

## Application for Approval of a Curriculum or a Course

**This form must be completed by all schools. Submit two copies for each curriculum or course. Please type or print.  
 Registered business schools seeking approval for TAP funding must also complete form BPSS-30A.**

1. Type of Application (check one)

- New** - Complete and submit entire application (skip items #5, 7, & 14).
- Reapproval** - Complete and submit cover page, breakdown of hours chart (item #18), textbook list (item #19), equipment list (item #20), and all items corresponding to any changes (e.g., item #21a if courses are changed).
- Amendment** - Submit one copy of current approval letter and complete items #2-7, 14-16, and all items corresponding to any changes.

2. School Name E-mail Address:

3. Street City State Zip

4. Title of Curriculum/ Course Certified Nurse Aide Transition to Home Health Aide	5. Curriculum/ Course ID No. C
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6. Total Instructional Hours <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-top: 5px;">6 7</div>	7. OBRA ID (Nurse Aide/ Assistant Only) <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>	8. Nationally Recognized Vendor Provided Curriculum? <input type="checkbox"/> Yes Name of Vendor and web site:
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9. Entrance Requirements (Check all that apply)

A.  High School Diploma/ GED **OR**  Ability to Benefit Exam Score

B.  ESL Placement Test Enter Score Exit Score

**Nurse Aide                      Certificate**

C.  Other (Identify here and in catalog)

10. Curriculum Specific Graduation Requirements, if any

11. Method of Instruction <input type="checkbox"/> Individualized <input type="checkbox"/> Traditional <input type="checkbox"/> Correspondence	12. Language of Instruction <b>English</b>	13. Definition of One Instructional Hour 60 minutes
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14. Briefly Describe Any Changes ( Use additional sheets if necessary)

15. Name of Contact Person	<b>Bureau Use Only</b>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Title</td> <td style="width: 50%; padding: 5px;">Telephone ( )</td> </tr> </table>		Title	Telephone ( )
Title		Telephone ( )	
16. Original Signature of Director, Owner, President    Date (circle one)			
Print/ Type Name			

### 17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum or briefly identify the non-occupational objective. HOME HEALTH AIDE, for recently certified Nurse Aides.

### 18. Breakdown of Theory, Skill and Internship Hours

List the courses/ units in the order in which instruction will take place. Place an asterisk (\*) next to any courses/ units which can be offered in any sequence within the curriculum. List the number of hours offered for each course/ unit in the second column. In the third column list the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. Use additional sheets if necessary.

Course/ Unit Title	Hours	"T", "S", or "I" (see above)	Bureau Use Only	
			Student - Teacher Ratios	Teacher Licensure Area
Module I. Introduction to Home Care	1.5	T	<b>*20:1</b>	
<b>Module II. Working Effectively w/ Homecare Clients</b>	<b>0:0</b>	T	<b>:1</b>	
Module III. Working with the Elderly	2:0	T	<b>:1</b>	
Module IV. Working with Children	1:0	T	<b>:1</b>	
Module V. Working w/People who are Mentally Ill	1:0	T	<b>:1</b>	
Module VI. Working with People w/Develop. Disab.	1:0	T	<b>:1</b>	
Module VII. Working w/ People w/ Physical Disab.	1:0	T	<b>:1</b>	
Mod. VIII. Food, Nutrition & Meal Preparation	4	T	<b>:1</b>	
Mod. IX. Family Spending & Budgeting	0.5	T	<b>:1</b>	
Mod. X. Care of Home & Personal Belongings	1:5	T	<b>:1</b>	
Mod. XI. Safety & Injury Prevention	1:5	T	<b>:1</b>	
<b>Mod. XII. Personal Care Skills</b>	<b>9</b>	S	<b>20:1</b>	
Unit A. Orientation to Health Related Tasks	1	S	<b>:1</b>	
Unit B. Performing Simple Measurements & Tests	6.5	S	<b>:1</b>	
Unit C. Complex Modified Diets	4.5	S	<b>:1</b>	
Unit D. Assisting w/ Prescribed Exercise Program	3.5	S	<b>:1</b>	
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	8	S	<b>:1</b>	
Unit F. Assisting w/ Special Skin Care	2	S	<b>:1</b>	
Unit G. Assisting w/ a Dressing Change	1.5	S	<b>:1</b>	
Unit H. Assisting w/ Ostomy Care	8	S	<b>:1</b>	
Internship in a Hospital or Home Care Agency	8	I	<b>3:1 Home</b>	10:1 Hospital
*See revised PG 18-0301 for conditions for higher (added 5/8/2014)	67			

**Bureau Use Only**

**Curriculum/ Course ID Number:**

**19. Textbooks and Instructional Aids**

Complete for each course. If no texts or instructional aids are used, enter course title and "NA." Use additional sheets if necessary.

<b>Course Title:</b> Note here a textbook of your choice. The DOH curriculum is not a textbook, but	
<b>Textbook:</b> a curriculum intended for your instructor.	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Course Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	

## 20. Equipment List

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

**\*Location:** \_\_\_\_\_

<i>*For a class of 20 students, the following quantities are required. This is the revised list effective July 1, 2012</i>			
<b><u>1. PATIENT CARE CENTER (HOME, ADJUSTED HOME) for Module XII</u></b>			
Quantity	Description	Quantity	Description
2	Adult Practice mannequins	2	Medicine Bottles, medicine glasses and droppers
1	Bed, single, home style, with mattress, 2 sets of linens, blankets and 2 pillows	4	Incontinence pads
1	Bedside Commode	2	Trays
1	Chair, bedside, home-type	1	Emesis/Cleaning basin
2	Bedpans; fracture pans; Urinals	2	Scissors, orange sticks & nail files
1	Table, overbed	2	Wound dressing Supplies- gauze, tape (Mod. XII-34, also for Unit G)
1	Scale (balance or digital scale)	4	Gowns, patient
1	Slide board	1	Layette sheet
1	Gaitbelt	1	Set of male and female clothes for dressing demonstration
1	Hydraulic Lift	2	pitcher/container for measuring intake and output (XII-33)
1	1 safety razor with shaving cream, and 1 electric razor	1	Eye glasses
2	Wash basins and 2 soap dishes	2	Elastic stockings (XII-13)
3	Wheelchairs	As needed	Gloves (non-latex)
1	Walker; 1 cane	2	Infant mannequins, bassinets and baby bottles (for skills XII-35 and XII-36)
1	Condom Catheter and urine drainage bag (Mod. XII-19 to 21, & also Unit E)	1	Box diapers or pampers
1	Garbage bin with bags	As needed	Alcohol-based cleaner/handiwipes
<b><u>2. LIVING CENTER</u></b>			
Quantity	Description (for Module X—equipment optional, as this unit has no skills performances)		
1	Sofa, chair and table		
1	Draperies, blinds, curtains or window shades		
		Bureau Use Only	
Curriculum/ Course ID Number: _____			

20. Equipment List (Continued)

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

\*Location: \_\_\_\_\_

<b>3. FOOD PREPARATION &amp; SERVICE CENTER (for Module 8 and Unit C)</b>			
Description (The DOH equipment list allows a “mock kitchen,” as the performance objectives only ask the student to “assist” in cooking and safe storage in Module VIII and to “assist” in preparing complex modified diets in Unit C). Demonstration in a working kitchen is recommended if students are unfamiliar with cooking. The dishes, though not the stove & fridge, are also needed for practicing helping patients to eat in Module XII, skill XII-11			
	Kitchen (can be Mock/non-functional)		Helping to Eat (Mod. XII-B)
1	Sink with running water and cabinet	1	Can opener and 1 Bottle opener
1	Storage unit, wall, base	1	Dispenser, <b>paper towels</b>
1	Range, gas or electric, or hot plate(s)	1	Coffee pot
1	Refrigerator (can be small)	<b>1</b>	Measuring spoon set
1	Toaster	1	Measuring liquid cup
2	Pots and 4 pot holders	4	Water glasses
1	Skillet	4	Knives, forks and spoons
1	Dish drainer with dish pan	4	Plates, cups and saucers
1	Knife, utility and 1 paring knife	1	Dining table with 4 chairs
<b>4. UTILITY AND HOUSEKEEPING CENTER (Module X and XII-B-K) 1)</b>			
Quantity	Description: Equipment optional. Skills can be demonstrated with a video, though a quality training program may want to demonstrate the skills live.		
1	Vacuum cleaner unit with attachment	1	Ironing board and steam-dry iron
1	Push broom, pail, wet mop,	1	Cabinet, general storage
		Bureau Use Only	
Curriculum/ Course ID Number: _____			



## 21a. Content Outline

**Include an outline of topics to be covered for each course. Attach additional sheets if necessary.**

### **Course Title: Certified Nurse Aide transition to Home Health Aide (67 hours)**

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All Home Health Aide and Personal Care Aide training programs must be conducted utilizing lesson plans based on content of the Department's Home Care Curriculum (HCC) and Health Related Tasks Curriculum (HRTC) available on the DOH website and Health Commerce System.

The Home Health Aide curriculum for transitioning Nurse Aides is the standard Home Health Aide curriculum, less those subjects identified by the Department of Health as shared BASIC CORE in the HOME CARE CORE CURRICULUM (2007 edition). The BASIC CORE includes the entire Module II (3 hours), and most of Module XII. The total cut in hours from the standard 83 hours (s. 2008) is 16 hours, leaving 67 hours of training incl. internship.

The following parts in the Core Curriculum do not have to be taught in a Certified Nurse Aide transition, p. 15 to 20 (Module II), and in Module XII, Unit A, Parts A, B, C, D, E (see pp. 62-76), Unit B, Parts F, G, H, I, J, K (pp. 78-116). You still must teach Module XII, Units C, D, and E, and do the mandated skills for these.

**The curriculum for the first half (Core Curriculum, a.k.a. PCA) is at:**

[http://www.health.state.nv.us/professionals/home\\_care/curriculum/docs/home\\_care\\_curriculum.pdf](http://www.health.state.nv.us/professionals/home_care/curriculum/docs/home_care_curriculum.pdf)

**The curriculum for the second half (Health-Related Tasks) at:**

[http://www.health.state.nv.us/professionals/home\\_care/curriculum/docs/health\\_related\\_tasks\\_curriculum.pdf](http://www.health.state.nv.us/professionals/home_care/curriculum/docs/health_related_tasks_curriculum.pdf)

**Read this, too, about what HHAs can do, and what not**

[https://www.health.ny.gov/professionals/home\\_care/docs/hhatp\\_guide.pdf](https://www.health.ny.gov/professionals/home_care/docs/hhatp_guide.pdf)

This revised curriculum incorporates the minor shifts in unit times decided by DOH in January 2007 and in 2008, mainly shifting half-hours among various units in the HRTC, and clarifying times and a few procedures in HCC.

**Teachers:** This class must be taught by a BPSS-licensed teacher for Home Health Aide. As the Nurse Aide exam is offered only in English, all transition classes will be in English.

**Home Care Registry:** After approval by BPSS, your school, programs, teachers, directors and students must, since September 2009, be registered on the Home Care Registry [https://www.health.ny.gov/professionals/home\\_care/](https://www.health.ny.gov/professionals/home_care/) (Help Desk at 1-877-877-1827 Monday through Friday 8:30 a.m. to 4:30 p.m. or email at [HCRreg@health.ny.gov](mailto:HCRreg@health.ny.gov)). After approval, BPSS will notify the Health Commerce Management Unit (CAMU, Help Desk at 1-866-529-1890 or [hinhpn@health.ny.gov](mailto:hinhpn@health.ny.gov)) that you have been approved. CAMU will then contact you, and so will the HCR. If you are a nurse or other medical professional, you have one already and know the procedure. This may take several weeks. You cannot start instruction until you can register your students on the HCR. It is your responsibility to read and follow additional DOH instructions concerning training and reporting requirements. (Added 7/2013).

**Internships:** Your sites of internship must be approved by BPSS. Send two signed copies of our standard affiliation agreement for Home Health Aides to the curriculum unit [BPSSCurriculum@nysed.gov](mailto:BPSSCurriculum@nysed.gov) Acceptable are HOSPITALS, **INDEPENDENT HOME CARE AGENCIES (no proprietary relationship with the school)**, ASSISTED LIVING PROGRAMS/RESIDENCES (as long as Medicaid is not billed for the services of the student). **Added April 2011:** The affiliation agreements must be resubmitted, with a new signature, on reapproval (every 3 years).

## 21b. Performance Objectives (Optional)

(Effective October 1, 2002, submission of performance objectives is optional and will not be included in the review of curriculum or course submissions. Schools must still maintain appropriately written Student Performance Objectives for each curriculum at their school location and make them available to all instructors and the Bureau upon request.)

Complete performance objectives for each course include conditions, student behaviors, and standards.

Course Title: Nurse Aide Transition to Home Health Aide

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Prerequisite Courses: Nurse Aide Certificate

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The school will use the CURRENT performance objectives (unit tests) of the revised 2006/2007 Dept. of Health curriculum for the Home Care Core Curriculum and the Home Care Health Related Tasks Curriculum. After July 1, 2012, per Department of Health, schools can also use test questions from test banks offered by the HHA school book publisher. You must notify the BPSS curriculum unit by letter if you do so, identifying the publisher and the test bank website. You cannot use as tests questions printed in the textbook.

The DOH unit tests are on the HCS (Health Commerce System) website. You must log in to see them. They are in the file "Evaluation Documents."

At the end of their training, students must also demonstrate the skills in the attached checklist copied from the Appendix in the Homecare Curriculum and the Health-Related Tasks Curriculum. For Homecare (that is Personal Care part), Nurse Aides must perform the 5 mandated skills (marked with a \*) and 2 skills from the remaining units. For the Health-Related Tasks, the satisfactory demonstration of 18 skills is required (marked with an asterisks, \*). These tasks must be evaluated according to the DOH guidelines. The school should document this on a form including the date, place, and the name/signature of the nurse who evaluated it. That sheet must be in the student file (Paragraph added April 2011) and after July 1, 2012, the student must, per Department of Health regulation, receive a copy.

To apply for curriculum approval, you fill out this form and upload it under "Coursework Details." You also fill out the various fields. There is one separate application per language of instruction. The information on this application and the online fields must be identical. For example, the instructional hour must be 60 minutes on both. The 85% attendance rule does not apply to this program. The student must finish, in class or through make-up hours, all hours of this curriculum.