

# Nurse Aide Training Program

Regulations & Requirements

July 18, 2023



# Authority

State rules must be set into place under the federal rules:

- [Public Health Code Part 219](#)
- [Nurse Aide Administrative Rules](#)

The Department of Licensing and Regulatory Affairs & Bureau of Community & Health Systems helpful websites:

- [Community and Health Systems \(michigan.gov\)](#)
- [Nurse Aide Registry \(michigan.gov\)](#)
- <https://www.michigan.gov/lara/bureau-list/bchs/nurse-aide-training-program>

## Definitions

- Nurse Aide Training Program: state approved training program that provides a nurse aide with 75 total hours of teaching with a state approved nurse aide trainer.
- Nurse Aide Trainer: individual who holds a permit to provide training to a nurse aide candidate who is enrolled in a nurse aide training program.
- The Department: The Department of Licensing and Regulatory Affairs.

# Nurse Aide Training Program Application Requirements

Requirements to become a nurse aide training program:

- Complete a department nurse aide training program application
- Pay the application fee:
  - \$100 for secondary education institution or skilled nursing facility
  - \$300 for all others

[Nurse Aide Administrative Rules Part 4, Subpart B](#)

## Proprietary School

- A proprietary school must be licensed to be a nurse aide training program.
- An application for nurse aide training program should be submitted with the corresponding fee.

[Nurse Aide Administrative Rules Part 4, Subpart A](#)

# Permit Requirements

## Requirements for permit:

- The department must complete a pre-permit survey within 60 calendar days after submission of an application. If there are deficiencies the applicant has 30 days to correct them. The department will then resurvey within 30 days.
- The nurse aide training program must post their permit and the nurse aide trainer's permit in a public space at the location of the program.
- Denial of a permit is not subject to administrative appeal hearing.

[Nurse Aide Administrative Rules Part 4, Subpart B](#)

# Renewal Process

- A permit is good for 2 years
- A permit must be renewed before August 1<sup>st</sup> of even numbered years
- A permit must be completed on the department application
- Pay the registration renewal fee

[Nurse Aide Administrative Rules Part 4, Subpart C](#)

# Program Requirements

Requirements for the program:

- Provide sufficient permitted nurse aide trainers during all parts of the program; classroom, laboratory, and clinical
- Provide 16 hours of classroom time, 16 hours clinical time, and a mix of 43 clinical, laboratory, or classroom hours totaling a minimum of 75 hours.
- The program must provide 16 hours of instruction before students have direct contact with a residents or patients.

[Michigan Curriculum](#)



## Program Requirements Cont.

Requirements for the program:

- All program hours must be documented
- Follow state approved curriculum
- Maintain a proprietary education license if the program is at a proprietary school

[Nurse Aide Administrative Rules Part 4, Subpart E](#)

# Inspection and Evaluations

- Pre-permit inspection must be scheduled and announced. All other may be unannounced.
- Inspection may be conducted at any time during listed program hours
- The permitted program must provide access to program areas and relevant documents required to maintain for the department
- Program must be inspected at least once every 2 years
- The department must issue a report of findings within 60 days of inspection

[Nurse Aide Administrative Rules Part 4, Subpart F 400.337](#)

# Complaint Investigation

- A program is required to have a process to receive and respond to complaints.
- Program must cooperate during a department investigation.
- Findings of non-compliance may result in enforcement action.
- The nurse aide training program has an opportunity for hearing during enforcement action.

# Plan of Correction/Enforcement

- If deficiencies are identified, the program has 10 days to submit a plan of correction.
- Failure to provide plan of correction is considered a violation.
- Enforcement action can include revocation of the program permit or other disciplinary actions.

[Nurse Aide Administrative Rules Part 4, Subpart F 400.339](#)

# Headmaster

- Headmaster is the vendor that the State of Michigan partners with to test students to become certified nurse aides.
- [Headmaster](#)'s website is available to nurse aide training programs and offers many resources to training programs.
- The site offers instructional videos on entering students into TMU and how to complete student their training so students may test for certification.
- Training programs can become a test site, to do so they must submit the following forms found on Headmaster's website:
  - Test site agreement form
  - Test site equipment form

# Authority

- A nurse aide training program must comply with local, state, and federal laws, rules, and regulations
- During investigation or review of an application, the department may use or request information or documentation of noncompliance from local, state, and federal authorities.
- The department may cite if local, state, or federal rule, regulation, or standard is found non-compliant, where there is a need to protect the health and wellness of those receiving care.
  - Example: zoning by local municipality

[Nurse Aide Administrative Rules Part 1, 400.303](#)



# Questions and Answers