

**Special requirements for training and competency evaluation programs.**

- (A) Each approved TCEP shall meet the special requirements prescribed by this rule, in addition to complying with the other applicable provisions of this chapter.
- (B) Each approved TCEP shall maintain a written agreement with at least one long-term care facility that provides for access by the program to the facility and its residents for the clinical experience portion of the program. A facility-based program is not required to have a contract with the long-term care facility that operates the program but shall provide assurance of compliance with the other requirements of this paragraph. The long-term care facility or facilities used by the program shall meet all of the following requirements:
  - (1) Each facility shall be located in Ohio;
  - (2) The facility or facilities shall have residents who have a variety of care needs and conditions of the type for which nurse aides will be caring. The number of residents and variety of care needs and conditions shall be sufficient to accommodate the trainees in meeting the learning objectives established for the clinical experience portion of the TCEP without causing undue burden to the residents or the facility;
  - (3) Each facility shall meet the requirements of rule 3701-18-10 of the Administrative Code; and
  - (4) Each facility shall not have had occur any of the events set forth in paragraph (C) of rule 3701-18-06 of the Administrative Code.
- (C) Each approved TCEP shall ensure that each trainee is identified clearly as a trainee during all of the clinical experience portion of the program and during any other direct contact with residents or patients that occurs while enrolled in the program. At minimum, this identification shall consist of wearing an easily identifiable name tag that is legible and that states that the individual is a trainee.
- (D) Each approved TCEP shall require that any absence be made up within sixty calendar days. Absences from the sixteen hours of classroom instruction required by paragraph (A)(4) of rule 3701-18-12 of the Administrative Code shall be made up before the trainee provides any nursing and nursing related services involving direct contact with residents or patients. This training may be done by a different approved TCEP other than the original training source, however, the program coordinator or a primary instructor of a TCEP shall document that arrangements were made for coverage of missed material and that the missed material was made up satisfactorily. Material missed from the sixteen hours of TCEP instruction required by paragraph (A)(4) of rule 3701-18-12 of the Administrative Code shall be made up hour-for-hour;
- (E) An approved TCEP shall not allow any trainee to cheat or behave in a manner that is disruptive to the operation of the program.

- (F) Each approved TCEP shall establish and implement a method by which the trainee may evaluate the program.
- (G) Each approved TCEP shall provide to the trainees the registration forms for the state-administered test as required by paragraph (A) of rule 3701-18-24 of the Administrative Code. Each program shall also assist trainees in completing the registration forms, unless the trainee does not choose to register for the state-administered test.
- (H) Before accepting money from individuals seeking to enroll in the program, each approved TCEP shall inform the prospective enrollee of the circumstances under which money paid by the prospective enrollee will be refunded. No TCEP shall charge an individual, who is employed by or who has received an offer of employment from a long-term care facility on the date in which the individual begins the TCEP, for participating in the program including any charge for textbooks, other required course materials, or a test.

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Certification

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Date

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