Instructions for Completing a Report of Change Form (PDE-292) for Nurse Aide Training Programs

Federal Department of Health Omnibus Budget Reconciliation Act (OBRA) of 1987 regulation, section 483.151, requires that all major revisions of nurse aide training and competency evaluation programs (NATCEP) be approved by the Pennsylvania Department of Education before the change is implemented.

- A list of scheduled meeting dates is available at Instructor's Corner. Submit Report of Change no later than noon the Friday preceding the scheduled meeting date.

- Submit **one** (1) Report of Change form for each change request.

- **Legibly** sign and date the form in the required spaces.

- The program should retain a complete copy of the Report of Change for their files.

- Allow 30 calendar days from submission date to approval date.

- Corrected material(s) should be sent to ra-natcep@pa.gov to be reviewed on the next Report of Change date. Incomplete Report of Change forms will be retained for 30 days, then destroyed.

- Submit **only the pages** of the **July 2022** Report of Change form for the change requested and any required documentation to:

  Pennsylvania Department of Education
  Nurse Aide Program, 11th Floor
  333 Market Street
  Harrisburg, PA 17126-0333

  If fewer than 10 pages total, you may FAX 717-783-6672 or email ra-natcep@pa.gov.

Major changes include:	Do not submit a form for change in:
• Program sponsor/name or email change • Program Administrator • Theory (classroom) Site • Lab Site • Clinical Site • Program Coordinator • Program RN Supervisor of LPN Instructor • RN Instructor • LPN Instructor • Instructor Assignment • Inactive Instructor • Inactive Clinical Site • Curriculum/Performance Checklist • Virtual classroom/theory instruction • Program Hours (classroom/lab/clinical hours) • Inactivate Approval of NATCEP	• Materials (handouts, textbooks, videos, etc.) • Order in which units are taught • Resource Instructors • Daytime calendar versus evening calendar, if the theory/lab/clinical hour distribution remains the same

I. Program Sponsor, Name or Email Change

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
• If the name of the program changes from what was identified during the initial program application • If the name of the school changes • If ownership of the program changes • NATCEP staff has a different name than is currently approved • NATCEP staff has a different email address than what is currently approved.	• If the program retains a private school license, first notify the PDE Division of Higher and Career Education at 717.783.8228. • Complete page 1 and page 2 § I.

II. Program Administrator Change

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
• If the administrator of the NATCEP program changes.	• Complete page 1 and page 2 § II.

III. Classroom (Theory)/Lab/Clinical Site

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
A. Classroom Site Change • If the theory site changes from the area that was initially approved or last approved	• Complete page 1 and page 3 § III.A. **A. Classroom Site** Description of theory site should include lighting, class capacity (number of seats for students) [minimum 15 sq. ft. per student], posted fire safety evacuation routes and signs, ventilation
B. Lab Site Change • If the lab site changes from the area that was originally approved or last approved • All equipment per OBRA regulation must be set up and available for every class • An empty resident room may not be used as a lab **unless** the facility contacts the Department of Health to temporarily pull the bed from occupancy, and daily census reports are maintained to provide evidence that a bed is available	• Complete page 1, page 3 § III.B. and page 4. **B. Lab Site** Description of lab site should include number of simulated resident units, restroom availability within 25 feet of theory site, lighting, posted fire safety evacuation routes and signs, ventilation One (1) simulated resident unit must be available for every 6 students

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
C. Clinical Site Change • If the clinical site changes from the area that was initially or last approved Reminder: all students are to be under the direct supervision of an approved NATCEP instructor. Students may not observe, assist or replace a nurse aide employee	• Complete page 1 and page 3 § III.C. • Nursing Home Administrator must complete page 5 to be submitted with Report of Change. **C. Clinical Site** A clinical affiliation agreement includes but is not limited to the responsibility of approved instructor to the students, ratio of students to instructor, nondiscrimination statement, student will perform only those tasks for which they were taught and deemed competent, -student will not replace or serve as a substitute for regular nurse aide staff, long-term care facility responsibilities, signature of Nursing Home Administrator (NHA) and Program Administrator.

IV. Instructional Staff

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
A. Program Coordinator Change • If the coordinator changes from the last approved coordinator • The Director of Nursing (DON) may coordinate the training in a facility-based program; however, the DON is prohibited from performing the actual training	• Complete page 1 and page 6 § IV.A. **A. Program Coordinator** - All NATCEPs must retain a program coordinator
B. Program RN Supervisor • Program RN supervisor must be approved if an LPN is teaching any portion of the nurse aide training program • RN supervisor is available in person, by phone or virtually when NATCEP instruction is taking place and must be permitted to cease nursing duties should the LPN instructor require assistance. • Program coordinator and supervisor can be the same person if they are an RN.	• Complete page 1 and page 6 § IV.B. **B. Program RN Supervisor** – A program RN supervisor must be approved prior to the approval of an LPN Instructor. The RN supervisor must sign and date the Performance Checklist and Nurse Aide Training Report to verify students were taught and demonstrated proficiency in the knowledge and skills required by OBRA. RN supervisor should be prepared to and available to provide instruction for the whole or any part of the NATCEP, if necessary.
C. RN Instructor Change • RN is hired to teach the NATCEP • Coordinator and instructor may be the same person.	• Complete page 1 and page 6 § IV.C.

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
D. LPN Instructor Change • LPN is hired to teach any portion of the NATCEP • An RN supervisor must be approved prior to the approval of a LPN instructor Be advised: * a NATCEP must retain an RN supervisor if an LPN is teaching any portion of the program. * an LPN is not permitted to teach any hours (NATCEP or other) that count toward a secondary (high school) health occupations program per the OCA Policy Guidelines posted on the PDE website. CSPG 100 Temporary Resource Specialist certificate does not apply in this case. * if the NATCEP is offered outside the school day—evening, weekend, summer—and does not count toward compulsory instructional hours, he/she could teach the NATCFEP.	• Complete page 1 and page 7 § IV.D.
E. Inactivate Program RN Supervisor, RN/LPN Instructor • Supervisor or Instructor is no longer employed/ or functioning as a NATCEP instructor	• Complete page 1 and page 7 § IV.F.

V. Inactivate Clinical Site

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
• If clinical site does not wish to renew a Training Agreement • If a Department of Health survey determines a clinical site in non-compliance with Federal OBRA Sections § 483.12, 483.13, 483.15 or 483.25,483.151(B) and 483.151(E)	• Complete page 1 and page 8 § V.

VI. Curriculum/Performance Checklist Change

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
• If additions or deletions to the curriculum or performance checklist are desired to the currently approved program	• Complete page 1 and page 8 § VI.

VII.   Virtual Theory/Classroom Delivery

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
• If an approved NATCEP wants to deliver the theory component of a NATCEP in a virtual format, the program must meet the same requirements of a face-to-face NATCEP. The calendar and lesson plans must include the PA model curriculum objectives, instructional methodology, assessment of learning and completion of all PDE required documents. • Be advised – a new NATCEP application must be approved without a virtual delivery component and participate in an initial compliance review 2-years from the date of approval before submitting a Report for Change for approval of virtual theory/classroom delivery.	• Complete page 1 and page 8 § VII.

VIII.   Program Hour Change

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
A. Classroom (Theory) and Lab Hours **B.** Clinical Hours **C.** Additional Hours **D.** Total Program Hours	• Complete pages 1 and 9 § VIII. A, B, C, D. • Enter the new (proposed) and currently approved theory and lab hours.

IX. Inactivate NATCEP Approval

When to Report Major Change(s)	Requirements for submitting a Report of Change form and supporting documentation
• If a program does not have the need for conducting at least one NATCEP class within a two-year period • If the program has not conduct at least one nurse aide class within the 2-year approval period in order for an on-site review to be completed and the program approved • If a program does not wish to continue conducting classes • If a facility, sponsor, school closes with no intention of reopening	• Complete pages 1 and 10 § IX.