granted, the program is notified in writing and provided a unique 5-digit program code.

Public contact information for the program is posted on the Minnesota Nursing Assistant website at [Nursing Assistant Training/Testing Sites](https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html) (<https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html>) when approved.

The registry will enter the new training programs demographics into Headmaster TMU software.

Federally certified nursing homes/boarding care homes seeking to operate a nurse aide training program cannot have a current Nurse Aide Training and Competency Evaluation Program (NATCEP) prohibition or loss in effect. If the facility has a current NATCEP loss they may apply for a NATCEP waiver. See [CMS Memo: Clarification regarding Nurse Aide Training and Competency Evaluation Program \(NATCEP/CEP\) Waiver and Appeal Requirements](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-18-02.pdf) (<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-18-02.pdf>).

A waiver may not exceed 2 years, but must be withdrawn earlier if the facility is subsequently found to no longer meet the waiver criteria. If another NATCEP prohibition is issued during the time frame of the NATCEP waiver, the waiver will be withdrawn and program approval withdrawn.

Nursing homes under agreement as a facility supervised practical training sites only and do not operate an approved training program are not impacted by a NATCEP prohibition or loss and the NATCEP waiver is not required.

Training and Disabilities

Training programs may accept students with disabilities, in accordance with the American with Disabilities Act.

Persons with disabilities must successfully complete all curriculum instruction and supervised practical training to complete an approved program.

Criteria for Maintaining Program Approval

Review of compliance requirements must include sufficient information to evaluate the training program to assure appropriateness, adequacy and effectiveness. This is consistent with

[§ 483.151 - State review and approval of nurse aide training and competency evaluation programs \(https://www.govregs.com/regulations/42/483.151\)](https://www.govregs.com/regulations/42/483.151)

Examples include:

- program content
- total clock hours of classroom instruction and supervised practical training for each student
- class schedule-dates of units presented and skills
- supervised practical training method, schedule, dates, times and location
- scores of written tests (dated)
- written agreements for facility site(s)
- approval of instructors and other personnel
- evidence of student criminal background studies prior to facility supervised practical training
- evidence of student tuberculin skin testing prior to facility supervised practical training - [Regulations for TB Control in Minnesota Health Care Settings \(https://www.health.state.mn.us/diseases/tb/rules/healthcare.html\)](https://www.health.state.mn.us/diseases/tb/rules/healthcare.html)
- written notice of reimbursement for training and competency evaluation
- maintaining security of tests/answers
- student evaluations of each training class recommended
- internal review of necessary revisions
- entering student data into TMU software and indicate if student completed the course or not
- compliance with curriculum and compliance standards, state and federal regulations

Surveyor Resource

Site visits may be announced or unannounced.

The tool used for site visit review will be posted on the MDH Nursing Assistant Registry website.

Denial and Withdrawal of Program Approval

Programs that fail to meet minimum curriculum and/or training curriculum standards and/or state and federal regulations and fail to correct deficiencies upon written notice and follow-up will be subject to withdrawal of Nursing Assistant Registry approval.

The State will withdraw approval of a nurse aide training program if the entity providing the program refuses to permit unannounced visits by the State.

Programs must conduct a class **within 6 months** of provisional approval and at least **every 24 months** to maintain approval.

Training Program Closure

MDH requires notification of closure of training program as required under [483.151 State review and approval of nurse aide training and competency evaluation programs](#)

(https://www.govregs.com/regulations/title42_chapterIV-i3_part483_subpartD_section483.151).

Training programs are required to send electronic notification of effective date of closure to Health.NAR.coord@state.mn.us

Federal Regulations, State Statutes and Resources

Nurse Aide Training and Competency Evaluation Program (NATCEP) approval is consistent with the following federal and state requirements.

- [State Operations Manual Appendix PP - Guidance to Surveyors for Long Term Care Facilities](#)
(https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf)
- [Minnesota Statute 144A.61 NURSING ASSISTANT TRAINING](#)
(<https://www.revisor.mn.gov/statutes/cite/144A.61>)
- [Nursing Assistant Registry - Minnesota Department of Health](#)
(<https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html>)
- [See Guidance for Laws And Regulations/Nursing-Homes](#) (<https://www.cms.gov/medicare/provider-enrollment-and-certification/guidanceforlawsandregulations/nursing-homes>)
- [42 CFR §483.152 Requirements for approval of a nurse aide training and competency evaluation program](#)
(https://www.govregs.com/regulations/title42_chapterIV_part483_subpartD_section483.152)
- [42 CFR §483.154 Nurse Aide competency evaluation](#) (<https://www.govregs.com/regulations/42/483.154>)
- [42 CFR §483.35\(d\) Requirement for facility hiring and use of nurse aide](#)
(<https://www.govregs.com/regulations/42/483.35>)
- [§483.35\(d\)\(4\) Registry verification](#) (<https://www.govregs.com/regulations/42/483.35>)
- [§483.35\(d\)\(5\) Multi-State registration verification](#) (<https://www.govregs.com/regulations/42/483.35>)
- [§483.35\(d\)\(6\) Required retraining](#) ([https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-B/section-483.35#p-483.35\(d\)\(6\)](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-B/section-483.35#p-483.35(d)(6)))
- [§483.35\(d\)\(7\) Regular in-service education](#) (<https://www.govregs.com/regulations/42/483.35>)
- [Minnesota Statute 144A.611 REIMBURSABLE EXPENSES FOR NURSING ASSISTANT TRAINING AND COMPETENCY EVALUATIONS](#) (<https://www.revisor.mn.gov/statutes/cite/144A.611>)
- [42 CFR § 483.151 State review and approval of nurse aide training and competency evaluation programs](#)
(<https://www.govregs.com/regulations/42/483.151-483>)

- [Nursing Curriculum Application Process and Form](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricapp.pdf)
<https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricapp.pdf>
- [Curriculum Revision Process and Form \(PDF\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricrevision.pdf)
[\(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricrevision.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/curricrevision.pdf)
- [Nurse Aide Training Equipment Form](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/equipmentlist.pdf)
<https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/equipmentlist.pdf>
- [Regulations for TB Control in Minnesota Health Care Settings](https://www.health.state.mn.us/diseases/tb/rules/healthcare.html)
[\(https://www.health.state.mn.us/diseases/tb/rules/healthcare.html\)](https://www.health.state.mn.us/diseases/tb/rules/healthcare.html)
- [Chapter 245C, Department of Human Services Background Study Act](https://www.revisor.mn.gov/statutes/cite/245C)
[\(https://www.revisor.mn.gov/statutes/cite/245C\)](https://www.revisor.mn.gov/statutes/cite/245C)
- [US Department of Labor - Bulletin 2011-3](https://www.dol.gov/agencies/whd/field-assistance-bulletins/2011-3) (<https://www.dol.gov/agencies/whd/field-assistance-bulletins/2011-3>)
- [§ 483.152 \(a\) \(4\) \(i\)](https://www.govregs.com/regulations/expand/title42%20chapterIV%20part483%20subpartD%20section483.152#title42%20chapterIV%20part483%20subpartD%20section483.152)
[\(https://www.govregs.com/regulations/expand/title42 chapterIV part483 subpartD section483.152#title42 chapterIV part483 subpartD section483.152\)](https://www.govregs.com/regulations/expand/title42%20chapterIV%20part483%20subpartD%20section483.152#title42%20chapterIV%20part483%20subpartD%20section483.152)
- [Nurse Practice Act](https://mn.gov/boards/nursing/laws-and-rules/nurse-practice-act/) (<https://mn.gov/boards/nursing/laws-and-rules/nurse-practice-act/>)
- [Nursing Assistant Training/Testing Sites](https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html)
[\(https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html\)](https://www.health.state.mn.us/facilities/regulation/directory/natraining/sites.html)
- [D&S - Minnesota Nurse Aide](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm) ([https://hdmaster.com/testing/cnatesting/Minnesota/MN CNA Home.htm](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm))
- [Nursing Assistant Approved Training Program Test Data](https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html)
[\(https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html)
- [144A.61 NURSING ASSISTANT TRAINING Subd. 3a. Competency evaluation program](https://www.revisor.mn.gov/statutes/cite/144A.61)
[\(https://www.revisor.mn.gov/statutes/cite/144A.61\)](https://www.revisor.mn.gov/statutes/cite/144A.61)
- [CMS Memo: Clarification regarding Nurse Aide Training and Competency Evaluation Program \(NATCEP/CEP\) Waiver and Appeal Requirements \(PDF\)](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-18-02.pdf) (<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-18-02.pdf>)
- [Nurse Aide Training and Competency Evaluation Program \(NATCEP\) Provisional Application Form](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/natcepapp.pdf)
[\(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/natcepapp.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/natcepapp.pdf)
- [§ 483.151 - State review and approval of nurse aide training and competency evaluation programs](https://www.govregs.com/regulations/42/483.151-483)
[\(https://www.govregs.com/regulations/42/483.151-483\)](https://www.govregs.com/regulations/42/483.151-483)
- [Regulations for TB Control in Minnesota Health Care Settings](https://www.health.state.mn.us/diseases/tb/rules/healthcare.html)
[\(https://www.health.state.mn.us/diseases/tb/rules/healthcare.html\)](https://www.health.state.mn.us/diseases/tb/rules/healthcare.html)
- [42 CFR 483 Basis and scope - Subpart B-Requirements for Long-Term Care Facilities](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483#sp42.5.483.b)
<https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483#sp42.5.483.b>

- [Minnesota Statute 144A.10 INSPECTION; COMMISSIONER OF HEALTH; FINES](https://www.revisor.mn.gov/statutes/cite/144A.10)
(<https://www.revisor.mn.gov/statutes/cite/144A.10>)
- [Minnesota Statute 144.057 BACKGROUND STUDIES ON LICENSEES AND OTHER PERSONNEL](https://www.revisor.mn.gov/statutes/cite/144.057)
(<https://www.revisor.mn.gov/statutes/cite/144.057>)
- [Office of the Revisor of Statutes \(https://www.revisor.mn.gov/\)](https://www.revisor.mn.gov/)