



MI-NATES USER GUIDE

FOR

NURSE AIDE TRAINING PROGRAMS

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1) Overview

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System (MI-NATES) is a web-based application that automates the process for applications, renewals, enforcement, communication,

and payments related to nurse aide registrations, nurse aide trainer permits, and nurse aide training program permits in Michigan.

2) Login to MI-NATES: Once the user has successfully created their MI-NATES account (reference the MI-Login Account Set Up for MI-NATES Manual available at www.michigan.gov/bchs), they will log in with the Username and Password they created and select **Submit**.



MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Login to MI-NATES

MI-NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

Please login below to continue.

User Name:

Password:

The user will then be directed to the Welcome to MI-NATES screen.

3) Welcome to MI-NATES: This screen has several options, the upper righthand corner has a Home, My Profile, and Logout button (these buttons are available on all screens and may be utilized at any time). There are additional buttons in the center of the screen offering the user access to the Dashboard, as well as the option to add a second and/or third registration or permit type to their account. The main button in the center of the screen represents the users current registration/permit type, ie...“Nurse Aide Training Program”, selecting this box will take the user to their dashboard.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Welcome to MI-NATES

MI-NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

Your profile indicates that your account corresponds with the following registration and/or permit type(s). Please click your registration or permit type below to begin:

Nurse Aide Training Program

If you would like to add a registration/permit type to your profile, click the corresponding button below:

Add access as a Nurse Aide Add access as a Nurse Aide Trainer

4) MI-NATES Dashboard: After logging into MI-NATES and selecting the Nurse Aide Training Program (NATP) button, the user will be redirected to their main dashboard where they can select the applicable permit number and advance to the next screen which will provide options based on the status of the permit.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Training Program Dashboard

Click a permit below to begin.

Permit #	Name	Status	Address	Expiration Date
NATP4021	NATPActive45DaysA	ACTIVE	813 Ash St, Port Huron , Michigan 48819	06/26/2023

Unlink

Start a New Nurse Aide Training Program Application Find Existing Nurse Aide Training Program

The Nurse Aide Training Program Dashboard screen displays each option the nurse aide training program is currently eligible to choose, based on their status. The option to renew a permit will only be available if the permit is within the 45-day window prior to their expiration date. The option to print a permit is only available if the program's status is currently active.

Each nurse aide training program is allowed to have one authorized representative who is the designated individual responsible for the permit. This person can access multiple training programs under a single user profile in MI-NATES.

To add an existing permitted nurse aide training program to an authorized representative's profile, click the option to "Find an Existing Training Program." If the program selected already has an authorized representative assigned, you can over-ride their access, however, they will receive notification of the action and it will also be documented in the program's history.

To remove yourself as the authorized representative of a nurse aide training program currently listed on your dashboard, click "unlink" next to the training program on your dashboard list view.

To submit an application for a new training program permit, click "Start a New Nurse Aide Training Program Application."

A Nurse Aide Training Program (NATP) must be approved and issued a permit by LARA.

To become a NATP, an applicant must:

- Review and follow the Nurse Aide Training Program Overview and Requirements.
- Comply with State of Michigan Nurse Aide Training Curriculum Model.
- Successfully submit a Nurse Aide Training Program Application via MI-NATES, along with electronic payment of the non-refundable application fee.
- Pass an announced pre-permit inspection conducted by LARA staff and receive confirmation of approval.

NATP is regulated under the Michigan Public Health Code, Part 219, and the Code of Federal Regulations 483.151 and 483.152. An applicant that has been deemed "locked out" under 42 CFR 483.151 (b) (3) is not eligible.

NATP permits:

- Are valid for two years.
- Renewals are processed on even years.
- Permits expire on July 31st of even years.

Proprietary School Requirement:

A NATP may require licensure as a proprietary school from the Workforce Development, Department of Labor and Economic Opportunity (LEO). A proprietary school is an educational institution that offers training in a particular trade or vocation, such as a certified nurse aide. Students attending a proprietary school receive a certificate instead of earning a degree.

If the applicant for an NATP permit is not a nursing home, a high school or intermediate school district (ISD), or community college, a proprietary school license is required. A NATP permit cannot be issued by LARA until a proprietary school license is issued by LEO. An applicant should apply for both a LARA permit and LEO license at the same time to help expedite the process.

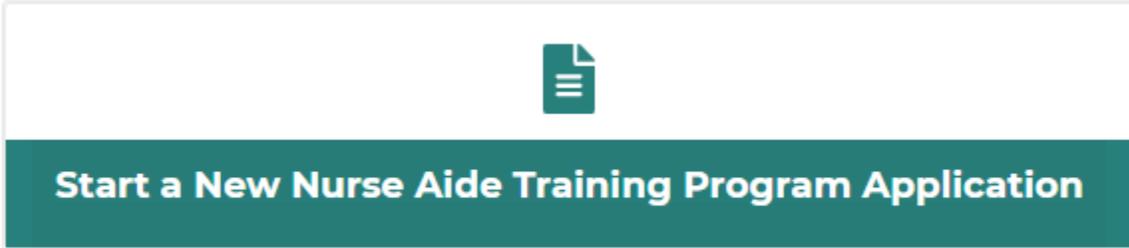
LARA will notify LEO that a NATP application has been submitted and when the applicant has passed its LARA pre-permit inspection.

LEO Contact:

Phone: 517-335-4000; Fax: 517-241-9846; Email: PPS@michigan.gov

4a) New Application for Nurse Aide Training Program Permit: This application is used to request approval to obtain a permit as a Nurse Aide Training Program in Michigan. To become a

Nurse Aide Training Program, the prospective program must follow the [Nurse Aide Training Program Overview and Requirements](#) and the [Michigan Competency-Driven Core Curriculum for Nurse Aides](#). Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers.



The on-line application **must** be completed in its entirety, there are four tabs to be completed: 1) Applicant Information, 2) Type of Program 3) Permitted Nurse Aide Trainer and 4) Pay and Submit. Verify your contact information and update if there are any inaccuracies or changes. To obtain an initial NATP permit, a permitted nurse aide trainer must be associated with the program. Once a permit is obtained, a permitted nurse aide trainer is required to be associated with the program at all times, in order to conduct trainings.

- 1) **Applicant Information:** This screen will auto-populate with the information provided during your first time logging in to MI-NATES. You can also use this screen to request a name change, if applicable. If all information is correct on the screen, click, NEXT. Applications can also be saved as a draft by clicking SAVE.

Nurse Aide Training Program Application

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information — 2 Type of Program — 3 Permitted Nurse Aide Trainer — 4 Pay and Submit

Applicant Information

Program Name*
FRIENDS

Business Entity Name*
Friends 4Ever

Street Address*
611 W Ottawa St.

City* State* Zip* County*
Lansing Michigan 48906 Clinton

Program Phone * Program Email Address
(000) 000-0000 StGermainS@michigan.gov

Program Owner's Last Name * First Name * Phone *
Geller Monica (000) 000-0000

Authorized Representative's Last Name* First Name*
Geller Monica

Request Name Change

Phone Email Address*
(000) 000-0000 StGermainS@michigan.gov

Update Contact Information

Next Save

2) Type of Program: Program types and fees are listed in accordance with Section 333.21919 of the Public Health Code.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Training Program Application

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information — 2 Type of Program — 3 Permitted Nurse Aide Trainer — 4 Pay and Submit

Type of Program

Please select your type of program*

- Skilled Nursing Facility (\$100.00 Fee)
- Secondary Education Institution (\$100.00 Fee)
- All Other Programs (\$300.00 Fee)

Back Next Save

Skilled Nursing Facility: State licensed nursing home, hospital long-term care unit, county medical care facility, or other nursing care facility, or a distinct part thereof, which provides skilled nursing care. An applicant that has been deemed “locked out” or prohibited under 42 CFR 483.151 (b) (3) is not eligible.

Secondary Education Institution: A program that provides education only to students enrolled in 7th through 12th grade.

All Other Programs: This would include all programs that are not a skilled nursing facility or secondary education institution. This includes, but is not limited to, colleges, community colleges, adult education, career centers, and proprietary education.

3) Permitted Nurse Aide Trainer (NAT):

A NATP is required to have at least one permitted nurse aide trainer assigned to the program. An application cannot be submitted without a nurse aide trainer assigned. You will need the nurse aide trainer's permit number to search for the trainer.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
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Home My Profile Logout

Nurse Aide Training Program Application

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information — 2 Type of Program — 3 Permitted Nurse Aide Trainer — 4 Pay and Submit

Permitted Nurse Aide Trainer

At least one nurse aide trainer is required. Click below to search and link a permitted nurse aide trainer to your program.

Permit Number	Name	Expiration Date
---------------	------	-----------------

+ Add a Trainer

Back Next Save

The user will click “+Add a Trainer” and select next. This will bring up a screen to enter the NAT’s permit number and search.

Nurse Aide Training Program Application

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information — 2 Type of Program — 3 Permitted Nurse Aide Trainer — 4 Pay and Submit

Permitted Nurse Aide Trainer

At least one nurse aide trainer is required. Click below to search and link a permitted nurse aide trainer to your program.

Permit Number	Name	Expiration Date
---------------	------	-----------------

Enter the full Nurse Aide Trainer Permit Number for the trainer associated with your program.

Nurse Aide Trainer Permit Number*

Search

+ Add a Trainer

Back Next Save

MI-NATES will then locate the record of the NAT and the user will select “yes” if this is the correct NAT they wish to associate with their Nurse Aide Training Program. Once selected, the next screen will appear.

Nurse Aide Trainer Search Results

Is this the correct Nurse Aide Trainer?

Permit Number	Name	Expiration Date
4604005011	NAT NAT	05/15/2024

Yes No

4) Pay and Submit: This section allows the user to certify their application with an e-signature, pay the application fee and submit the NATP application for a permit with the State of Michigan.

4a) User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select “Click here to submit application and provide payment information” where the user will be directed to another screen to pay the application fee online.

Nurse Aide Trainer Application

This application is to request approval to obtain a permit as a Nurse Aide Trainer in Michigan. It is to be completed only after you have met the requirements at LARA - Nurse Aide Training Program (michigan.gov) for Nurse Aides Trainers.

Pay and Submit

E-SIGNATURE

By submitting my electronic application and entering my name below, I certify:

- All information provided in this document is true and correct to the best of my knowledge.
- I meet and will follow any applicable federal regulations, state regulations, and administrative rules.
- I currently have and will maintain a valid registered professional nurse (RN) license in Michigan.
- If my RN license is expired, suspended, revoked, or inactivated in any way:
- My Nurse Aide Trainer Permit is null and void, and
- I will notify the department immediately.
- I understand that I am responsible for maintaining and sharing with the department information related to my nursing license, nursing experience, long term care experience, and teaching or supervisory experience, upon request.
- I understand that I am prohibited from employment in a covered facility under the Michigan Public Health Code if I have had a substantiated finding against me for abuse, neglect, and/or misappropriation of resident property.
- I understand that there is a non-refundable application fee of \$40.00.

Accept *

First Name* Last Name*

* This is a required field. * This is a required field.

In order to complete the process, you must click the submit button below and successfully make your payment. Clicking the submit button below will redirect you to the payment screen. After your payment is complete, you will have the ability to print a copy of this document. You will also have the ability to print it at a later time by logging into your account and accessing your history screen.

Back Save Click here to submit application and provide payment information

4b) Payment-Application Fee –Once the payment request screen displays, select “Next”.

Payment Method

State of MI Nurse Aide Payment Request

Welcome to the payment processing module for State of MI Nurse Aide.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose Method Of Payment

Pay with new account

Pay by credit card

VISA MasterCard Discover American Express

Back Next Exit

MI.gov Home | Policies | Accessibility | Disability Resources | FOIA | Departments

The payment screen will require the users name and address along with the credit card information in order to submit the on-line application fee. Once the form is completed, the user will select “Next”.

Payment Information

State of MI Nurse Aide Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.
If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State: Select State

*Zip:

*Country: UNITED STATES

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 20.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month * Year

*Card Verification Value(CVV2): [What's This?](#)

Back Next Exit

By selecting “Next”, the user will be redirected to the confirmation page which will allow the user to verify their information and confirm it is accurate by selecting “Pay Now” at the bottom of the box.

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's Official Website

Payment Review

State of MI Nurse Aide Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

Address
Billing Address: [Redacted]
Payment Method
Credit Card: VISA [Redacted]
Payment Amount
Amount: 20.00 USD Total: 20.00 USD

Back Pay Now Exit

MI.gov Home | Policies | Accessibility | Disability Resources | FOIA | Departments

Once the user selects “Pay Now”, they will be redirected to the Nurse Aide Training Program Dashboard where they will have the ability to print a copy of the submitted application. The permit will be pending review until a pre-permit inspection and approval is completed by LARA staff. The user may click on the pending permit record in order to review or update their contact information. The user can submit multiple applications for different NATP locations, if applicable.

5) PERMIT RENEWAL:

5a) Renewal Application for Nurse Aide Training Programs:

A nurse aide training program permit must be renewed every 2 years.

- Permits are valid for two years.
- Renewals are processed on even years.
- Permits expire on July 31st of even years.
- Each Nurse Aide Training Program must submit a renewal application via the MI-NATES application before July 31st on even years, along with electronic payment of the applicable non-refundable fee.
- Unannounced on-site inspections will be conducted between renewals for confirmation of compliance with Federal and State law as well as administrative rule.

Closures

Please email BCHS-CNA-Training-Program@michigan.gov for closure of a training program no longer offering services. Please include in the email the name of the training program, permit #, address and specific date the program will close.

5b) Completing the Renewal Process: A nurse aide training program can only renew their permit if they are in ACTIVE or LAPSED status. Upon selecting the Nurse Aide Training Program Permit button from the Welcome screen, the user’s permit #, status, and expiration date will be displayed and can be verified as correct. Once the user verifies this is their account and clicks on the permit #, the second Dashboard screen with additional options will appear.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Welcome to MI-NATES

MI-NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).
Your profile indicates that your account corresponds with the following registration and/or permit type(s). Please click your registration or permit type below to begin:



Nurse Aide Training Program

If you would like to add a registration/permit type to your profile, click the corresponding button below:

[Add access as a Nurse Aide](#)
[Add access as a Nurse Aide Trainer](#)

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Training Program Dashboard

Click a permit below to begin.

Permit #	Name	Status	Address	Expiration Date	
NATP2001	NATPExpiresTodayA	LAPSED	813 Ash St, Port Huron , Michigan 48819	05/15/2023	Unlink



Start a New Nurse Aide Training Program Application



Find Existing Nurse Aide Training Program

Here the user will find the options to renew a permit, if applicable, Review/Update their information or View/Print their permit. Permits can only be printed if the status is ACTIVE.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Training Program Dashboard for NATP2001

Click a box below to begin.



Renew my Nurse Aide Trainer Program



Review/Update my Information

5c) Renewing A Nurse Aide Training Program Permit: By selecting “Renew My Nurse Aide Training Program Permit” tab, the Renewal of Nurse Aide Training Program Permit screen will appear. This will allow the user to renew their NATP Permit on-line, on or before the expiration date of their current permit. The on-line application **must** be completed in its entirety, there are four tabs to be completed: 1) Applicant Information, 2) Type of Program, 3) Permitted Nurse Aide Trainer and 4) Pay and Submit.

- 1) Applicant Information:** The renewal application will allow the authorized representative for the Nurse Aide Training Program to request a name change and/or update their information prior to renewing the permit. Once the user has verified that all information is accurate and up to date they will select “Save” and “Next”.

Renewal of Nurse Aide Training Program Permit

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information 2 Type of Program 3 Permitted Nurse Aide Trainer 4 Pay and Submit

Applicant Information

Program Name*
NATExpiresTodayA

Business Entity Name*
The Windy Hill Organization

Street Address*
813 Ash St

City* State* Zip* County*
Port Huron Michigan 48819 Ingham

Program Phone* Program Email Address
(517) 555-5555 natpTestProg@windyhill.org

Program Owner's Last Name First Name Phone
Burns Montgomery (313) 555-5555

Authorized Representative's Last Name* First Name*
NATExpiresTodayA NATExpiresTodayA

[Request Name Change](#)

Phone Email Address*
(517) 555-5555 testfacility30000@gmail.com

[Update Contact Information](#)

[Next](#) [Save](#)

2) Type of Program: The type of program will default to the type selected on the program's initial application. Changes to the type of program require a new application and fee.

This box will already be selected and you can simply select next, unless you need to make a change (see above).

Renewal of Nurse Aide Training Program Permit

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information 2 Type of Program 3 Permitted Nurse Aide Trainer 4 Pay and Submit

Type of Program

Please select your type of program*

Skilled Nursing Facility (\$100.00 Fee)

Secondary Education Institution (\$100.00 Fee)

All Other Programs (\$300.00 Fee)

[Back](#) [Next](#) [Save](#)

3) Permitted Nurse Aide Trainer:

In order to conduct training, a NATP is required to have at least one permitted nurse aide trainer assigned to the program. A renewal application can be submitted without a nurse aide trainer assigned; however, you cannot conduct any training until a trainer has been designated in MI-NATES. You will need the nurse aide trainer's permit number to search for the trainer.

Renewal of Nurse Aide Training Program Permit ?

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information — 2 Type of Program — 3 Permitted Nurse Aide Trainer — 4 Pay and Submit

Permitted Nurse Aide Trainer ?

WARNING: There are currently no trainers assigned to your training program. You may complete your application without assigning a trainer but you are not allowed to perform any training until a new trainer has been added.

First Name	Middle Initial	Last Name
<input type="text" value="Firstname"/>	<input type="text" value="M"/>	<input type="text" value="Lastname"/>
Trainer Permit Number	Expiration Date	
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	
Search and Link a Trainer	Remove Trainer	

[+ Add Another Trainer](#)

[Back](#) [Next](#) [Save](#)

- 4) **E-SIGNATURE:** User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select “Click here to submit application and provide payment information” where the user will be directed to another screen to complete the steps to pay the renewal application fee online.

Renewal of Nurse Aide Training Program Permit ?

This application is to request approval and obtain a permit as a Nurse Aide Training Program in Michigan. To become a Nurse Aide Training Program, the prospective program must follow the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides. Please also refer to the Code of Federal Regulations 483.151 and 483.152 regarding information on training programs and trainers. For additional information, please visit our website.

1 Applicant Information — 2 Type of Program — 3 Permitted Nurse Aide Trainer — 4 Pay and Submit

Pay and Submit

E-SIGNATURE

By submitting my electronic application and entering my name below, I certify:

- I am the authorized representative of this nurse aide training program and have been authorized to submit this application on behalf of the owner.
- All information provided is true and correct to the best of my knowledge.
- Upon approval, the nurse aide training program will:
- Follow applicable federal regulations, state regulations, administrative rules, including the Nurse Aide Training Program Overview and Requirements and the Michigan Competency-Driven Core Curriculum for Nurse Aides.
- Maintain and share with the department any information related to the program, upon request and/or during an inspection.
- I understand that there is a non-refundable application fee of \$300.00.

Accept *

First Name*	Last Name*
<input type="text"/>	<input type="text"/>

• This is a required field. • This is a required field.

In order to complete the process, you must click the submit button below and successfully make your payment. Clicking the submit button below will redirect you to the payment screen. After your payment is complete, you will have the ability to print a copy of this document. You will also have the ability to print it at a later time by logging into your account and accessing your history screen.

[Back](#) [Save](#) [Click here to submit application and provide payment information](#)

4b) Payment-Application Fee –Once the payment request screen displays, select “Next”.



Payment Method

State of MI Nurse Aide Payment Request

Welcome to the payment processing module for State of MI Nurse Aide.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose Method Of Payment

Pay with new account

Pay by credit card

[Mi.gov Home](#) | [Policies](#) | [Accessibility](#) | [Disability Resources](#) | [FOIA](#) | [Departments](#)

User must fill in the billing address, payment details, and payment method and select “next” in order to complete the renewal process.

Payment Information

State of MI Nurse Aide Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.
If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 20.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: *Month *Year

*Card Verification Value(CVV2): [What's This?](#)

Confirm all information is correct and select "Pay Now" to submit payment.

Payment Review

State of MI Nurse Aide Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

Address
Billing Address: [Redacted]

Payment Method
[Redacted]

Payment Amount
Amount: 40.00 USD
Total: 40.00 USD

Back Pay Now Exit

4c) Renewal Dashboard: If the Nurse Aide Training Program has renewed the permit prior to the current expiration date, their Nurse Aide Training Program Dashboard will now provide two options for printing a permit. The user may print their current (soon to expire) permit and/or the newly renewed permit with a future effective date and expiration date.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Trainer Dashboard

Click a box below to begin.

The current Permit, with a previous effective date 2 years prior and an expiration date soon to expire.

Recently renewed Permit, with a current effective date and an expiration date 2 years in the future.

6) Review/Update my Information: By selecting the Review/Update button the user will be directed to the Nurse Aide Training Program (NATP) Permit Details screen. This screen contains the nurse aide training program's contact information as well as the Permitted Nurse Aide Trainers, Previous Authorized Representatives, Enforcement, History, Correspondence, and Attachments, as applicable.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
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Home My Profile Logout

Nurse Aide Training Program Dashboard for NATP2001

Click a box below to begin.

6a) YOUR NURSE AIDE TRAINING PROGRAM (NATP) PERMIT DETAILS:

Your Nurse Training Program Permit Details page is a comprehensive view of the details of your nurse aide training program permit.

Permit Number - This is your nurse aide training program permit number that will print on your certificate of permit and will appear on the public registry.

Current Effective Date - This is the date of your initial permit or your last renewal, as applicable.

Current Expiration Date - This is the expiration date of your permit.

Initial Effective Date - This is the earliest date on record that your permit was first active.

Status: The primary status of your permit is what will appear on the public registry. Permits can also have secondary statuses assigned to track actions such as information requests. Below are the definitions of the primary and secondary statuses for nurse aide training programs:

Primary Statuses:

DRAFT - Application draft saved.

VOLUNTARILY SURRENDERED - Permit holder has voluntarily surrendered their permit (this action can only be done if the permit does not have a history of misconduct or enforcement actions).

INACTIVATED - State agency has temporarily inactivated the permit.

REVOKED - State agency has revoked the permit.

SUMMARY SUSPENSION - State agency has summarily suspended the permit.

SUSPENDED - State agency has suspended the permit.

ACTIVE - Permit is active and in good standing.

LAPSED - Permit was not renewed timely and has lapsed.

NULL AND VOID - Permit was lapsed more than 30 days and is now null and void (must submit a new application to re-activate)

PROHIBITED - Training program has been prohibited from conducting trainings.

Secondary Statuses:

PROBATION - Permit holder has been placed on probation under the state agency's enforcement process.

REPRIMAND - Permit holder has been reprimanded under the state agency's enforcement process.

NAME CHANGE REVIEW - Permit holder has submitted a name change request and it is pending review by the state agency.

INFORMATION REQUESTED - State agency has requested information from the registration/permit holder and is waiting for the registration/permit holder to upload the information in MI-NATES.

Nurse Aide Training Program (NATP) Permit Details ?
NATPEXPIRESTODAYA

NATP Permit Number: NATP2001	Status: LAPSED
	Secondary Statuses: INFORMATION REQUESTED
Current Effective Date: 05/22/2021	Current Expiration: 05/22/2023
	Original Start: 05/22/2021

▼ **Contact Information**

Program Name:	NATPEXPireTodayA
Program Type:	Other
Business Entity Name:	The Windy Hill Organization
Address:	813 Ash St Port Huron, Michigan 48819
County:	Ingham
Program Phone: *	<input type="text" value="(517) 555-5555"/>
Program Email: *	<input type="text" value="natpTestProg@windyhill.org"/>
Program Owner Name:	Montgomery Burns
Program Owner Phone: *	<input type="text" value="(313) 555-5555"/>
Authorized Representative Name:	NATPEXPireTodayA NATPEXPireTodayA
Authorized Representative Phone:	(517) 555-5555
Authorized Representative Email:	testfacility30000@gmail.com

> **Permitted Nurse Aide Trainers** ?

> **Previous Authorized Representatives**

> **Enforcement** ?

> **History** ?

> **Correspondence** ?

Nurse Aide Training Program Attachments ?

WARNING: Once you upload an attachment and save, you will no longer be able to delete or change the attachment.

File Name	Date Attached	Description
Test Document.docx	05/22/2023	Test Story 206822

+ Add Attachment

Last Updated Date: 05/22/2023, 2:03 PM

Last Updated User: StateAdmin StateAdmin

Save

The programs phone number and email address can be updated and saved on the permit details screen.

Permitted Nurse Aide Trainers: The Permitted Nurse Aide Trainers section lists any nurse aide trainers that have you designated for the program.

To remove a trainer, click "remove" next to the name and save the record. Once removed and saved, the trainer will be notified of the removal via email. If you remove the last/only remaining trainer listed, the state agency will be alerted that no trainers are currently assigned. In order to conduct training, a NATP is required to have at least one permitted nurse aide trainer assigned to the program.

To add a trainer, click "+ Add Another Trainer." You will need the nurse aide trainer's permit number to search for and add the trainer.

- > Permitted Nurse Aide Trainers ?
←

No trainers found.

+ Add Another Trainer

- > Previous Authorized Representatives
- > Enforcement ?

Previous Authorized Representatives: This section lists any authorized representatives the program has been previously associated with.

- > Permitted Nurse Aide Trainers ?
- > Previous Authorized Representatives

←

Name	Date Removed	Removed By
No results found		

- > Enforcement ?

Enforcement: The enforcement section will show basic information related to any enforcement actions taken against your permit. If anything is listed in this section, you can review your correspondence section below for notices that may have been sent regarding the enforcement.

- > Permitted Nurse Aide Trainers ?
- > Previous Authorized Representatives
- > Enforcement ?
←

Type of Findings	Action Taken	Investigation Completed
There are no substantiated negative findings.		

- > History ?

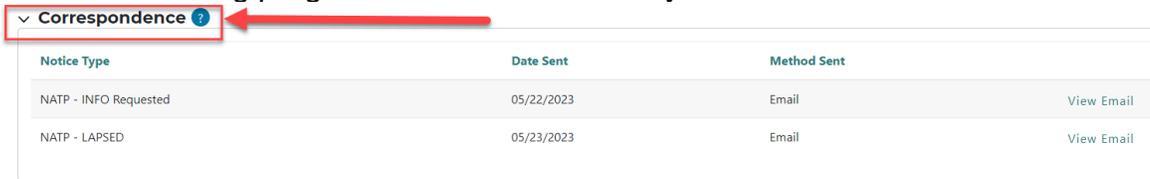
History: The history section displays a history of applications, renewals, actions, and status changes related to the permit.

Nurse Aide Training Program (NATP) Permit Details ?
 NATPEXPIRESTODAYA

- > History ?
←

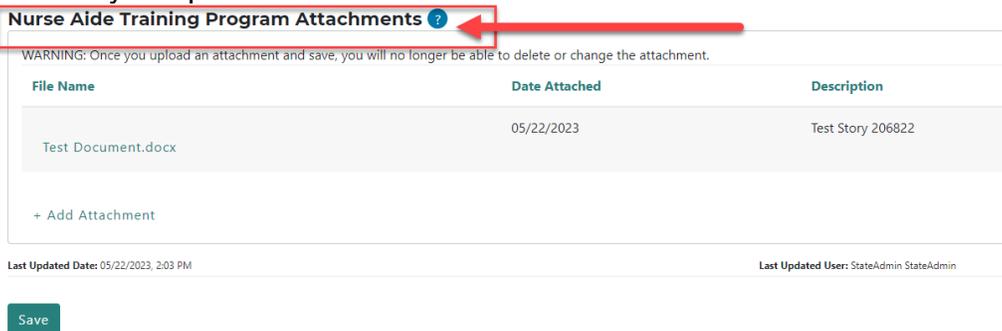
05/24/2023 09:51 AM	NATPEXpiresTodayA NATPEXpiresTodayA
Renewal application saved.	
05/23/2023 03:07 PM	NATPEXpiresTodayA NATPEXpiresTodayA
Renewal application saved.	
05/23/2023 02:00 AM	State Admin
Added primary status LAPSED.	

Correspondence: The correspondence section contains a history of correspondence sent to the nurse aide training program via the MI-NATES system.



Notice Type	Date Sent	Method Sent	
NATP - INFO Requested	05/22/2023	Email	View Email
NATP - LAPSED	05/23/2023	Email	View Email

Attachments: The attachments section contains attachments uploaded by the nurse aide training program. This is also where the training program would attach information that is requested by the state agency. Once an attachment is added and you save your record, the state agency will be notified that the information has been uploaded and you are no longer able to delete or modify the attachment. The state agency can only view your attachments. The state agency does not have the ability to update or delete them.



WARNING: Once you upload an attachment and save, you will no longer be able to delete or change the attachment.

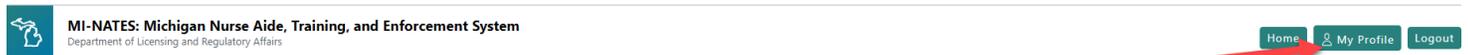
File Name	Date Attached	Description
Test Document.docx	05/22/2023	Test Story 206822

+ Add Attachment

Last Updated Date: 05/22/2023, 2:03 PM Last Updated User: StateAdmin StateAdmin

Save

MY PROFILE BUTTON:



Nurse Aide Training Program Dashboard for NATP2001

USER PROFILE:

By clicking the "My Profile" button, the user is taken to the USER PROFILE screen.

Your User Profile screen shows the details associated with your MI-NATES user account. Initially, the information displayed is what was collected during your first-time login to your account, when you created your MI-NATES account profile.

If you need to update your contact information, click the button to "Edit Contact Info".

If the program's authorized representative needs to change their name, click the button to "Request Name Change".

To add a role (NA = Nurse Aide, NAT = Nurse Aide Trainer, and NATP = Nurse Aide Training Program), go to your home page and click to add access for the desired role. You cannot remove a role if you have a registration or permit that matches the role, regardless of the status of the registration or permit.

If your profile is associated with a nurse aide or a nurse aide trainer, you can make edits to the date of birth or social security number (in case of typos) only until your account is linked to a registration or permit. Once your profile is associated with a registration or permit, you cannot change your date of birth or social security number.

State users are unable to edit your profile information.

Once the user is on the “User Profile” screen they may request a name change by selecting “Request Name Change”, completing the on-line form, attach documentation supporting the name change and selecting “Submit Name Change Request”. Once submitted, the user will receive an e-mail indicating name change request has been submitted, the user may also print a copy of the request. The Department will also receive an e-mail indicating a name change request has been submitted, a state worker will then review the request and either approve or deny the request. The user will receive notification via e-mail once the request has been received and processed. The user may also make any necessary changes to their mailing address, phone number or e-mail on this screen.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

User Profile ?

MILogin ID *
NAExpires1DayA

Last Name First Name Middle Initial
NAExpires1DayA NAExpires1DayA

Previous Name
Previous Name

Request Name Change Request Name Change

For nurse aides and nurse aide trainers:

If your name has changed, you must submit a name change request to be reviewed and approved by the state agency. Approval will only be granted if proof of the name change is attached to the request. If you have an active registration or permit, a notification will be sent to your email address on file once your name change request is approved.

For authorized representatives of nurse aide training programs:

If your name has changed and you only use MI-NATES as an authorized representative of a nurse aide training program, you do not need approval, or provide an attachment to change your name. Once you provide your new name and submit, the change will be made automatically. If you have a nurse aide registration or a nurse aide trainer permit associated with your profile, you must upload documentation of the name change and await approval.

User must complete all boxes that have “*”, once completed the e-signature line and submit button will be accessible for the user to sign and submit their name change request.

Request Name Change

Name Change Request

Please enter the name that should appear on your record:

Last Name* First Name* Middle Initial

Last Name First Name

Previous Name

Previous Name

If your legal name has changed, you must provide a copy of acceptable legal documentation. Acceptable documents include marriage certificate, divorce decree, birth certificate, and legal name change court documents.

File Name	Date Attached	Description
No results found		

+ Add Attachment

By submitting my electronic application and entering my name below, I certify the following:

- The information provided is true and correct to the best of my knowledge.
- I understand that if I have provided false information, my registration and/or permit may be invalidated, and I could be prosecuted by the state of Michigan.

Accept.

First Name* Last Name*

Submit Name Change Request

To edit the user's contact information, select the "Edit Personal Information" button and then select the "Edit Contact Info" button, this will make the boxes "editable" for any necessary updates or changes. Make required changes and SAVE.

Date of Birth: 12/12/1980 Last 4 Digits of Social Security Number: 1234

Street Address *: 813 Ash St City *: Port Huron

State *: Michigan Zip *: 48819

County *: Ingham

Email *: testfacility10000@gmail.com Phone *: (517) 555-5555

Edit Contact Info

Once you select "Edit Contact Info" the boxes that can be edited will go from a shaded grey to white. The "*" indicates boxes that MUST have data in them in order to be saved.

Roles
 NA NAT NATP

Save Cancel

ENFORCEMENT ACTION: When the department issues a Notice of Intent to the Nurse Aide Training Program an e-mail will be sent to the e-mail address of record, and the notification will post to the Nurse Aide Training Program’s MI-NATES dashboard under correspondence.

> Enforcement ?

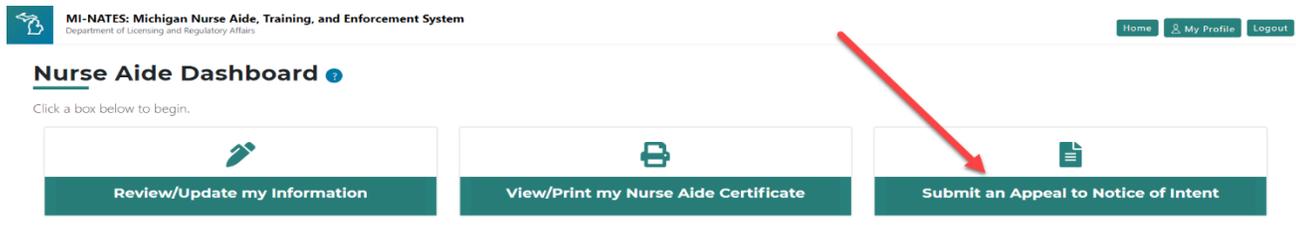
> History ?

> Training/Testing ?

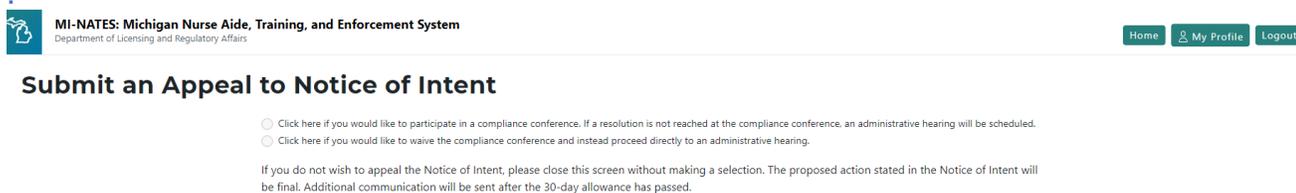
∨ Correspondence ?

Notice Type	Date Sent	Method Sent	
Notice of Intent	05/09/2023	Email	View Email Attachments: Notice of Intent.pdf

A new button will appear on the user’s Dashboard “Submit an appeal to notice of intent”. The user may select this button in response to the e-mail received regarding the Notice of Intent.



Selecting the Submit an Appeal button will take the user to the next screen to select an option to either have a compliance conference, an administrative hearing or choose to not appeal at all.



An e-signature will be required unless the Nurse Aide Training Program elects to not appeal. If the user does not wish to appeal the Notice of Intent, simply close the screen without making a selection. The proposed action stated in the Notice of Intent will be final. Additional communication will be sent after the 30-day allowance has passed.

Submit an Appeal to Notice of Intent

- Click here if you would like to participate in a compliance conference. If a resolution is not reached at the compliance conference, an administrative hearing will be scheduled.
- Click here if you would like to waive the compliance conference and instead proceed directly to an administrative hearing.

If you do not wish to appeal the Notice of Intent, please close this screen without making a selection. The proposed action stated in the Notice of Intent will be final. Additional communication will be sent after the 30-day allowance has passed.

E-SIGNATURE

By submitting this request and typing my name below, I hereby certify:

- I have received and read the Notice of Intent and understand my appeal rights.

Accept *

First Name *

• This is a required field.

Last Name *

• This is a required field.

Submit

Additional information may be found on our website at www.michigan.gov/bchs. Should you have any questions or concerns regarding your account you may contact the department via e-mail: BCHS-CNA-Registry@Michigan.gov or by phone (517) 284-8961.