

# CT CNA Training Program Requirements:

## Required Documents:

1. **Curriculum** - Complete the hours and the program information section of the curriculum document.

The total hours must equal a minimum of 100 hours including both clinical and classroom. The program can exceed the 100-hour minimum requirement.

**Curriculum Document:** [https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/practitioner\\_licensing\\_and\\_investigations/plis/Nurse\\_Aides/Sample\\_Curriculum.docx](https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/practitioner_licensing_and_investigations/plis/Nurse_Aides/Sample_Curriculum.docx)

2. **Course Overview/Syllabus** - submit a course overview/syllabus/schedule that corresponds to the hours in the program's curriculum.
3. **Resume of Proposed Primary Training Instructor (PTI)** - Training for nurse aides must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years of nursing experience, at least one year of which must be in a chronic and convalescent nursing home or rest home with nursing supervision. (The DNS can be designated as the PTI in an administrative role but cannot perform any instruction).
4. **Resumes of Proposed Instructors** - Licensed practical nurses (LPNs), under the supervision of the nurse's aide primary training instructor (PTI), may serve as trainers in the nurse's aide training program provided the LPN has at least two years' experience in caring for the elderly or chronically ill of any age.

Others may serve as trainers in the nurse's aide training program under the supervision of the nurse's aide primary training instructor, provided they have a minimum of one year of experience in a facility for the elderly or chronically ill of any age within the immediately preceding five years.

These professions include: Registered nurses, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, therapeutic recreation specialists, speech/language/hearing therapists. All

trainers should be, where applicable, licensed, registered and/or certified in their field.

*Instructors must have completed a course in teaching adults, experience in teaching adults or supervising nurse's aides.*

5. **Clinical Site Agreement** – A contract/agreement between the training program and a chronic convalescent nursing home and rest home allowing the use of the facility for clinical training requirements.

6. **Sample of Completion of Nurse's Aide Training Certificate**

All required documents can be forwarded to: [karen.wilson@ct.gov](mailto:karen.wilson@ct.gov).

***Once all required documentation is submitted and approved, an onsite inspection is required to observe the following:***

1. **Classroom** – An area used for classroom (theory) instruction.

2. **Skills Lab** – The skills lab can be in the classroom or in a separate location.

3. **Training Equipment and Educational Tools** - This may include but is not limited to:

- a. CNA training textbook (Most Popular Publishers: Hartman's, Lippincott, Mosby's, Hegner);
- b. Books, CDs, Videos; Lesson plans/instruction plans; and
- c. Assessment tools – Tests, Quizzes and Skills Checklist.

4. **System for Recording and Maintaining Student Training Hours**

5. **Student File Maintenance for Students who have Completed the Program**