



PERMANENT ADMINISTRATIVE ORDER

BN 8-2025
CHAPTER 851
BOARD OF NURSING

FILED

04/24/2025 7:57 AM
ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

FILING CAPTION: Division 61 - Align with CNA Consolidation and Div 63.

EFFECTIVE DATE: 07/01/2025

AGENCY APPROVED DATE: 04/17/2025

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RULES:

851-061-0010, 851-061-0030, 851-061-0050, 851-061-0070, 851-061-0080, 851-061-0090, 851-061-0100, 851-061-0123

AMEND: 851-061-0010

RULE TITLE: Purpose of Standards

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: Update Curriculum to curricula

RULE TEXT:

To foster the safe and effective performance of duties by graduates of nursing assistant and medication aide education programs by setting standards which promote adequate preparation of students. These standards will:

- (1) Serve as a guide for the development and approval of new nursing assistant and medication aide education programs.
- (2) Create minimum standards and provide general parameters for Board-approved curricula of established nursing assistant and medication aide education programs.
- (3) Allow flexibility in the manner of teaching the required curricula when not in conflict with the parameters of Board-approved curricula.
- (4) Provide for sanctions for nursing assistant and medication aide education programs that do not maintain compliance with Board established standards.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.440, ORS 678.444

AMEND: 851-061-0030

RULE TITLE: Approval of New Nursing Assistant or Medication Aide Education Program

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA Alignment with Division 63

RULE TEXT:

- (1) Any person, partnership, association, corporation, or limited liability company desiring to offer education other than just nursing assistant or medication aide education to non-employed students will need to be licensed through the Oregon Higher Education Coordinating Commission in addition to meeting the Board's standards as described in these rules.
- (2) All nursing assistant or medication aide education programs must be Board-approved prior to being offered.
- (3) Application for initial approval of nursing assistant and medication aide education programs: A facility, agency, on-line program provider, or individual wishing to establish a new nursing assistant or medication aide education program shall make application to the Board at least 45 days in advance of expected start date. The application for initial approval of an education program must include:
- (a) A completed application form provided by the Board;
 - (b) Tentative time schedule for initiating the programs;
 - (c) Completed application form provided by the Board with resume for all faculty;
 - (d) Names and addresses of all classroom and clinical facilities;
 - (e) Name of person authorized to accept service of notices issued by the Board;
 - (f) Program rationale, philosophy and purpose;
 - (g) Program outline:
 - (A) Objectives;
 - (B) Curriculum content divided into number and sequence of didactic, laboratory, and clinical hours; and
 - (C) Teaching methodology.
 - (h) Evaluation method:
 - (A) Laboratory and clinical skills checklist approved by the Board; and
 - (B) Final exam.
 - (i) Student enrollment agreement and disclosure statement that includes:
 - (A) Beginning and ending dates of the education;
 - (B) An outline of the instructional program as required by these rules for which the student is enrolled;
 - (C) Fees, tuition, and other program costs (books, clothing, etc.) itemized separately;
 - (D) A published cancellation and refund policy, procedure, and schedule that is fully explained during orientation, prior to the beginning of instruction, and requires no less than:
 - (i) If the education program discontinues after the fees and tuition have been paid, the program provider must refund the tuition and fees in full if the closure happens before the course is completed;
 - (ii) If the student cancels enrollment in writing three days before the commencement of the first day of classes or three days before they receive access to the online didactic education, all tuition and fees paid to the program specific to the enrollment agreement, will be refunded, less a cancellation fee that cannot exceed ten percent of the tuition and fees paid; and
 - (iii) Clearly stated reasons for which a refund will not be granted; and
 - (E) Information about how the student can file a complaint about the program with the Board; and
 - (F) Explanation of what job placement assistance the student can expect from the education program.
- (4) A site visit may be conducted by representatives of the Board.
- (5) The program director will be notified of approval or non-approval. Following receipt of notification from the Board of approval or non-approval:
- (a) A program that is approved may begin classes according to the schedule submitted;

- (b) A program that is not approved will be notified of the deficiencies and will be re-evaluated after appropriate modifications are made;
- (c) A program denied approval may petition the Board for reconsideration.
- (6) An approved nursing assistant or medication aide education program:
 - (a) Must be required to demonstrate ongoing compliance with the standards of approval at least every two years for continued approval.
 - (b) Must be surveyed for consideration of continued approval and may have a survey visit or interim self-evaluation report required by the Board at any time.
 - (c) May be subject to scheduled or non-scheduled site visits for continued approval or any other purpose at any time.
 - (d) Must submit an interim self-evaluation during the intervening year or as requested by the Board on forms provided by the Board.
 - (e) Must have records available for review.
 - (f) Must have adequate financial support for the stability and continuation of the program.
 - (g) Must have a written agreement with any clinical facility that is not a part of the controlling institution. Written agreements must:
 - (A) Be mutually agreed upon with the clinical facility;
 - (B) Be periodically reviewed;
 - (C) Include provisions for adequate notice of termination;
 - (D) Specify the responsibility of the education program to the facility and the responsibility of the facility to the education program; and
 - (E) Identify functions and responsibilities of the parties involved.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.444

AMEND: 851-061-0050

RULE TITLE: Denial or Withdrawal of Program Approval

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA Alignment with Division 63

RULE TEXT:

(1) The Board may deny or withdraw approval if standards for approval of new or existing nursing assistant or medication aide education programs are not being met:

- (a) Notice of the deficiency(ies) will be given in writing to the program director;
- (b) The program director may submit evidence of correction to the Board;
- (c) The Board may withdraw program approval immediately or prescribe the time within which the deficiency(ies) must be corrected;
- (d) The approval may be withdrawn if the program fails to correct the deficiency(ies) within the time specified;
- (e) A program may request a hearing if the approval is withdrawn; and
- (f) The withdrawal may be effective after the last currently enrolled student has completed the program.

(2) Pursuant to Federal Regulations the Board must deny approval to an education program and withdraw approval from a previously approved education program offered by or in a licensed nursing facility or a skilled nursing facility which, in the previous two years:

- (a) Is operating under a waiver for coverage by licensed nurses; or
- (b) Has been subject to an extended survey or partial extended survey; or
- (c) Has been subject to imposition of a denial of payment, temporary manager, or termination; or
- (d) Was assessed a civil money penalty affecting eligibility for the federal Nurse Aide Training and Competency Evaluation Program.

(3) A program or facility that has had its approval denied or withdrawn pursuant to OAR 851-061-0050(2) may apply to the Department of Human Services for a Waiver of Program Prohibition.

(4) The Board may withdraw program approval of a nursing assistant or medication aide education program if:

- (a) The program cannot provide satisfactory evidence that the standards for nursing assistant or medication aide education programs are consistently maintained as determined by a survey visit or interim self-evaluation report which may be required by the Board at any time, for any purpose, and may be announced or unannounced; or
- (b) No classes have been taught for 24 consecutive months; or
- (c) The pass rate for graduates of the program falls below 70% for the first-time candidates taking the Board-approved competency examination for two consecutive 12-month periods or below 85% for the first attempt and all subsequent attempts of all exam-takers for the most recent 12 months; or
- (d) An education site visit is not permitted, records are not available for review, or access to students or faculty is denied; or
- (e) The clinical facility fails to permit a site visit of the education program; or
- (f) The parent institution or governing body knowingly makes any false, misleading, or deceptive statements, or submits or causes to be submitted any false, misleading or deceptive information or documentation to the Board or any representative of the Board.

(5) When program approval is withdrawn, the program must:

- (a) Submit a plan to the Board within ten working days for completion of the currently enrolled students;
 - (b) Allow currently enrolled students to complete the course; and
 - (c) Submit the required student information to the Board, using the Board approved format, when the students have completed the course.
- (6) The Board may reinstate approval of the program upon submission of satisfactory evidence that the program meets the Board standards.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.444

AMEND: 851-061-0070

RULE TITLE: Reports and Approvals

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA consolidation, alignment with Division 63

RULE TEXT:

(1) Program changes requiring Board approval:

(a) Change of program ownership:

(A) When ownership of an education program changes, a report must be submitted, in writing within 15 days, to the Board representative containing the following information:

(i) Anticipated effects on students, faculty and resources; and

(ii) Plans for the orderly transition of the program.

(B) If the change in ownership only causes minor changes to the program, as determined by the Board representative, there is no need to seek new approval of the program.

(C) If the change causes a substantial impact on the students, faculty or program resources, as determined by the Board representative, on the students, faculty, or program resources, an application and approval for the program will be required.

(b) Changes in course content, lab/clinical skill checklist, final exam, certificate of completion, program director, primary instructor, clinical teaching associate, policies and procedures related to attendance, course requirements, cancellation and refunds, or classroom or clinical sites must be submitted to the Board for approval prior to implementation.

(2) Program data to be sent to Board:

(a) Nursing assistant and medication aide education programs shall register with the Board by the end of the second class day, each student's:

(A) Name;

(B) Date started education program;

(C) E-mail address; and

(D) Phone number.

(b) Nursing assistant and medication aide education programs shall register with the Board within 14 days of program completion, each student's:

(A) Number of classroom and clinical hours completed; and

(B) Date of program completion.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.440, ORS 678.444

AMEND: 851-061-0080

RULE TITLE: Standards for Program Approval: Faculty Qualifications and Responsibilities

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA Alignment with Div 63

RULE TEXT:

(1) The education program director must:

- (a) Hold a current Oregon RN license;
- (b) Have at least two years of RN nursing experience that includes at least one year of direct care; and
- (c) Have evidence of completion of a course on teaching adults, or one year of experience teaching adults:
 - (A) As faculty in a nursing education program;
 - (B) In a staff development role; or
 - (C) As a nurse administrator.

(2) An applicant for program director whose RN license has been previously disciplined or is under current discipline will be subject to further evaluation by Board staff.

(3) Supervision of nursing assistant education must be done by:

- (a) A program director who has at least one year of nursing experience in the provision of long-term care facility services; or
- (b) All primary instructors must have at least one year of nursing experience in the provision of long-term care facility services.

(4) The program director must:

- (a) Act as liaison with the Board related to the program's continuing compliance with the required elements of these rules;
- (b) Implement and maintain a program that complies with all Board standards contained in these rules;
- (c) Assume the ultimate responsibility for the implementation of the Board-approved curriculum;
- (d) Have sufficient time provided for carrying out administrative responsibilities. Number of faculty, students, classes in progress, and locations utilized for classroom and clinical training are to be considered in determining appropriate time allocated;
- (e) Recruit, supervise, and evaluate qualified primary instructors and clinical teaching associates;
- (f) Provide or arrange for the orientation of the primary instructors and clinical teaching associates to their role and responsibilities.
- (g) Develop and implement written policies necessary for the operation of the program, including those maintained under OAR 851-061-0123(3)(g);
- (h) Ensure that all students have initiated a criminal history check that meets the laws governing the clinical site facility prior to entering the program and all students are determined eligible to participate in the program's clinical experiences.
- (i) Coordinate classroom and clinical sites and activities;
- (j) Ensure that the classroom, lab, and clinical environment is conducive to teaching and learning;
- (k) Assure that the clinical setting provides an opportunity for the students to perform the skills taught in the curriculum;
- (l) Ensure that a Board-approved primary instructor or clinical teaching associate is on the premises at all times during scheduled clinical hours;
- (m) Supervise or coordinate supervision of students in the clinical setting or assign this responsibility to the primary instructor.
- (n) Assess students' reactions to course content, instructional effectiveness, and other aspects of the learning experience through an anonymous and confidential process;
- (o) Submit program data upon request of the Board on forms provided by the Board;

- (p) Submit required reports;
- (q) Verify that the training facility in which the education program is offered or utilized for the clinical experience is licensed under the appropriate licensing agency and is in substantial compliance with all standards for licensure;
- (r) Verify that a facility utilized for out-of-state clinical experience:
 - (A) Has not been found within the preceding two years, by the state survey and certification agency, using the currently applicable Center for Medicare and Medicaid Services regulations, to be categorized as providing substandard quality of care;
 - (B) Is no more than 50 miles from an Oregon border; and
 - (C) Has given permission for site visits by Board staff.
- (s) For medication aide education programs, determine student eligibility by verifying that the applicant:
 - (A) Holds a current certificate to practice as a CNA on the CNA Registry prior to starting and throughout the medication aide education;
 - (B) Has graduated from an approved basic nursing assistant education program at least six months prior to enrollment in the medication aide education program; and
 - (C) Meets the employment requirement of at least six months of full time experience as a nursing assistant or the equivalent in part time experience since graduation from a basic nursing assistant education program unless the applicant is exempt under OAR 851-062-0090.
- (5) The primary instructor for nursing assistant education program must:
 - (a) Hold a current Oregon RN license.
 - (b) Have at least two years' experience as an RN; and
 - (c) Have evidence of completion of a course on teaching adults, or one year of experience teaching adults.
- (6) The primary instructor for medication aide education program must:
 - (a) Hold a current Oregon RN license;
 - (b) Have at least two years of RN nursing experience that includes at least one year:
 - (A) Experience as a nurse educator or in staff development role, or as a primary instructor in a nursing assistant education program; and
 - (B) Working in the provision of long-term care facility services.
- (7) An applicant for primary instructor whose RN license has been previously disciplined or is under current discipline will be subject to further evaluation by Board staff.
- (8) A Director of Nursing is prohibited from being the primary instructor.
- (9) The primary instructor must:
 - (a) Implement the required Board-approved curriculum;
 - (b) Provide effective teaching strategies in an environment that encourages student and instructor interaction;
 - (c) Supervise and be present in the classroom at least 75% of the time that classes are being taught, or for on-line programs, be available for consultation and additional clarification at least every 72 hours;
 - (d) Evaluate competency of students; and
 - (e) The primary instructor of a medication aide program, in addition to the above, must:
 - (A) Obtain approval from a facility prior to using a facility employee as a clinical teaching associate. The facility has the right to refuse such approval;
 - (B) Ensure that each student's clinical experience includes administration of medications by all approved routes of administration and includes administration of a variety of medications; and
 - (C) Supervise the clinical experience for all medication aide students. Clinical teaching associates may be used as appropriate.
- (10) Other personnel from the healthcare professions may supplement the instructor in their area of expertise:
 - (a) For a nursing assistant education program, the program director or primary instructor may:
 - (A) Involve as trainers for a specific portion of the nursing assistant education, other licensed nursing personnel or other licensed health care professionals who have at least one year of experience in their field.

(B) Use an approved clinical teaching associate who must:

(i) Hold a current Oregon RN or LPN license; and

(ii) Have the equivalent of at least one year of experience as a licensed nurse.

(b) For a medication aide education program, the clinical teaching associate must:

(A) Hold a current Oregon RN or LPN license;

(B) Have the equivalent of at least one year full time experience as a licensed nurse and must have six months' nursing experience in a facility licensed the same as the setting in which the medication aide student will be passing medications;

(C) Provide direct supervision of students; and

(D) Have only the responsibility for clinical precepting during the scheduled clinical experience.

(c) An applicant whose nursing license has been previously disciplined or is under current discipline will be subject to further evaluation by Board staff.

(d) Certified medication aides, resident care managers, and directors of nursing are prohibited from acting as clinical teaching associates for medication aide students.

(e) A Board-approved clinical teaching associate may assist the primary instructor in the classroom or lab setting to meet the faculty-to-student ratios.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.440, ORS 678.444

AMEND: 851-061-0090

RULE TITLE: Standards for Program Approval: Curricula

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA Alignment with Division 63

RULE TEXT:

(1) Nursing assistant and medication aide education programs must use Board-approved curricula. The Board-approved curriculum for nursing assistant education is found in Curriculum Content for Assistant Education Programs (approved 02/20/2025; effective 07/01/2025). The Board-approved curriculum for medication aide education program is found in Curriculum Content for Medication Aide Education Programs (approved 02/20/2025; effective 07/01/2025).

(2) A nursing assistant education program must consist of at least 105 hours divided into:

(a) At least 37 hours of classroom instruction, which may be provided via a live virtual platform;

(b) At least 28 hours of supervised laboratory instruction with return student demonstrations of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients; and

(c) At least 40 hours of supervised clinical experience during which the student has the opportunity to perform the skills taught in the Board-approved nursing assistant curriculum. The supervised clinical experience must occur in a hospital, licensed nursing facility, licensed residential care facility, or licensed assisted living facility. An RN must be on duty during all scheduled supervised clinical experience hours.

(3) An on-line nursing assistant education program must consist of at least 105 hours divided into:

(a) At least the equivalent of 37 hours of the on-line didactic portion of the curriculum according to the nationally recognized standard of content to credit ratio;

(b) At least 28 hours of supervised laboratory instruction provided no later than two weeks after the successful completion of the on-line portion of the curriculum. The laboratory portion of the program must include return student demonstration of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients;

(c) At least 40 hours of supervised clinical experience during which the student has the opportunity to perform the skills taught in the Board-approved nursing assistant curriculum. The supervised clinical experience must occur in a hospital, licensed nursing facility, licensed residential care facility, or licensed assisted living facility. An RN must be on duty during all scheduled supervised clinical experience hours;

(d) Ongoing technical support services to sustain the electronically offered program including provisions for staffing, reliability, privacy, and security; and

(e) Ongoing technical support services for students on each required educational technology hardware, software, and delivery system.

(4) Medication aide education program must consist of at least 80 hours divided into:

(a) At least 45 hours of didactic, which may be provided via a live virtual platform;

(b) At least 11 hours of supervised laboratory instruction with return student demonstrations of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients; and

(c) At least 24 hours of 1:1 supervised clinical experience during which the student has the opportunity to perform the skills taught in the Board-approved medication aide curriculum. The supervised clinical experience must occur in a hospital, licensed nursing facility, licensed residential care facility, or licensed assisted living facility. An RN must be on duty during all scheduled supervised clinical experience hours; and

(d) All required clinical hours must be in medication administration related activities.

(5) Admission requirements for medication aide education programs must be:

(a) Current, CNA status on the Oregon CNA Registry maintained by the Board;

(b) Documentation of graduation from an approved basic nursing assistant education program at least six months prior

to enrollment in the medication aide education program; and

(c) Documentation of at least six months full time experience as a nursing assistant or the equivalent in part time experience since graduation from a basic nursing assistant education program.

(6) An on-line medication aide education program must consist of at least 80 hours divided into:

(a) At least the equivalent of 45 hours of the on-line didactic portion of the curriculum according to the nationally recognized standard of content to credit ratio;

(b) At least 11 hours of supervised laboratory instruction provided no later than two weeks after the successful completion of the on-line portion of the curriculum. The laboratory portion of the program must include return student demonstration of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients;

(c) At least 24 hours of 1:1 supervised clinical experience during which the student has the opportunity to perform the skills taught in the Board-approved medication aide curriculum. The supervised clinical experience must occur in a hospital, licensed nursing facility, licensed residential care facility, or licensed assisted living facility. An RN must be on duty during all scheduled supervised clinical experience hours;

(d) All required clinical hours must be in medication administration related activities;

(e) Ongoing technical support services to sustain the electronically offered program including provisions for staffing, reliability, privacy, and security; and

(f) Ongoing technical support services for students on each required educational technology hardware, software, and delivery system.

(7) Classroom and clinical faculty to student ratios for nursing assistant and medication aide education programs:

(a) Classroom:

(A) The ratio of students per Board-approved faculty in the classroom must be such that each trainee is provided with RN assistance and supervision and be no more than 30 students per instructor for nursing assistant and medication aide education programs.

(B) The amount of students assigned per Board-approved faculty with self-directed, on-line instruction must be such that each student is provided with consultation and additional clarification by Board-approved faculty within 72 hours of a student's inquiry.

(C) The ratio of students per Board-approved faculty with faculty-directed, on-line instruction must be such that each student is provided with consultation and additional clarification by Board-approved faculty within 72 hours of a student's inquiry, and the class size must be no more than 30 students per Board-approved faculty per on-line classroom.

(b) Lab: The ratio of students per Board-approved faculty in nursing assistant and medication aide education programs must be no more than 10 students per Board-approved faculty at all times during the lab experience.

(c) Clinical:

(A) The ratio of students per Board-approved faculty in a nursing assistant education program must be no more than ten students per Board-approved faculty at all times during the clinical experience.

(B) The ratio of students per Board-approved faculty in a medication aide education program must begin with a ratio of one clinical teaching associate to one medication aide student during the first 24 hours of the clinical experience. Less intensive supervision (either more students per Board-approved faculty or less direct supervision by Board-approved faculty) may occur after the first 24 hours, with satisfactory evaluation and approval of the primary instructor and clinical teaching associate.

(8) Clinical experience and demonstration of competency for nursing assistant and medication aide education programs:

(a) A clinical schedule must be prepared by program faculty for all students prior to the course start date, and provided to the clinical facility director of nursing, the clinical teaching associate, and the student.

(b) Student practice and demonstration of competency for nursing assistant and medication aide education programs:

(A) Students may provide direct client care within their authorized duties under the supervision of a Board-approved faculty member.

- (B) Students must be identified as students at all times while in the clinical area.
- (C) Students must not be counted as staff or utilized as staff during the hours that are scheduled for clinical experience.
- (D) Students may be on a unit, floor or wing of a facility only under direct supervision of a qualified faculty member.
- (E) Students must not be on a unit, floor, or wing without a CNA or licensed nurse.
- (F) Students must provide care only to the level they have been taught and determined competent by the approved clinical teaching associate.
- (c) In addition, for medication aide education programs, the clinical experience must be progressive with the Board-approved clinical teaching associate observing the medication administration and gradually increasing the number of clients to whom the student is administering medications;
- (9) Completion of a nursing assistant or medication aide education program means that:
 - (a) The student has successfully completed 100% of the required classroom and clinical hours and content in the curriculum;
 - (b) The student has successfully demonstrated the required skills on the laboratory and clinical skills checklist;
 - (c) The student has achieved a score of 75% or higher on the program's final examination;
 - (d) The student has successfully completed the clinical portion of the program no later than four months following the last date of classroom instruction or within four months after the successful completion of the on-line portion of the program; and
 - (e) In addition, for nursing assistant education programs, the student has successfully completed current, adult CPR certification in accordance with Board-approved curriculum.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.440, ORS 678.444

AMEND: 851-061-0100

RULE TITLE: Standards for Program Approval: Responsibility to Students

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA Alignment with Division 63

RULE TEXT:

The nursing assistant and medication aide education programs will be accountable to students by:

(1) Providing reasonable assurance that expectations of becoming a certified nursing assistant or medication aide will be met, as evidenced by maintaining:

(a) At least a 70% pass rate for first-time candidates taking the Board-approved competency examination for two consecutive 12-month periods; and

(b) An 85% or higher total pass rate that includes first-attempt and all subsequent attempts of all exam-takers for the most recent 12 months.

(2) Informing students of the following information:

(a) That for facility-based nursing assistant programs, no student who is employed by, or who has received an offer of employment from a facility on the date on which the student begins the educational program will be charged for any portion of the program, including any fees for textbooks or other required course materials in accordance with federal regulations.

(b) The Department of Human Services and Board of Nursing's criminal history requirements and policies. This information must be provided to students prior to admission to the program.

(3) Issuing the Board-approved certificate of completion or making an appropriate notation on a transcript for a graduate who has successfully completed the education.

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.444

AMEND: 851-061-0123

RULE TITLE: Standards for Program Approval: Records

NOTICE FILED DATE: 02/24/2025

RULE SUMMARY: CNA Alignment with Division 63

RULE TEXT:

A system of nursing assistant and medication aide education program records must be made available to the Board representative and:

- (1) Be maintained for a period of seven years;
- (2) Be maintained in a secure and dry manner; and
- (3) Include the following program files that are dated and contain:
 - (a) Faculty name and qualifications;
 - (b) Curricula, including the teaching methodology;
 - (c) Course schedules, including classroom and supervised clinical hours;
 - (d) Laboratory and clinical skill checklists;
 - (e) Final exams;
 - (f) Documentation of Board approvals and re-approvals; and
 - (g) Policies, including but not limited to attendance, behavioral expectations, course requirements including satisfactory progress standards, criminal history checks, dress code, cancellations and refunds, and administration of examinations.
- (4) Include student records that contain:
 - (a) Course start date;
 - (b) Document signed by student stating that they have received, read, and understand the disclosure statement, enrollment agreement, and program policies;
 - (c) Student progress record;
 - (d) Laboratory and clinical skills checklist;
 - (e) Attendance record;
 - (f) Examination scores;
 - (g) Proof of CPR certification (nursing assistant education program);
 - (h) Proof of the criminal history check;
 - (i) Date of completion;
 - (j) Record of student completion:
 - (A) Facility-based and independent programs shall must maintain a copy of the student certificate of completion;
 - (B) Community College and High School programs may meet this standard by appropriate notation on student transcript; and
 - (k) Date the student was employed (if applicable).

STATUTORY/OTHER AUTHORITY: ORS 678.440, ORS 678.444

STATUTES/OTHER IMPLEMENTED: ORS 678.444