

## LA NURSE AIDE TRAINING PROGRAM APPLICATION CHECKLIST

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

1. [Nurse Aide Training Program 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 (choose template [here](#))
6. Skills Performance Record that corresponds with your program's chosen textbook (choose template [here](#))
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](mailto: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 Ash-Leigh Garcia, RN, Program Manager at [ash-leigh.garcia@la.gov](mailto:ash-leigh.garcia@la.gov)*