

Re-Certification Process

1. CTA will email a re-cert packet to the NATP approximately 90 days prior to expiration. The items below can be faxed or emailed to CTA, with the exception of the 1190 which can be emailed or mailed.
2. Items to be sent to CTA
 - a) Class schedule (dates, times of classes and clinical, if applicable and locations). CTA needs this schedule to plan a visit to observe the classroom/lab and clinical site, if applicable, with students.
 - b) If a NATP wants an original 1190 certificate: print out the attached DHS 1190 form, and complete two originals of this form. Mail two originals to CTA or hand them to CTA in person, when CTA visits the program, whichever is easier. Retain a copy of the completed DHS 1190 for your records. The date of the 1190 cannot be more than 60 prior to expiration.

Or
 - c) If a NATP does not need the original 1190. It can be completed and scanned to CTA. A scanned signed certificate will be emailed back to the school.
 - d) One Recertification Validation Statement. Retain a copy of the completed Recertification Validation Statement for program records.
 - e) Current instructor and clinical site form.
3. If the program added any instructors, changed clinical sites, changed classroom/lab sites, or changed any part of the curriculum, put the changes in writing.
4. CTA will make contact, by phone or email, to set appointments for the site visits. Please notify CTA at least two weeks prior to requesting a class/lab/clinical observation. The CTA schedules are very busy, less than two weeks notice may delay your visit and recertification. Remember if your certification expires, graduating students will not be allowed to test at Prometrics until site observations can be performed and the school recertified. Please note that class/lab site visits can be arranged via internet if the school has a webcam. Clinical site visits must be made in person.
5. CTA will review and complete all necessary paperwork. A corrective action plan will be issued for non-compliant issues.
6. When CTA receives the signed DHS 1190 back from DHS, the NATP will receive one of the originals by mail along with an approval letter from CTA. If the NATP has elected to receive the 1190 electronically a scanned signed copy will be emailed to the NATP.
7. Post the signed DHS 1190 and letter on the wall at the NATP. This is evidence of the certification of program as a state-approved Nurse Aide Training Program.