

Title: Nurse Aide Testing
Effective Date: January 30, 2024
Department: ALLIED HEALTH

Purpose Central Louisiana Technical Community College (CLTCC) recognizes the need to facilitate certification testing for individuals who have completed approved Nurse Aide Training (NAT) programs or have followed other Louisiana Department of Health (LDH) approved alternate routes. This policy outlines CLTCC's commitment to providing testing services for a diverse range of candidates, including CLTCC students, third-party program completers, and individuals eligible for alternate routes as determined by LDH.

Scope This policy applies to the following categories of candidates eligible for CNA certification testing through CLTCC:

1. CLTCC credit and non-credit students who have completed Nurse Aide Training.
2. Candidates who have completed approved NAT programs offered by third-party organizations.
3. Individuals who qualify for alternate routes as determined by LDH and governed by the Louisiana Community and Technical College System (LCTCS) agreement with CLTCC.

Policy Central Louisiana Technical Community College shall facilitate the certification testing of candidates who meet the qualifications necessary to sit for the Certified Nursing Assistant (CNA) examination, as mandated by the Louisiana Department of Health (LDH). CLTCC is committed to offering testing services to all qualified candidates.

Procedure:

A. Internal Candidates (CLTCC Credit or Non-Credit Students):
HCOR-1211, HNUR 1212, HCOR-1212, HNUR 1212, and WF CNA.

CLTCC will provide CNA certification testing services to students who have successfully completed a Nurse Aide Training program offered by the College. Internal candidates will be eligible to take the CNA examination at

CLTCC's designated testing locations, following the guidelines set by LDH and the College.

1. Students must complete an electronic or paper testing application from the CLTCC website.
2. The testing coordinator will verify eligibility of students via their grades in HCOR 1211, HNUR 1211 and HCOR 1212, HNUR 1212.
3. Once deemed eligible, the testing coordinator will work with the instructor to schedule as a cohort when possible.
4. If the candidate has an unsuccessful attempt, all subsequent testing should be scheduled as an external candidate.

B. External Candidates First Time Testers/ Retest (Approved NAT Program Completers): YCNA-1100 & YCNA-1010 CLTCC will extend its CNA testing services to external candidates who have completed Nurse Aide Training programs approved by LDH. These candidates must meet the eligibility criteria established by LDH.

1. Candidates must complete an electronic or paper testing application from the CLTCC website.
2. The testing coordinator will verify eligibility of candidates via their application. If their application is incomplete, the candidate will be notified of additional information needed prior to testing.
3. Once deemed eligible, the candidate will be enrolled in the applicable YCNA courses for the requested examination from the application.
4. Testing coordinator will send information on payment and billing via email to each candidate.
5. Picture identification, proof of registration, and payment must be provided prior to testing. Payment fees are non-refundable.

C. Alternate Route Candidates (Approved by LDH and Governed by LCTCS Agreement): CLTCC shall also provide CNA certification testing for individuals who qualify for alternate routes as determined by LDH and in accordance with the governing agreement between CLTCC and LCTCS. These candidates will adhere to the eligibility criteria and testing requirements specified by LDH and CLTCC.

1. Candidates must complete an electronic or paper testing application from the CLTCC website.

2. The testing coordinator will verify eligibility of candidates via their application. If their application is incomplete, the candidate will be notified of additional information needed prior to testing.
3. Once deemed eligible, the candidate will be enrolled in the applicable YCNA courses for the requested examination from the application.
4. Testing coordinator will send information on payment and billing via email to each candidate.
5. Picture identification, proof of registration. and payment must be provided prior to testing.

D. Scheduling

1. CLTCC scheduling for testing will be done after completion of the nurse aid training course and all eligibility requirements are met.
2. External students will be able to schedule tests through the online site, based on the provided dates and availability.
3. Will work with healthcare agency partners to set requested test dates.
4. If there are any cancellations of testing dates for any reason, the Allied Health Testing coordinator will be responsible for sending out messaging to the testing candidate and testing location as applicable as far in advance as possible.

E. Billing

CLTCC will have third party billing available for entities seeking to make payment for multiple candidates. This will be coordinated by Allied Health CNA Testing Coordinator and CLTCC finance staff. The Allied Health CNA Testing Coordinator will provide a list of paid candidates to the CLTCC testing locations Campus Dean and applicable staff prior to the scheduled testing date.

F. Testing Locations

Locations for testing are Ferriday, Rod Brady/Jena, and WHN Avoyelles/Cottonport campuses. CLTCC will maintain a calendar of testing dates on the website along with the application. Internal testing dates will be scheduled as needed. Notification will be provided to test locations of scheduled candidates and their payment status. CNA Nurse Evaluators will ensure that all candidates that have not previously paid will provide a receipt of payment at the testing location.

Compliance

CLTCC shall ensure strict compliance with all relevant state regulations, policies, and procedures governing the certification testing of CNA candidates. The College will periodically review and update this policy to ensure alignment with state requirements and to uphold the highest standards of quality and fairness in testing.

Review and Revision

This policy will undergo regular reviews to assess its effectiveness and relevance. Any necessary revisions or updates will be made in accordance with applicable state regulations and LDCC procedures.

Responsibility

The implementation and oversight of this policy are the responsibility of the Dean of Nursing and Allied Health and staff at Central Louisiana Technical Community College.