Medicaid Nurse Aide

WHAT SECONDARY SCHOOL ADMINISTRATORS NEED TO KNOW

Nurse Aide Overview

The Nurse Aide program is _highly_ regulated at both the Federal and State level.

The Cabinet for Health and Family Services (CHFS), Division of Medicaid is the regulatory body responsible for _all_ nurse aide programs in the Commonwealth of KY.

The Kentucky Community and Technical College System (KCTCS), by contractual agreement with CHFS, is charged with approving all secondary and KCTCS post-secondary nurse aide programs.

Secondary and KCTCS post-secondary programs are not allowed to be offered prior to receiving written approval from KCTCS.

Nurse Aide Overview

Medicaid's purpose for the nurse aide program is to prepare the nurse aide to provide high-quality, direct patient care under the supervision of licensed nurse personnel. A primary goal is to ensure the availability of a well-structured, uniform curriculum across the State that will provide a foundation for high quality nurse aide services.

Medicaid requires that any program that enrolls students prior to obtaining the proper approvals results in the student's *ineligibility* to take the State Competency Evaluation.

The student would be required to repeat the course at an approved site to be eligible to take the State Competency Evaluation.
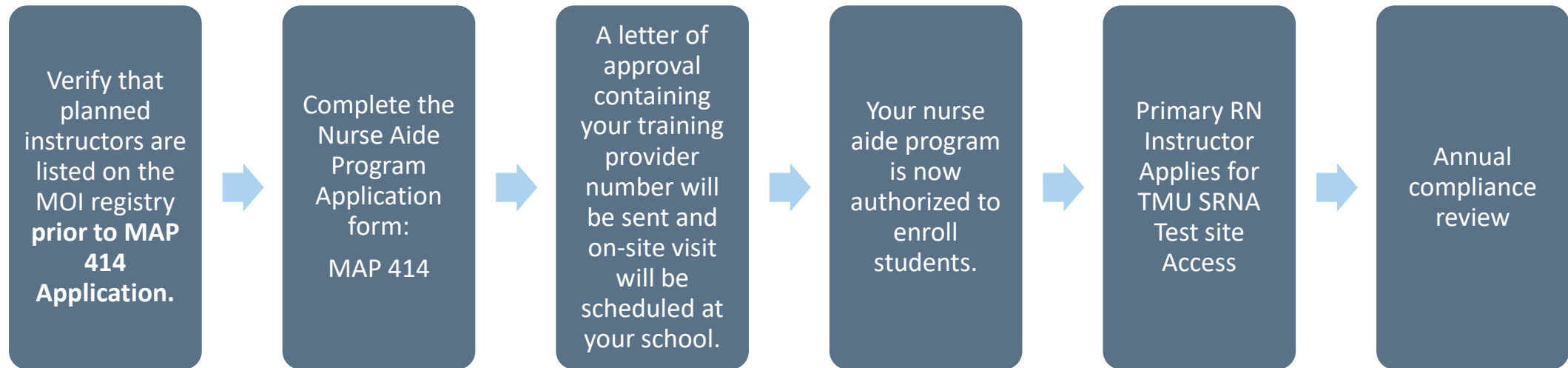
Approval Process

The programmatic requirements for approval are dictated by Federal and State regulations, clinical contractual obligations, and contractual agreements between state agencies.

Where to Start?

Approval Process

| Verify that planned instructors are listed on the MOI registry **prior to MAP 414 Application.** | → | Complete the Nurse Aide Program Application form: MAP 414 | → | A letter of approval containing your training provider number will be sent and on-site visit will be scheduled at your school. | → | Your nurse aide program is now authorized to enroll students. | → | Primary RN Instructor Applies for TMU SRNA Test site Access | → | Annual compliance review |

Step 1: Method Of Instruction (MOI) REGISTRY for INSTRUCTORS

ALL NURSE AIDE INSTRUCTORS MUST BE LISTED ON THE NEW MOI REGISTRY

- VERIFY THAT PLANNED INSTRUCTORS ARE LISTED ON THE MOI REGISTRY **PRIOR TO SUBMITTING THE MAP 414 APPLICATION.**

- SEE ADDITIONAL PAGES OF INSTRUCTION IF ANYONE NEEDS TO BE PLACED ON MOI REGISTRY.

- QUESTIONS:

    KYNURSEAIDETRAINING@KCTCS.EDU

IF MOI TRAINED

(AND have MOI certificate to upload)

✏️	Apply for MOI Registry:	LINK : Registry Form

📄	SUBMIT:	MOI Certificate Resume Proof of current year nursing license from KBN

🩺	Once the Instructor(s) are on the MOI Registry:	Program can submit MAP414: MAP 414 Application

IF NOT MOI TRAINED

(or trained but do not have MOI certificate to upload)

Apply for MOI Course:	Apply to take the Method of Instruction (MOI) course online LINK: MOI Application

SUBMIT:	Resume: Must show 2 years RN nursing experience and 1 year of Long-Term Care experience to be Primary Instructor **OR** Resume must have 1 year nursing experience as LPN to be Secondary Instructor Proof of current year nursing license from KBN

Take MOI Course:	Submit all required Coursework Receive MOI Certificate Will Automictically be placed on the MOI Registry

Once the Instructor(s) are on the MOI Registry:	Program can submit MAP414: MAP 414 Application

Step 2: Apply for Program

- Submit for Program using the MAP 414 Application Link:
- [MAP 414 Application](#)
- A letter of approval containing your training provider number will be sent and on-site visit will be scheduled at your school
- Your nurse aide program is now authorized to enroll students.

All new nurse aide programs must complete the approval process prior to enrolling students.	Any changes affecting the teacher(s) of record must be reported on a new MAP 414 within 30 days.	Proposed relocation of an approved instructional area or lab will require a new MAP 414 submission.	All nurse aide classes are capped at a 15:1 student to teacher ratio per Federal Regulation for lecture, lab, and clinical.

Step 3: Instructor Test Site Access

Apply for Instructor access in the TMU SRNA testing system. (ONLY RNs):

LINK: https://ky.tmutest.com/apply

Application Reviewed: Once approved the RN will get an email with access to the account.

Annual Update:

The RN must go into TMU SRNA testing system each year and update and attach their nursing license expiration date and PDF in the profile. Otherwise, the account will be archived, and access can only be reset by contacting KCTCS System Office Staff.

TMU SRNA Testing Site Overview

https://ky.tmutest.com

RN Instructor Access

Application:
https://ky.tmutest.com/apply

Enter Students at Beginning of Course

Complete or Incomplete Students

Schedule for Testing

Access to Reports

Student Access

Will receive email once instructor enters them in system

Complete registration

Pay/Schedule testing

Receive Notifications

View/Print Results

Facility Access

Available after approved Instructor added

Reach out to activate/ review contact

Payments

Access to Reports

- QUESTIONS:

  NurseAideTesting@kctcs.edu

See TMU Instructor/Facility user guide for detailed information.

Helpful Resources

Any Program Changes (New Program, Site Change, Instructor Change, etc.):

To request a new program, request an on-site visit due to classroom or lab relocation or report any program changes within 30 days, please fill out the form located here: MAP 414 Application

TMU Test Site How to Videos, FAQ, and other resources for students, instructors, and administrators:

- https://www.hdmaster.com/testing/cnatesting/kentucky/KY_CNA_Home.htm

- https://nurseaide.kctcs.edu

- TMU/Headmaster Main Page

- TMU Student Account Creation

- TMU Testing Website FAQ

Training Questions:
KYNurseAideTraining@kctcs.edu

Testing Questions:
NurseAideTesting@kctcs.edu