

Contact Information

CNA Website:

www.doh.state.fl.us/mqa/cna/cna_home.html

CNA Registry:

850-245-4567

MQA Call Center:

850-488-0595

Email:

MQA_CNA@doh.state.fl.us

Address:

Certified Nursing Assistant Registry
Florida Board of Nursing
4052 Bald Cypress Way, BIN C13
Tallahassee, FL 32399

Supervision by Licensed Practical Nurses

Reference: 64B9-16.002 Supervision by Licensed Practical Nurses in Nursing Home Facilities.

A licensed practical nurse (LPN) under the supervision of a registered nurse (RN) can supervise CNAs in a nursing home. Tasks and activities shall be delegated by the LPN to the CNA based on the following:

- The task/activity is within the area of responsibility of the nurse delegating the task.
- The task/activity is within the knowledge, skills, and ability of the nurse delegating the task.
- The task/activity is of a routine, repetitive nature and shall not require the CNA to exercise nursing knowledge, judgment, or skill.
- The CNA can and will perform the task/activity with the degree of care and skill that would be expected of the nurse.

Regulation

Florida Statute 456 regulates all health care practitioners, including CNAs. Florida Statute 464 regulates the certification, training, and discipline of CNAs. Florida Administrative Code 64B9-15 contains rules on CNAs.

The Certified Nursing Assistant Council provides recommendations on CNA training, testing and certification to the Florida Board of Nursing. In addition, the council develops rules to regulate CNAs in Florida and submits these to the Board for approval.

Complaints

To report an unlicensed person performing activities that require a license, call **1-877-HALT-ULA (1-877-425-8852)** or email the Department at HALTULA@doh.state.fl.us

To report practice act violations, you may print the Complaint Form with the Authorization for Release of Patient Records located on the MQA website at:

http://www.doh.state.fl.us/mqa/enforcement/enforce_howto.htm

or call **1-888-419-3456** or **(850) 414-1976** to request one by mail.

To avoid delays in the process, please complete all sections of the form and attach the requested information. All complaints must be legibly written or typed, and signed.

To report patient abuse or neglect, contact the **Florida Abuse Hotline at 1-800-962-2873**.

FLORIDA CERTIFIED NURSING ASSISTANTS

*An
Informational
Guide*

For test applications contact:

Florida CNA Program
Thomson Prometric
PO Box 6535
Princeton, NJ 08541

Telephone: 1-888-277-3500
www.Prometric.com/Florida

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MQA
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FLORIDA DEPARTMENT OF
HEALTH



Certification Methods

A Florida Certified Nursing Assistant (CNA) may become certified by 4 different methods:

- Attend and successfully complete a state approved training program and pass the state exam, or
- Challenge and pass the state exam (must be at least 18 years old, or have a high school diploma or equivalent), or
- Complete a nursing home preparation program and pass the state exam, or
- Reciprocity--Transfer from another state with an active certificate in good standing and be approved by the Board of Nursing for certification.

Exam

Candidates, both first time and re-certifying, must pass the Florida CNA Exam, which is administered by Thomson Prometric and which is a 2-part examination consisting of a written and a performance (skills) section.

- The Written Test is a two-hour test with 50 multiple-choice questions written in English. Candidates having difficulty reading English have the option of taking either an oral or Spanish written exam, but must request these options when submitting their application.
- The Clinical Skills Evaluation requires the applicant to perform five (5) randomly selected nursing assistant skills. This part of the exam is administered only in English.

A state-approved training program is not required prior to examination; however, it is strongly recommended. Individuals must be at least 18 years old, or have a high school diploma or equivalent if the applicant is challenging the exam without completion of an approved training program.

For test applications contact:

Florida CNA Program
Thomson Prometric
PO Box 6535
Princeton, NJ 08541

Telephone: 1-888-277-3500
www.Prometric.com/Florida

Reciprocity

Nursing assistants certified out-of-state wishing to transfer their certification to Florida may apply for reciprocity. Application packets may be obtained through the web site: www.doh.state.fl.us/mqa/cna/ap_reciprocity.pdf or by calling 850-488-0595 or 850-245-4567.

- You may transfer your CNA certificate from another state to Florida if the certificate is still active and has not expired or lapsed. You are not required to take the state exam.
- Your certificate must be in good standing with the other state and you will be required to have a background check (FBI).
- The FBI background check will take approximately 6-8 weeks but delays of several months are not uncommon. You are encouraged to apply early.
- You will receive a Florida CNA certificate after your out-of-state certificate has been verified in good standing and your FBI background has been cleared.

Chapter 400.211, F.S. applies to CNAs who work in Nursing homes only:

- Allows persons enrolled in approved training programs to work for 4 months while becoming certified.
- Allows CNAs from other states to work 4 months while completing transfer of certificate to Florida CNA registry.

Expiration Date - The Florida Board of Nursing and the Certified Nursing Assistant (C.N.A.) Registry now issues licenses for C.N.A.s. The current license expires on December 31, 2007. In order for a C.N.A. to renew a license the C.N.A. must perform any nursing-related service for monetary compensation during the 24 month period in which the C.N.A is licensed. In order to maintain an active license and be allowed to remain in practice the C.N.A. must renew the license by December 31, 2007 or the license will auto default to "Null". If this occurs the individual must be re-certified to work as a C.N.A.

Fees - The Florida Board of Nursing complies with federal law and maintains the C.N.A Registry at no fee. Testing and background screening fees for those taking the C.N.A. exam are paid directly to Thomson Prometric. A background screening fee is required of individuals applying for reciprocity. There is a \$25 license fee for the issuance of a paper license as well as a \$25 license duplicate fee for each additional copy of an individual's CNA license. The licensure renewal fee, due by December 31, 2007 is \$25.

Exemption

Florida Statute 435 outlines certain criminal offenses that will disqualify CNAs from employment unless they are granted an exemption. CNAs must provide information about their criminal history, employment history, rehabilitation, reference letters, probation notices, and whatever else may be pertinent.

How to apply for an exemption:

An "Application for Request for Exemption" must be completed and returned along with the required documents noted on the checklist included in the application packet. An application packet may be obtained through the web site at:

http://www.doh.state.fl.us/mqa/cna/ap_exemption.pdf

or by calling 850-488-0595 or 850-245-4567.

Who is eligible for an exemption?

- First, to be eligible for an exemption, individuals must not have been adjudicated with a disqualifying felony offense within the past 3 years.
- Secondly, individuals must demonstrate by clear and convincing evidence that they will not present a danger if employed within the healthcare field. Individuals seeking an exemption have the burden of setting forth sufficient evidence of rehabilitation.

How to request a copy of a CNA certificate

Submit your duplicate request in writing, with your current address, social security number, and CNA certificate number, along with a check or money order for \$25 to:

Department of Health, MQA
Post Office Box 6320,
Tallahassee, FL 32314-6320.

You should receive a new certificate in approximately 6 weeks.

In-service Training

Certified nursing assistants must complete 12 hours of in-service training during each calendar year. The certified nursing assistant shall be responsible for maintaining documentation demonstrating compliance with these provisions. For candidates certified during the calendar year, the minimum in-service hours required shall be prorated at the rate of 1 hour per month from the month of initial certification to the end of the calendar year.

Every 2 years, in-service training hours shall include, but are not limited to, the following areas:

- (a) HIV/AIDS, Infection Control;
- (b) Domestic Violence;
- (c) Medical Record Documentation and Legal Aspects Appropriate to Nursing Assistants;
- (d) Resident Rights;
- (e) Communication with Cognitively Impaired Clients;
- (f) CPR Skills; and
- (g) Medical Error Prevention and Safety.

Health care career/technical courses in a college, university, or approved nursing program may be used to meet the hour requirement.

A certified nursing assistant is exempt from the in-service education requirement if the certified nursing assistant was on active duty with the Armed Forces for 6 months or more during the calendar year, and was in good standing with the Board at the time active duty began. However, this exemption will not arise on the basis of the performance of short periods of active duty (such as summer or weekend drills) by a member of the Armed Forces Reserves. Duty in the United States Public Health Service is not considered duty in the Armed Forces.

A certified nursing assistant who is the spouse of a member of the Armed Forces and was caused to be absent from Florida due to the spouse's duties with the Armed Forces shall be exempt from in-service hour requirements. The certified nursing assistant must show satisfactory proof of the absence and the spouse's military status.

Each certified nursing assistant must retain in-service compliance records for a period of 4 years and submit records to the Board if required for auditing.