



November 16, 2021

To: Adult Education Program Directors, Amy Catlin, Academy of Medical Professions  
From: Joe Fagnant, HHACE  
RE: HHACE CNA PLUS, Hybrid approach to training, Course Description

With the challenges we are facing in delivering enough CNA classes throughout Maine, HHACE has the ability to offer face to face traditional classes in Houlton and share the course through Hybrid methods to remote locations. This allows us to partner with adult education programs that do not have enough students to deliver their own class. The course is delivered by synchronous methods with the instructor delivering didactic instruction and laboratory instruction through Zoom technology.

Clinical times, locations, and skills checklists are coordinated through Kim Fox working with an approved clinical supervisor. This facility will also be checked by DHHS Division of Licensing as a site that is on an unapproved training list. As this is an extension of our clinical locations on our license, we would be coordinating these locations every time we run a different class, usually two to three times a school year. We will include those clinical sites in an addendum to DHHS Division of Licensing. This clinical supervisor works under Kim as part of our program and will coordinate the skills checklist with Kim.

- Class and lab are live in Houlton and delivered through Zoom to other adult education sites, or to healthcare facility partners
- September 1, 2021 state law changed: 130 training hours equals 70 classroom, 20 skills lab, 40 clinical
- Book: Mosby's Nursing Edition, 10th Edition
- Online system will be Google Classroom, and EVOLVE through Elsevier
- Labs can be delivered through Zoom from HHACE classroom/lab to another lab location
- We will include CPR/BLS/AED/First Aid through American Safety and Health Institute
- We will include Personal Support Specialist PSS so they can work in various settings while they are getting their CNA.

State testing would still take place at an approved adult education site, coordinated by HHACE Director Joe Fagnant. The testing will take place on the same day, at the same time. All testing materials will be sent to HHACE, distributed appropriately, and all tests will be returned to HHACE, then sent to DHHS Licensing. CNA Pins are to be provided by the local adult education program.

**Class cost: \$1100**

Includes book, all materials for the course, background check, State testing fee, nursing pin, Certifications for CNA, PSS, BLS/CPR/AED/First Aid

Funding: through local Adult Education partnerships with WIOA partners, healthcare facility sponsors, workforce agencies, and other foundations or funding partners

**Course 1:** Orientation December 3, 11am-2pm, Classes run December 6 - January 28, State Testing Target Date: February 3 (see attached calendar for this condensed course)

**Course 2:** Orientation February 17, 9am-12pm, Classes run February 28 - May 5, State Testing Target Date: May 12. (see attached calendar for this every other day course, 8am-2pm daily schedule)

State Testing Target dates may be moved due to weather related delays or other issues with meeting the class calendar. Requirements: Pre and post CASAS testing at a local adult education program, Orientation/Expectations meeting, and wrap up test prep class.

### **Clinical location and supervisor**

For all students outside the Houlton area, a clinical site must be secured by AMP or an Adult Education partner. This clinical site at an approved healthcare location can be a student sponsor in a “earn while you learn” partnership. The contact information for the clinical site and supervisor will be provided to HHACE. There is no guaranteed reimbursements for a clinical supervisor for a site working with five or less students.

A clinical supervisor or instructor must be currently licensed to practice as a registered professional nurse in Maine and meet the federal requirements for nursing assistant instructors [42 CFR 483.152 and 42 CFR 484.36(a)(2)(ii)]. Only registered professional nurses shall serve as classroom and clinical instructors. Members of other disciplines may assist in the teaching as necessary and desirable.

As we continue to see shortages in the healthcare system, HHACE is positioning it's programming to meet training needs beyond our local area. We are fortunate to have an agreement with Region Two CTE to share a full time instructor and will continue to maximize our training efforts to assist other adult education programs that are unable to fill classes.

### **Local Adult education program:receives \$250.00 per student**

Recruits students

CASAS Pre and Post Test

Assists with application and finding funding through partners or sponsors

Provides location for class, Zoom technology assistance, lab setting or connection to a lab location

Assists in finding clinical location and supervisor to work with HHACE instructor to provide 40 hours of clinical

Proctors State Test, ships test to HHACE

Communicates with HHACE

Provides CNA Pin and a recognition ceremony or graduation as appropriate

Local program can count the student on their student information system/MaineStars/MCCA