

Title: Nurse Aide Testing
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Department: Workforce Development

Purpose SOWELA Technical Community College 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 SOWELA's commitment to providing testing services for a diverse range of candidates, including SOWELA'S 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 SOWELA:

1. SOWELA 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 SOWELA Technical Community College.

Policy SOWELA 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). SOWELA is committed to offering testing services to all qualified candidates.

Procedure:

A. Internal Candidates (LDCC Credit or Non-Credit Students): HCOR-1211 & HCOR-1212

SOWELA will provide CNA certification testing services to students who have successfully completed a NAT program offered by the College. Internal candidates will be eligible to take the CNA examination at SOWELA'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 SOWELA website.
2. The testing coordinator will verify eligibility of students via their grades in HCOR 1211 and HCOR 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 LDCC 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 SOWELA's 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. Proof of registration and payment must be provided prior to testing.

C. Alternate Route Candidates (Approved by LDH and Governed by LCTCS Agreement): SOWELA 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 SOWELA and LCTCS. These candidates will adhere to the eligibility criteria and testing requirements specified by LDH and SOWELA Technical Community College.

1. Candidates must complete an electronic or paper testing application from the SOWELA's 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. Proof of registration and payment must be provided prior to testing

D. Scheduling

1. SOWELA's scheduling for testing will be done after completion of class and all eligibility requirements are provided by the instructor.
2. External students will be able to schedule tests through the online site, based on the provided dates and availability.
3. Will work with our medical facility 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

Testing fees for internal candidates will be assessed as part of their approved course fees for the course. SOWELA will have third party billing available for entities seeking to make payment for multiple candidates. This will be run through the Executive Director of Student Financial Services office with assistance from the Allied Health Testing coordinator. The Allied Health Testing Coordinator will build three sets of YCNA 1100/1010 testing CRN's each semester. Billing for reschedule fee will be manual through the office of Student Financial Services. The Allied Health Testing Coordinator will provide a list of paid candidates to the testing locations campus director and Cashier prior to the scheduled testing date.

F. Testing Locations

The location for testing is Lake Charles campus. SOWELA will maintain a calendar of testing dates on the website along with application. Internal testing dates will be scheduled as needed. Notification will be provided to testing locations of scheduled candidates and their payment status. Evaluators will ensure that all candidates that have not previously paid will provide a receipt of payment from the cashier at the testing location.

Compliance

SOWELA 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 SOWELA procedures.

Responsibility

The implementation and oversight of this policy are the responsibility of Workforce Development staff at SOWELA Technical Community College.