

New York State Education Department
Office of Adult Career and Continuing Education Services
Bureau of Proprietary School Supervision
89 Washington Avenue
Education Building Addition
Room 560 EBA
Albany, NY 12234

Checklist for Curriculum in Certified Nurse Aide/Nurse Aide Advanced and
Patient Care Technician

Please **CHECK** if you have completed the following:

- 1. Curriculum title is descriptive and clear, without advertising
- 2. The instructional hour is marked for 60min
- 3. Tracked course by the individual courses/units it is broken down into
- 4. Listed the content outline - the units with hours - under <Coursework>, <<Additional Coursework>>. Units should have less than 100hrs, but **NOT** be splintered into mini-units. Each subject is one single unit. Any units that have both theory and skills components are entered separately (such as EKG-Skills **AND** EKG-Theory)
- 5. **CNA** curriculum covers at least the following units: Introductory Curriculum and Resident's Rights; Basic Nursing Skills; Personal Care Skills; Mental Health & Social Service Needs; Care of Residents with Special Needs; and Basic Restorative Services
- 6. Selected the box <Nurse Aide> in order to automatically input **Content Outline** and **Equipment List**
- 7. Any multiple training locations have separate licenses and curriculum approval applications
- 8. Selected <Classroom> as **Method of Instruction**
- 9. Identified the **Primary Instructor/Primary Care Instructor** (PI), who is also the **Program Coordinator** (PC). Uploaded a copy of the teacher license of the PI

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10. Selected a standard published textbook of your choice, covering the New York State Department of Health mandated curriculum. Any handouts are uploaded under <Coursework Details> for **Textbooks and Instructional Aids**
11. Correctly labeled any supplementary **Nurse Aide Advanced** and **Patient Care Technician** programs. Included the appropriate **additional equipment** under <Additional Equipment>
12. Made use and/or referred to (the former 21a) **Content Outline** guidelines and (the former 21b) **Performance Objectives**
13. Uploaded under <Coursework Documents> the BPSS NATP Information Booklet (2016) and the [Clinical Skills Performance Record Evaluation Checklist](#). Note: **NEVER** use “other” as a category
14. For any EKG and Phlebotomy component, uploaded the **Content Description**. It should be structured the exact same way as the units in the **Content Outline**, with the content of each unit being list-like and detailed
15. For the Certified Nurse Aide and Nurse Aide Advanced internships, used the latest [BPSS CNA Affiliation Agreement](#). Included a copy of the operating license of the internship facility alongside the signed Affiliation Agreement