

NURSING ASSISTANT REFRESHER COURSE INFORMATION

Beginning in June 2002, the West Virginia Nursing Assistant Training and Competency Evaluation Program began offering an alternative way to re-register as a nursing assistant in West Virginia. If, as a registered nursing assistant in West Virginia, you were denied registry status due to the lack of/or inability to fulfill the Federal requirement of working for monetary compensation for eight (8) hours every twenty-four months since placement on the registry or if you failed to re-register within the past five (5) years, you may be eligible to participate in this alternative re-registration.

In order to be eligible, you must answer **NO** to all of the following questions:

1. Are you on the West Virginia Nursing Assistant Abuse Registry?
2. Do you currently have an abuse allegation pending with the West Virginia Nursing Assistant Program?
3. Are you listed on an abuse registry in another state?
4. Have you been convicted of a crime against a child the elderly or an incapacitated adult?
5. Has your registration been lapsed **OVER** five years?

If you have answered **no** to all of these questions, and are interested in being placed on the West Virginia Nursing Assistant Registry, please read the following procedures for the Nursing Assistant Refresher Course and state approved Nursing Assistant Competency Evaluation that follows.

PROCEDURE FOR THE NURSING ASSISTANT REFRESHER COURSE AND STATE APPROVED COMPETENCY EVALUATION

The nursing assistant refresher course is designed to prepare eligible nursing assistants to take the State Approved Competency Exam instead of taking a complete education program. The refresher course is a review of the curriculum covered in an approved nursing assistant training program and includes the opportunity to practice and review the skills required of a long-term care nursing assistant. The course is a minimum of sixteen (16) hours, but may be longer. The refresher course is being offered by long-term care facilities, vocational schools and in-service providers throughout the state and the length and cost of the course varies. A list of the providers follows. After you have completed the refresher course you will be eligible to take the state approved written and skills test to place your name back on the West Virginia Nursing Assistant Registry.

DO NOT CONTACT THE NURSING ASSISTANT REGISTRY TO REGISTER FOR THE REFRESHER COURSE OR TO RETEST. YOU MUST CONTACT ONE OF THE PROVIDERS ON THE LIST.

Providers can be found on the Nursing Assistant Web Site <https://ohflac.wv.gov/Lookup/FacilitySearch>

The refresher course provider you contact will follow an approved curriculum to assist you in preparation for the state test. The refresher course is a review. The skills checklist used in approved nurse aide training programs will be given to you to allow you to review the skills list and practice any of the listed skills you feel may be your weak area(s). The refresher course should allow time to practice in a skills lab setting. **You may not practice skills using residents.**

Before the candidate can begin the refresher course, the candidate must:

- Present a photo identification card and social security card to the facility administering the course. You must also give any name(s) under which you were previously registered.
- Be verified as eligible for the refresher course through the on-line system at the web site: <https://ohflac.wv.gov/NA/NALookup.aspx>

You will not be allowed to work until you have passed the state approved skills and written test and those scores have been turned in to the West Virginia Nursing Assistant Registry (typically about two weeks after you take the state approved test). Your status will remain inactive until you have passed both portions of the state approved test. If your name has changed since you were originally placed on the Registry, it will not be changed in the system until you have submitted the legal documentation explaining the change. Do not mail the application to test to the Nursing Assistant Registry office; it should be mailed directly to PHD, along with the proper fee.

Other restrictions:

- You must apply to take the state approved test within sixty (60) days of completion of the nurse aide refresher course.
- You will have three (3) opportunities to pass the state approved test within six months. If you fail any portion or both portions of the test in three attempts, you will be required to complete an approved Nurse Aide Training Program.
- You must make sure that the facility is aware of any name under which you were previously registered—it must also be submitted to PHD.

This is a voluntary program. The refresher course provider has the option of charging a fee for this program. The facility or training program **will not** be required to pay for testing fees. All fees are the total responsibility of the eligible nurse aides.

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