Title: Nurse Aide Testing Procedure
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Effective Date: January 17, 2024
Department: Workforce Development

Purpose South Louisiana Community College (SLCC) 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 SLCC's commitment to providing testing services for a diverse range of candidates, including SLCC 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 SLCC:

1. SLCC 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 SLCC.

Policy South Louisiana 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). SLCC is committed to offering testing services to all qualified candidates.

Procedure:

A. Internal Candidates (SLCC Credit or Non-Credit Students): HNUR-1314 & NURS 1100 and NAT Programs

SLCC 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 SLCC'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 SLCC website.
2. The testing coordinator will verify the eligibility of students via their grades in HNUR 1314 and NURS 1100 and NAT Programs.
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.

If any candidate misses their scheduled test date, a rescheduling fee will be assessed.

B. External Candidates First Time Testers/ Retest (Approved NAT Program Completers): YCNA-1010 & YCNA-1020 SLCC 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 SLCC 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. The 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.

If any candidate misses their scheduled test date, a rescheduling fee will be assessed.

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

1. Candidates must complete an electronic or paper testing application from the SLCC 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. The 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.

If any candidate misses their scheduled test date, a rescheduling fee will be assessed.

D. Scheduling

1. SLCC 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 Certified Nurse Assistant 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. 3rd Party Billing

SLCC will have third-party billing available for entities seeking to make payment for multiple candidates. This will run through the Student Accounts Office with assistance from the Certified Nurse Assistant Testing Coordinator. The Certified Nurse Assistant Testing Coordinator will build three sets of YCNA 1010/1020 testing CRNs each semester. The Certified Nurse Assistant Testing Coordinator will complete the invoicing form once the candidates have been approved to test. The Assistant Director of Student Accounts will prepare the invoice based on the submitted form and send it to the third party for payment. Once payment is received, the Assistant Director will notify the Certified Nurse Assistant Testing Coordinator so testing can take place.

Note: Third parties will need to submit a signed W9 form before any invoicing can take place. Third parties wishing to pay via ACH or Wire transactions can request this information from the Assistant Director of Student Accounts.

If any candidate misses their scheduled test date, a rescheduling fee will be assessed.

F. Testing Locations

Locations for testing are T. H. Harris, Lafayette and Young Memorial campuses. SLCC 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

SLCC 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 procedure to ensure alignment with state requirements and to uphold the highest standards of quality and fairness in testing.

Review and Revision

This procedure 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 SLCC procedures.

Responsibility

The implementation and oversight of this CNA testing procedure are the responsibility of the Nursing and Allied Health Department.