

Certified Nurse Aide (CNA) Initial Application Process Frequently Asked Questions

The Initial Application Process Goes Live March 2, 2020

1. Why is this initial application process being instituted?

- The new initial application process permits individuals to apply for certification as a Nurse Aide closer to the start of employment and training. The application allows an individual to disclose information to ensure eligibility to become a Nurse Aide and to ensure the safety of the residents/patients in South Dakota earlier on in the hiring process before the individual and agency has made a substantial investment in training

2. Who is responsible to fill out the initial application?

- The individual applicant, NOT the training facility completes the initial application.

3. Are all training programs required to have those enrolled in their programs have this initial application completed?

- Yes, all training programs whether located in a nursing home, assisted living, hospital, school, or independent training center must have the individual seeking enrollment and certification complete the initial application process.

4. Does this initial application process mean South Dakota Department of Health Office of Licensure and Certification (SD DOH OLC) will now be conducting background checks?

- No, SD DOH OLC will not conduct background checks. It is the provider's responsibility to ensure the individual(s) they employ in their building do not put the residents/patients at risk for abuse, neglect, and/or misappropriation of personal property and do not have a conviction that per federal regulations (§483.12 Freedom from abuse, neglect, and exploitation) makes the individual ineligible for employment at the facility. Completion of the initial application and registry verification does not take the place of an employer's hiring screening process or background check. It is the responsibility of the employer to determine an applicant's employability.

5. Hiring delays?

- The application should be submitted prior to starting the training program. The process should not have significant impact on the hiring process.
- Many providers make conditional hire offers while awaiting background checks. During a facility application process the individual might be directed to the site to initiate the CNA initial application process.

6. How long will it take to receive a "Completed," "Eligible," or "Denial" verification?

- Processing of the application may take up to 5-7 business days.

7. What is the purpose of Section A-2 signature?

- The intent is the Nurse Aide applicant authorizes the employer, organization or school to complete the CNA Training Enrollment Verification form. The applicant will submit the completed form to the SD DOH OLC.

8. In Section A-3, the two statements seem to imply a background check needs to be completed.

- The intent is the employer, organization or school will follow their own process to review a candidate for hire or enrollment. This process is not a substitute for the employer's decision regarding hiring.

9. What is the purpose of the Headmaster affidavit statement?

- The intent is the training program coordinator, program instructor/tester, or whomever enrolls the individual will have verified their "Eligible" status.

10. Is there an expiration period for use of the CNA Initial Application?

- Yes, the individual must have completed a training program and successfully passed the Nurse Aide Competency Evaluation Knowledge and Skill portions within a year from the date of first submitting the CNA Initial Application. If the individual was not able to complete the training and testing and received an extension, they must submit a new CNA Initial Application.