

Nurse Aide Competency Exam Grade Appeals Process

The Competency Exam Committee (CEC) serves as the arbitrators for nurse aide competency exam grade appeals.

1. Purpose and Composition

The purpose of the CEC is to review all nurse aide competency exam grade appeals. The CEC shall consist of three members:

The KCTCS State Nurse Aide Coordinator, who serves as chair, the KCTCS Compliance Specialist, and a representative of the Cabinet for Health and Family Services, Division of Medicaid Services.

If the appeal involves a case in which a member of the CEC has a direct relationship, conflict of interest, personal stake in the outcome, or other circumstance that may reasonably lead to questions of impartiality, that member of the CEC should be recused from arbitration and will be replaced by a Regional KNAT Coordinator from an impartial region.

2. Appeal Submissions Process

- A. All appeals are to be submitted electronically at <http://kctcs.appeals.sgizmo.com/s3/>.
 - a. Incomplete entries will not be processed through the appeals process.

3. CEC Arbitration Process

- B. At the next scheduled CEC meeting after receipt of a submitted grade appeal the CEC will:
 - a. review the submitted narrative.
 - b. obtain the competency exam(s) submitted for grading.
 - c. contact the Regional KNAT Coordinator and provide copies of the appeal request and all relevant competency exam materials
 - i. Regional KNAT Coordinator will contact the RN evaluator(s) that evaluated the test candidate.
 - ii. RN evaluator(s) will prepare written response to Regional KNAT Coordinator
 - iii. Regional KNAT Coordinator will review RN evaluator(s) written response
 - iv. Regional KNAT Coordinator will prepare a written response to the CEC and include the RN evaluator(s) written response
 - d. review written responses from the Regional KNAT Coordinator, the RN evaluator(s), the written narrative, and the competency exams submitted for grading.
- C. The CEC may call for additional information or supporting documentation from the test candidate, the Regional KNAT Coordinator, or the RN evaluator(s) at this time.
- D. Within 1 business day upon conclusion of the scheduled CEC meeting, the CEC shall issue a written decision to the test candidate. The decision of the CEC is final and the test candidate has no further right to appeal. The final decision is the responsibility of the CEC.