



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

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MARK PAYNE • Director, Division of Health Service Regulation

TO: North Carolina Nurse Aide I Training Programs

FROM: Jammie Johnson, Branch Manager   
Health Care Personnel Education and Credentialing Section

DATE: April 30, 2020

SUBJECT: Nurse Aide I Training Program Documentation

This memo is to inform you that the Department of Health and Human Services (DHHS), Division of Health Service Regulation (DHSR) has completed a process improvement initiative to streamline the documentation required for new Nurse Aide I training programs. Below are two significant revisions to the existing process and documentation that will benefit training programs.

- The Nurse Aide I training application is no longer divided into two separate parts (Part I and Part II) and therefore no longer requires two separate submissions to DHSR for review and approval.
- The Faculty Approval Request Form has been streamlined for training programs that hire instructors who are employed at more than one state-approved Nurse Aide I training program.

You may find the revised documentation at <https://info.ncdhhs.gov/dhsr/hcpr/nat.html>.

Please contact your [Regional Consultant](#) with questions or concerns.

cc: Jana Busick, NC DHHS, Chief, HCPEC Section  
Margaret Robertson, North Carolina Community College System  
Lori Byrd, North Carolina Community College System  
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**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATIONS**

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