

Iowa Department of Inspections and Appeals  
Health Facilities Division  
Application for Nurse Aide Training Program  
Checklist

- Reason for Application checked
  
- Facility specific information completed
  - Applicant Organization-facility name
  - Street Address-with city and zip code
  - Program Number
  - Phone and fax numbers
  - Website Address
  - Email Address
  - Program Coordinator name listed
  - Curriculum Title-this must read: 7<sup>th</sup> edition, *How To Be A Nurse Assistant*
  - Date of Development/Revision: 2014

Physical Facilities

- Classroom Location(s) completed
- Clinical Training Location(s) completed
  
- Resident care equipment available for classroom use-each item should be available and checked
  
- Textbook used: *How To Be A Nurse Assistant*, 6<sup>th</sup> edition
- Competency Testing Entity Used-filled I with testing site
  
- Signed and dated by Program Coordinator
- Signed and dated by Administer

Program Coordinator

- Name of Program Coordinator
- RN License Number
  - Must supply a copy of RN license (or proof that they can work as an RN in Iowa)
  - Copy from Iowa Board of Nursing online verification website showing that RN license is active. If recently licensed in Iowa (less than 2 years), verification from previous state will need to be submitted as well

- Work Experience-Does the Program Coordinator have at least two years of nursing experience and at least one year in the provision of long-term care facility services? This must be answered YES.
  - Provide documentation of working as a RN for 2 years with one in long-term care (resume, proof of hire date)
  - Copy of job description (to show supervisory duties over CNA's)

Instructors-this will need to be completed for EACH instructor listed-The DON is prohibited from performing the actual training.

- Name of Instructor
- RN License Number
  - Must supply a copy of RN license (or proof that they can work as an RN in Iowa)
  - Copy from Iowa Board of Nursing online verification website showing that RN license is active. If recently licensed in Iowa (less than 2 years), verification from previous state will need to be submitted as well
- Work Experience-Does the Program Coordinator have at least two years of nursing experience and at least one year in the provision of long-term care facility services? This must be answered YES.
  - Provide documentation of working as a RN for 2 years (resume or proof of hire date).
  - RN has one in long-term care experience or the Program Coordinator has the requisite long-term care experience, the instructors in the nurse aide program who are under the supervision of the Program Coordinator would NOT be required to have the one year of long-term care experience.
  - Copy of job description (to show supervisory duties over CNA's)