



New Nurse Aide Training Instructor/Supplemental Instructor Process

Nursing instructors, including LPN/RN supplemental instructors may not teach in a NATCEP until approved by CTA. This will ensure that only qualified instructors teach per the Hawaii Administrative Rules.

Qualifications for nursing instructors

1. Applicant must have at least one year and a minimum of 1920 hours of Long Term Care experience, as a RN, in a Medicaid/Medicare approved long-term care skilled or intermediate care facility.
2. Applicant must have completed a course in teaching adults, have experience in teaching adults or have supervised nurse aides.
3. Applicant must be a Registered Nurse for at least two years.
4. Applicant must have a current unencumbered RN or LPN license in the state of Hawaii.
5. Supplemental instructors must have one year of experience in their field.
**See Hawaii Administrative Rules for requirements regarding RN supervision of supplemental instructors and trainees. LPNs must be supervised by a RN. There are training areas that must be directly taught and/or directly supervised by the RN with LTC experience.
**See Hawaii Administrative Rules for other supplemental instructor requirements.

Process

1. Submit resume and/or job application to CTA to begin process of approval.
 - Highlight, circle or otherwise make a notation directly on the resume or job application indicating where the one year (1,920 hours) of long term care facility experience was performed, this will expedite the approval process.
2. CTA will review the resume/application ensuring minimum qualifications are met per the Hawaii Administrative and Federal Rules.
3. CTA will approve the instructor if all qualifications are met and send a CTA approval to the NATCEP to give to the instructor. Approval forms will indicate whether the instructor meets requirements as the RN with LTC experience or can only work as a supplemental instructor. Once the approval form is issued the instructor may teach in any NATCEP. The approval is a transferrable form.
4. If the instructor does not meet minimum qualifications, CTA will inform the NATCEP and that instructor may not teach.



5. After receiving the approval form, the NATCEP will need to submit the new instructor's class and clinical schedules to CTA. The new instructor will be observed in both classroom and clinical sites as soon as CTA can schedule a visit. It may be a class cycle or two before CTA can schedule a visit to observe the new instructor. 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.

Please note that CTA approves the instructor for minimum qualification requirements per the Hawaii Administrative Rules. Each NATCEP is responsible for observing and supervising their own instructors for professionalism, ethical behavior, appropriate teaching methodology, performance and is meeting school curriculum requirements and standards. CTA encourages each NATCEP to directly observe their instructors and obtain student feedback in order to evaluate instructor performance.