

**DEPARTMENT OF HEALTH
HEALTH REGULATION AND LICENSING ADMINISTRATION**

BOARD OF NURSING
AUTHORITY FOR GUIDANCE

October 19, 2022
DATE OF POLICY

22-002
POLICY NO.

POLICY STATEMENT
ANNUAL REVIEW AND APPROVAL PROCESS
FOR NURSING ASSISTIVE PERSONNEL TRAINING PROGRAMS

Pursuant to D.C. Official Code § 3-1202.04(b)(2), the Board of Nursing (Board) is entrusted with the oversight of nursing assistive personnel (NAP). In accordance with statutory authority, NAP are regulated in accordance with the following regulations, all of which are under Title 17 of the District of Columbia Municipal Regulations (DCMR): Chapter 93 (Home Health Aides), Chapter 95 (Medication Aides), Chapter 96 (Certified Nurse Aides), and Chapter 97 (Patient Care Technicians). The regulation of training programs is also contained in the same chapter regulating the workers.

In accordance with the relevant provisions in the above-mentioned regulations, NAP training programs are subject to annual reviews and may continue operation if annual approval is granted by the Board. As part of the annual review procedure, the training programs are required to submit an annual report for the year just concluded along with a filing fee to seek the Board's review and approval to continue operation.

Generally, an annual report and annual review fee are due by January 31 of each year. The Board has noted based on recent experience that some programs fail to submit their annual report within a reasonable time frame thus rendering the Board's review and approval process much delayed, thus affecting the maintenance of the quality and accountability of the programs.

Accordingly, the Board has resolved to impose the following requirements and time frame for the process:

1. All annual reports and review fees are due by January 31 of each year.
2. A training program that fails to submit the annual report and fee by January 31 is given a grace period of 15 days.
3. A training program that submits the annual report and fee between February 16 and March 31 of the year must pay a late fee.

A training program that fails to submit the annual report or review fee by March 31 will be deemed to have lost its approval (or conditional approval) status and must cease accepting new students. The program must immediately submit a list of existing students to the Board within

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five (5) days. The program may continue to operate only to complete the education and training of students already admitted into the program but must cease operation when all the students have completed their education and training.

All inquiries pertaining to the practice of home health aides and certified nursing assistants may be directed to the Board's Executive Director, Dr. Teresa Walsh, at 202-724-8818 or teresa.walsh@dc.gov.