**Nursing Assistant Training Program Application**

**Instructions:**

* To apply to open a new nursing assistant training program, please complete the following application.

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| Nursing Assistant Training Program Application |
| **Check which type of program you are applying to start (one per application):** [ ]  Traditional [ ]  Home Care Aide Alternative “Bridge” [ ]  Medical Assistant Alternative “Bridge  |
| 1. Demographic Information
 |
| UBI #:   | Federal Tax ID #:  |
| Legal Name of Sponsoring Agency/Facility/Hospital/School/ or Other Entity:     |
| Mailing Address of Program:       |
| City: | State: | Zip Code: | County: |
| Physical Address (if different than mailing address)   |
| City:  | State: | Zip Code: | County: |
| Program Phone (10 digit #):  | Cellular Phone (10 digit #):  |
| Program Email:  |
| Name of Agency Owner:  |
| Owner Email:   | Phone Number (10 digit #):  |
| Name of Program Director:  |
| Program Director Email:   | Phone Number (10 digit #):  |

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| 1. Program Information

**Please answer the following questions (attach additional pages if you need more space).** |
| 1. **Classroom Space & Resources**

Describe the classroom space allotted to the training program: * 1. Review the physical and electronic requirements for nursing assistant training programs ([WAC 246-841A-450](https://app.leg.wa.gov/WAC/default.aspx?cite=246-841A-450&pdf=true)) and attest here with your initials and the date that your program has what is required to begin offering classes: *Initials:*\_\_\_\_\_ and *Select Date*
	2. Please submit pictures with your application to demonstrate the program has a classroom space that meets requirements and is suitable for teaching and learning.
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| 1. **Skills Lab and Equipment & Supplies**

Describe the skills lab space:  * 1. View the [Required Equipment and Supply List](https://nursing.wa.gov/sites/default/files/2022-11/NA-Equipment-List-669371.pdf) for nursing assistant training programs and attest here with your initials and the date that you have them available to begin offering classes: *Initials:* \_\_\_\_\_ and *Select Date*
	2. Please submit pictures with your application to demonstrate the program has the required skills lab equipment and supplies available.
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| 1. **Training Program Hours**
	1. List the number of training hours proposed for your training program. Provide the Total Program Hours and the breakdown of hours for Classroom/Theory, Skills Lab, and Clinical training hours:

Total Program Hours: Classroom Hours: Skills Lab Hours:  Clinical Hours:   |
| 1. **Training Resources**

List the textbook resource for your training program (title, publisher, year): List other resources you will use in your training program (videos, websites, etc.). Please provide publisher/year information and/or direct link(s) to websites:   |
| 1. **Course Instructors**
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| **List all instructors (First Name, Last Name) of your training program and submit applications for each instructor listed. Attach additional pages if you need more space.**  |
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| 1. **Clinical Facilities**
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| List all facilities where you will provide clinical training. For each facility, an affiliation agreement must be included with the program application. Attach additional pages if you need more space.  |
| **Name of Facility**  | **Address** | **Phone (10 digit #)**  |
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| 1. Required Online Orientation
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| Key program personnel must attend an online orientation prior to submitting a program application. Please indicate the date you attended or find an upcoming date by emailing WABONEducation@doh.wa.gov . | Date: *Enter Date* |
| 1. **Attestation and Signature**
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| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that, in accordance with [WAC 246-841A-420](https://app.leg.wa.gov/WAC/default.aspx?cite=246-841A-420&pdf=true), I must submit the additional items listed below with this application to create a complete nursing assistant training program application. I understand the Washington State Board of Nursing (WABON) must approve my application before classes can be offered. I also understand I must obtain approval from any other regulatory agencies as required before classes can be offered, per [WAC 246-841A-420(2)(g)](https://app.leg.wa.gov/WAC/default.aspx?cite=246-841A-420&pdf=true).**The additional required items to submit with this application include:**

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| * A Program Owner [Notification](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fnursing.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2024-03%2FNew-Program-Owner-Notification.docx&wdOrigin=BROWSELINK) and [Declaration](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fnursing.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2024-06%2FProgram-Owner-Declaration-of-Compliance.docx&wdOrigin=BROWSELINK)
 | * An [Attendance Record](Attendance-Record.docx%20%28live.com%29)
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| * A [Program Director Application](Program-Director-Application.docx%20%28live.com%29)
 | * A [Student Record](Student-Record.docx%20%28live.com%29)
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| * A [Program Director Declaration](https://nursing.wa.gov/education/nursing-assistant-education/na-program-info/add-or-remove-program-personnel/add-program-personnel/add-new-program-director) for the program type

(Traditional, HCA or MA Alternative Bridge, or MACE) | * Verification of approval of applicable co-approving agency per [WAC 246-841A-420(2)(g).](https://app.leg.wa.gov/WAC/default.aspx?cite=246-841A-420&pdf=true)
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| * A [Program Instructor Application](Program-Instructor-Application.docx%20%28live.com%29)(s)
 | * A [Student Enrollment Agreement](Enrollment-Agreement_0.docx%20%28live.com%29) (or equivalent)
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| * A [Skills Lab Checklist](Skills-Lab-Checklist.docx%20%28live.com%29)
 | * A Clinical Affiliation Agreement
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| * A [Clinical Skills Checklist](Clinical-Checklist.docx%20%28live.com%29)
 | * Photographs of Space, Equipment, and Supplies
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**\*Optional:** If you plan to use online modalities, also submit the correct form for using either a live online format for classroom/theory teaching or a hybrid format with asynchronous elements.**Signature of applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** *Enter Date* **Please print, sign, and return via email to** **NCQAC.EDUCATION@DOH.WA.GOV** |