

Department of Disabilities, Aging and Independent Living (DAIL)

Division of Licensing and Protection (DLP)

Nurse Aide Training and Testing Reimbursement Procedures (Revised & Approved 7/6/17)

Licensed Nursing Assistants (LNAs) who successfully complete a Nurse Aide Training and Competency Evaluation Program (NATCEP) and are employed by a federally certified nursing facility, are not responsible to pay for LNA training and testing costs. Neither the State nor the nursing facility is responsible for reimbursing an individual for licensure expenses.

DAIL (DLP) must reimburse the LNA for the cost of the testing.

Responsibilities for covering the training costs are separated based upon when the individual is employed by, or has an offer of employment from, a certified nursing facility.

1. If the individual is employed by or has an offer of employment from a certified nursing facility on the date on which the training course begins, the nursing facility must cover the cost of the training program, to include any fees for textbooks or other required course materials. That cost would be reported to the Division of Rate Setting through established rate-setting/cost reporting processes. If there is a circumstance that requires reimbursement by the facility instead of covering the costs as required, that reimbursement may be made on a pro rata basis during the period in which the individual is employed as a LNA.
2. If the individual is not employed by, nor has an offer of employment from a certified nursing facility on the date on which the individual began the training course, but becomes employed by or receives an offer of employment from a facility no later than 12 months after completing a NATCEP, the State must provide payment for costs incurred in completing the program. Reimbursement may be made on a pro rata basis during the period in which the individual is employed as a LNA, meaning for every month they are employed as an LNA at a certified facility, they are eligible to receive 1/12th of the cost of the training program for a total of 12 months if continuously employed. Full costs for the training program will be reimbursed if employed for a total of 12 months. (See procedures below for pro rata reimbursement)

To receive reimbursement for testing and/or training (if criteria in #2 above is met), the individual LNA must submit a written request for reimbursement and supply the following documentation to the Division of Licensing and Protection:

1. A copy of the invoice from the testing vendor and/or training program, indicating dates of testing and/or training, and showing a zero balance, which demonstrates the individual has paid the testing and/or training program costs;
2. A letter from the CMS certified nursing facility the individual is employed by that specifies the job title and dates of employment, to include a date of the employment offer; and
3. The individual's full name, mailing address and Social Security Number for reimbursement purposes.

4. For training program reimbursement, the LNA will be reimbursed on a pro rata basis during the period in which the individual is employed by a certified nursing facility, starting after 3 months of employment. The State will reimburse on a quarterly basis for 12 months if the LNA is eligible for reimbursement during the entire 12 month period.
 - a. The LNA will submit items 1-3 to DLP on or after their 90th day of employment (3 months). The State will reimburse the eligible LNA for one quarter of the total training costs at this time.
 - b. On or after their 180th day of employment (6 months), the LNA will submit evidence to DLP from their CMS certified nursing facility employer of ongoing employment as a LNA, and will be reimbursed for the second quarter of the total training costs at this time.
 - c. On or after their 270th day of employment (9 months), the LNA will submit evidence to DLP from their CMS certified nursing facility employer of ongoing employment as a LNA, and will be reimbursed for the third quarter of the total training costs at this time.
 - d. On or after their 365th day of employment (12 months), the LNA will submit evidence to DLP from their CMS certified nursing facility employer of ongoing employment as a LNA, and will be reimbursed for the fourth quarter of the total training costs at this time to equal the total amount paid.
 - e. For the processes outlined in (a-d) above, DLP will provide the DAIL business office with the submitted information and specific amount to be paid each quarter. DLP and the DAIL business office will track payments made to individuals via this process.

Please contact the Licensing Chief at DLP for questions regarding this procedure at 802-241-0480.

CMS State Operations Manual 4132.2F - Prohibition of Charges (Rev. 1, 05-21-04)

No nurse aide who is employed by, or who has an offer of employment from, a facility on the date on which the aide begins a NATCEP may be charged for any portion of the program (including any fees for textbooks or other required course materials). If an individual who is not employed or does not have an offer to be employed as a nurse aide becomes employed by or receives an offer of employment from a facility not later than 12 months after completing a NATCEP, the State must provide payment for costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.