

LA NURSE AIDE TRAINING PROGRAM APPLICATION CHECKLIST

THE FOLLOWING **MUST** BE INCLUDED FOR THE APPLICATION TO BE CONSIDERED COMPLETE:

1. Nurse Aide Training Application
2. Program's Policy/Procedure
3. For all RN Coordinators:
 - Resume;
 - Nursing license; and
 - Qualifications (train the trainer, transcript, VTIE, or CTTIE).
4. For all Instructors (if applicable):
 - Resume;
 - Nursing license; and
 - Qualifications (train the trainer, transcript, VTIE, or CTTIE).
5. Curriculum that corresponds with your program's chosen textbook
6. Skills Performance Record that corresponds with your program's chosen textbook
7. Clinical contract for all clinical sites
8. Clinical Site Status form for all clinical sites
9. Nurse Aide Training Program Basic Equipment and Supply List
10. Nurse Aide Training Application Checklist

SUBMIT **ALL** DOCUMENTS ABOVE VIA **EMAIL** TO HSS-CNA-DSW-Request@la.gov.

- *Documents created using the LDH Application templates must be sent in Word format. Save the document by renaming to include your program's name prior to submission.*
- *Scans are acceptable for information that is not created using the template (i.e., instructor resume, clinical contract, clinical site status, etc.).*
- *Please allow at least 30 days for your packet to be reviewed.*
- *For specific questions regarding the application process, please contact Rachel Cooper, RN, Program Manager at rachel.cooper@la.gov*