



Certification Training Programs Unit Town Hall

Wednesday, September 16, 2026

1:00 pm – 4:15 pm

Welcome Address

Rhonda Scott, JD, BSN, CRNI, SD-CLTC
Executive Director

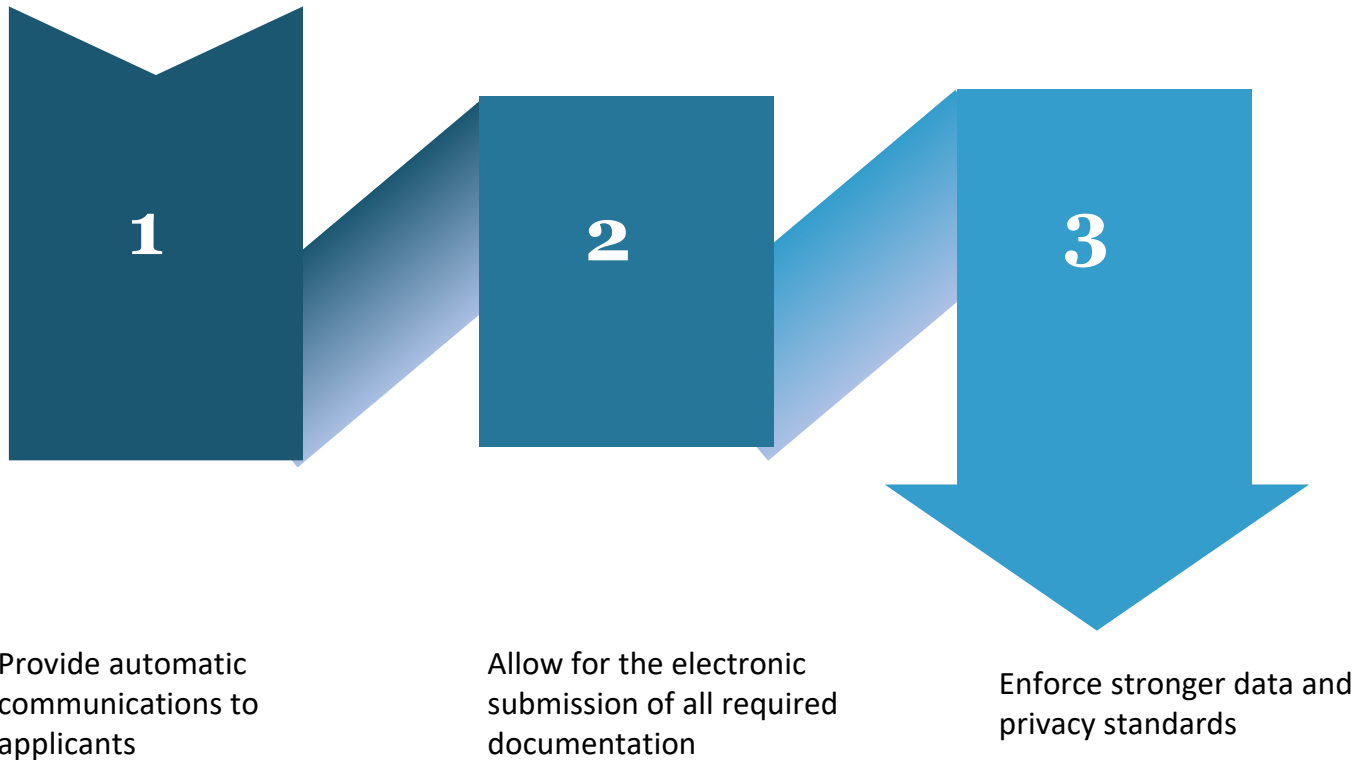
Administrative Updates

Rhonda Scott, JD, BSN, CRNI, SD-CLTC
Executive Director

MDH Centralized Health Accreditation and Registration Tool (CHART)

- Launched on June 22, 2026.
- Modernized licensure system designed to support Maryland's expanding and evolving healthcare workforce.

MDH CHART Cont'd



MDH CHART: Resolving Technical Issues

- RN and LPN active multistate licenses were incorrectly displayed as single-state licenses.
- Email addresses of licensees and certificate holders were not current in the Board system.

MDH CHART: Available Resources

- Frequently Asked Questions (FAQs).
- Instructional videos.
- Self-service resources on Board's website.
- Support Team: mbon.registrationhelp@maryland.gov; (410) 585-1900.
- Unit Emails located on the Board's website.

CNA-I Testing

Credentia
Headmaster

Legislative and Regulatory Update

Mitzi-Gae Fishman, MSN, RN
Director of Legislative Affairs

Overview of 2026 Legislations and Regulations

Legislation (2026)

- House Bill 1420/Chapter 370 & Senate Bill 806/Chapter 371: Health Occupations - Criminal History Records Checks
- House Bill 557/Chapter 302: Occupational Licensing and Certification - Criminal History - Predetermination Review Process

Regulations (2026)

- CNA Regulations
- CDT “Clean-Up” Regulations
- Fees - Phase Two Regulations: Training Programs

House Bill 1420/Chapter 370 & Senate Bill 806/Chapter 371: Health Occupations - Criminal History Records Checks

Key Points

- Effective Date: **June 1, 2026**
- Regulations: **In Effect**
- Revises and expands requirements for criminal history records checks (CHRCs) for health occupation license and certificate applicants.
- Mainly clean-up for the Maryland Board of Nursing
 - Specifically adds CHRC requirements for RN-FNEs, RN-WCCMs, and Medication Technicians

House Bill 557/Chapter 302: Occupational Licensing and Certification - Criminal History - Predetermination Review Process

Key Points

- Effective Date: **July 1, 2026**
- Regulations: **Pending**
- Allows a prospective applicant to file a request for review of their criminal history before formally applying to determine whether it would disqualify them from obtaining the license sought.
- Allows applicant to resubmit if a year has passed since last predetermination or if there is a material change to their criminal history after the determination.

Certified Nursing Assistant (CNA) Redesignation

Key Points

- Primary Regulations: **Adopted and In-Effect**
- Clean-up Regulations: **Pending**
- Alters the designation of and certification requirements for a CNA, creating new designations of CNA-I and CNA-II.

Certified Dialysis Technician (CDT)

Key Points

- Regulations: **Adopted and In-Effect**
- Alters requirements for continuing education for CDTs and clarifies the continuing education course approval process.

Fees - Phase Two Regulations: Training Programs

Key Points

- Regulations: **Pending**
- Establishes fees for the approval of nursing education programs, certification training programs, and additional site visits.
- Fee amounts revised based on stakeholder feedback.

Backgrounds Department

Della Sanders

Manager of Backgrounds Department

What is a Criminal History Record Check (CHRC)?

Statutory Authority: Health Occupations Article, §8-303

- Process used to verify that a person is who they claim to be.
- Include both the State and national criminal history records checks
 - Conducted by the Maryland Department of Public Safety and Correctional Services', Criminal Justice Information System (CJIS).
- Records are maintained in the Maryland and FBI databases for further identification purposes.

What Happens If You Have a Positive CHRC?

Court –Certified or True Test copies of Court Documents

- Documentation of convictions and/or pleas of guilt or nolo contendere.
- Documentation of the facts underlying each conviction or plea:
 - Statement of Charges
 - Statement of Probable Cause
 - Arrest Affidavit
 - Agreed Statement of Facts
 - Plea Agreement

What Happens If You Have a Positive CHRC Cont'd?

- Documentation of the sentence imposed:
 - Probation reports certificates of attendance.
 - Receipt of money paid.
 - Records of any court-ordered or voluntary assessments or treatments (applicable if the disposition/plea involved alcohol or controlled dangerous substances).
 - If the courts no longer has the records(s) requested, obtain and submit a letter from that court stating that the records are no longer available.
 - Search results from the Maryland Judiciary Case Search will not be accepted.

What Happens If You Have a Positive CHRC Cont'd?

A Signed and Dated Explanation Written by the Applicant

- Response must specifically address each conviction and/or guilty plea or plea of nolo contendere including any guilty plea for which PBJ was received.
 - Include dates, facts, and circumstances surrounding the crimes
 - Include what you have learned
 - Include how you have changed from the experience

Two-Character References

- One personal reference
- One professional reference

If Applicable, a Signed Medical Release Form

What Happens If You Have a Positive CHRC Cont'd?

- Applicants with a positive CHRC who fail to submit the required documentation will have their applications deemed **incomplete**.
 - Processing time may take approximately two months once all required documentation have been received.
 - All information must be reviewed by the assigned committees of the Maryland Board of Nursing (the “Board”).
 - An in-person interview with the applicant may be conducted.

What is New for Medication Technicians?

A CHRC is Required

- Applicants for initial certification must complete a CHRC.
- Applicants for renewal of certification must complete a CHRC every 12-years.
- Renewal schedule pending promulgation.
 - See <https://health.maryland.gov/regs/Pages/Emergency-Regs.aspx>
 - COMAR 10.39.04.05 Renewal of Certification.

Certification Training Programs Unit

Kyla Newbould, DNP, RN

Director of Education and Examination

House Bill 1125/Senate Bill 999

Overview of House Bill (HB) 1125/Senate Bill (SB) 999: Certified Nursing Assistants – Licensing Requirements and Administrative Updates

- Effective date: **April 1, 2026**
- Alters the designation of and licensure requirements for a certified nursing assistant to include:
 - CNA-I
 - CNA-II
- The Code of Maryland Regulations (COMAR) were amended to incorporate the requirements of the new law.
 - COMAR 10.39.01 Certification of Nursing Assistants
 - COMAR 10.39.02 Nursing Assistant Training Programs

Implication of HB1125/SB999 on Nursing Assistant Training Programs

- Training programs must obtain approval as either an Acute Care Nursing Assistant Training Program or a Nursing Assistant Training Program.
- CNA-only Training Programs are no longer recognized by the Maryland Board of Nursing.
 - Unable to certify any applicant who attended a CNA-only training program.

Acute Care Nursing Assistant Training Program vs. Nursing Assistant Training Program

Acute Care Nursing Assistant Training Program

A course of training that meets the acute care nursing assistant training program curriculum approved by the Board.

Additional subject areas listed under COMAR 10.39.02.06B(2)(b)

Meets the requirements under federal law.

Students are eligible to sit for the Board-approved nursing assistant competency evaluation.

VS.

Nursing Assistant Training Program

A course of training approved by the Board that meets the requirements under federal and State law.

Meets the requirements under federal law.

Students are eligible to sit for the Board-approved nursing assistant competency evaluation.

CNA Certification Requirements

Initial Requirements: CNA-I Certification

1

Complete either:

- An approved nursing assistant training program;
- An acute care nursing assistant training program;
- A portion of an approved nursing education program; or
- Service member training and education that has been determined by the Board to be substantially equivalent to a nursing assistant training program approved by the Board.

2

Pass the Board-approved nursing assistant competency evaluation.

Renewal Requirements: CNA-I or CNA-II Certification

- CNA-I 16 hours of active employment as a nursing assistant within the 2-year period immediately preceding the date of expiration or is required to take and pass a nursing assistant competency evaluation.
- CNA-II 16 hours of active employment as a nursing assistant within the 2-year period immediately preceding the date of expiration or is required to complete a nursing assistant training program.

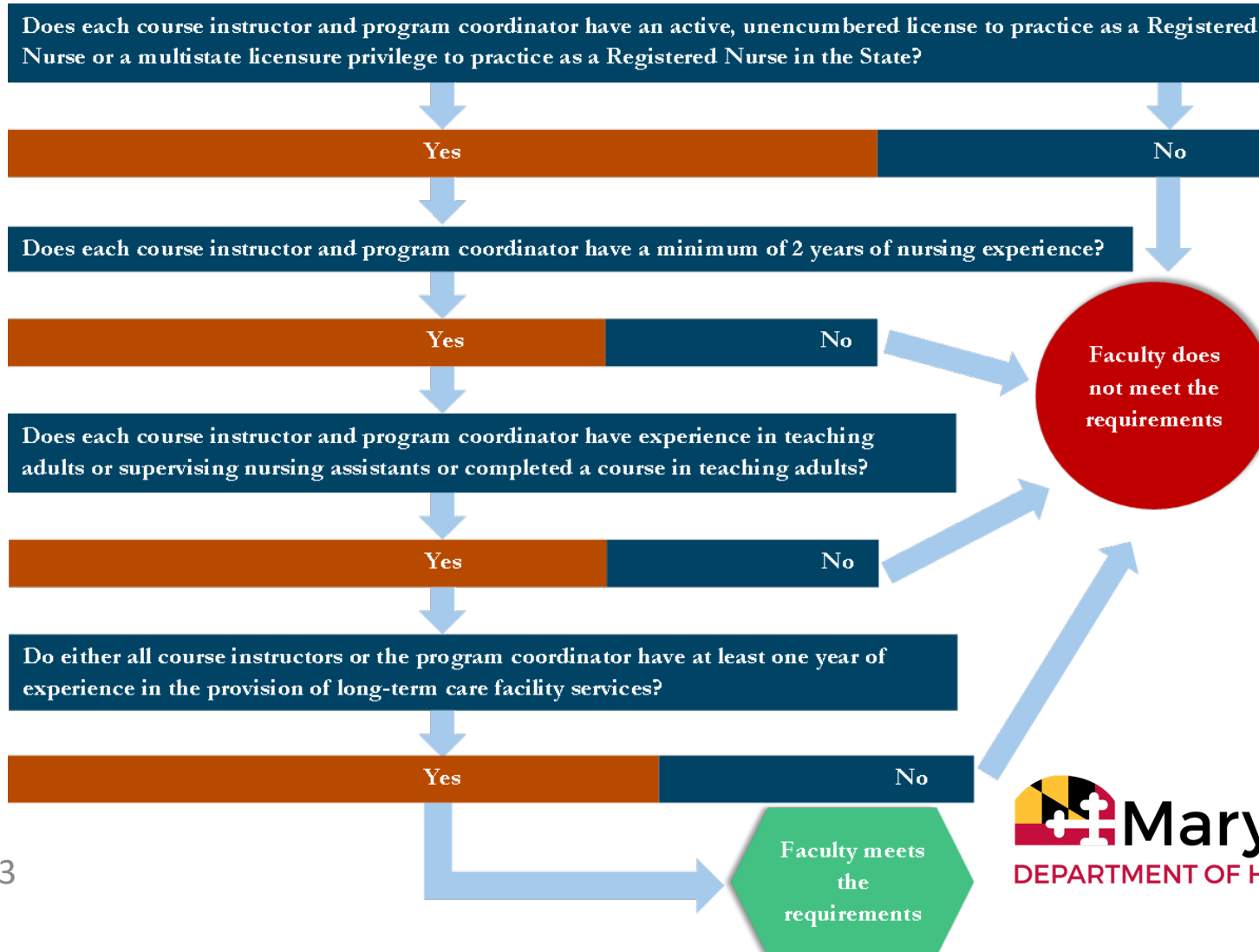
Key Changes

COMAR 10.39.02 *Nursing Assistant Training Programs*

Key Changes: COMAR 10.39.02.02E(3). *Annual Report*

“A training program shall submit to the Board an annual report, on the form required by the Board, that includes statistics on enrollments, program completions, attrition rates, and nursing assistant competency evaluation results.”

Key Changes: COMAR 10.39.02.04A Faculty Requirements



Key Changes: COMAR 10.39.02.05C(2)(b) *Laboratory Equipment*

- Requires the Board to maintain and publish on its website a list of the specific equipment necessary for laboratory facilities.

Key Changes: COMAR 10.39.02.06 Curriculum

- The regulations outlining the curriculum requirements include amendments related to program hours, curriculum content, and pre-clinical curriculum.
- Training programs are responsible for reviewing COMAR 10.39.02.06 to ensure their curriculum complies with the regulations.

Key Changes: COMAR 10.39.02.06A Program Hours

Requirements	Hours
Minimum Hours of Instruction	100
Minimum Hours of Didactic Instruction & Classroom Laboratory Training	60
Minimum Hours of In-Person Laboratory Training in the Pre-Clinical Curriculum listed in COMAR 10.39.02.06B(3)	16 of the 60 hours
Minimum Hours of Supervised Clinical Training in a Clinical Facility	40
Minimum Hours of Supervised Clinical Training in the Provision of Long-Term Care Facility Services or Caring for the Elderly or Chronically Ill of Any Age	16 of the 40 hours

Key Changes: COMAR 10.39.02.07C(1) *Evaluation*

- Requires training programs to issue the Board-approved certificate of completion to students who successfully complete the program.

Key Changes: COMAR 10.39.02.09 *Withdrawal of Approval*

- Provides extensive information on the steps required for withdrawing approval from a training program.
- COMAR 10.39.02.09 covers:
 - The basis for withdrawal of approval
 - Written notice of deficiencies
 - Written plan of correction
 - Procedure for withdrawing approval
 - Mandatory withdrawal
 - Reinstatement

Key Changes: COMAR 10.39.02.11 *Hybrid Nursing Assistant Training Programs*

Prerequisite Qualifications

- Comply with the requirements in COMAR 10.39.02.02
- Be approved by the Board as a traditional training program for at least 2 years before the program applies for initial approval as a hybrid training program; and
- Comply with all requirements of COMAR 10.39.02 and be in good standing with the Board at the time that the program applies for initial approval as a hybrid training program.

Qualifying Nursing Education Courses

Nursing Assistant Certification

Qualifying Nursing Education Courses for Nursing Assistant Certification (CNA-I)

42 CFR 483.152(b)(1)(2)(3)	COMAR 10.39.02.06	Qualifying Course Content Description for the Nursing Student
• Communication and interpersonal skills • Infection control • Safety/emergency procedures, including the Heimlich maneuver • Promoting residents' independence • Respecting residents' rights Basic nursing skills: • Taking and recording vital signs; • Measuring and recording height and weight; • Caring for the residents' environment; • Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and • Caring for residents when death is imminent. Personal care skills, including, but not limited to: • Bathing; • Grooming, including mouth care;	• Content under 42 CFR 483.152(b) • Role of the CNA	<u>Nursing Fundamentals/Health Assessment:</u> This course content provides didactic instruction, laboratory practice, simulation, and supervised clinical experiences that introduce students to foundational concepts of nursing care and the application of the nursing process in a variety of healthcare settings. Course content addresses communication and interpersonal skills, infection control practices, safety and emergency procedures, including the Heimlich maneuver, promotion of resident independence, and respect for residents' rights and dignity. Emphasis is placed on maintaining a safe care environment and supporting quality of life for individuals receiving care. Students develop basic nursing skills, including taking and recording vital signs, measuring and documenting height and weight, maintaining a safe and supportive resident environment, recognizing abnormal changes in body functioning, and promptly reporting those changes to appropriate supervisory personnel. Instruction also addresses care of residents when death is imminent and the nurse's role in supporting individuals and families during end-of-life care. The course content further develops essential personal care skills, including bathing, grooming (including oral care), dressing,

Qualifying Nursing Education Courses for CNA-I Certification Cont'd

42 CFR 483.152(b)(1)(2)(3)	COMAR 10.39.02.06	Qualifying Course Content Description for the Nursing Student
• Communication and interpersonal skills • Infection control • Safety/emergency procedures, including the Heimlich maneuver • Promoting residents' independence • Respecting residents' rights Basic nursing skills: • Taking and recording vital signs; • Measuring and recording height and weight; • Caring for the residents' environment; • Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and • Caring for residents when death is imminent. Personal care skills, including, but not limited to: • Bathing; • Grooming, including mouth care;	• Content under 42 CFR 483.152(b) • Role of the CNA	<u>Nursing Fundamentals/Health Assessment:</u> This course content provides didactic instruction, laboratory practice, simulation, and supervised clinical experiences that introduce students to foundational concepts of nursing care and the application of the nursing process in a variety of healthcare settings. Course content addresses communication and interpersonal skills, infection control practices, safety and emergency procedures, including the Heimlich maneuver, promotion of resident independence, and respect for residents' rights and dignity. Emphasis is placed on maintaining a safe care environment and supporting quality of life for individuals receiving care. Students develop basic nursing skills, including taking and recording vital signs, measuring and documenting height and weight, maintaining a safe and supportive resident environment, recognizing abnormal changes in body functioning, and promptly reporting those changes to appropriate supervisory personnel. Instruction also addresses care of residents when death is imminent and the nurse's role in supporting individuals and families during end-of-life care. The course content further develops essential personal care skills, including bathing, grooming (including oral care), dressing,
• Dressing; • Toileting; • Assisting with eating and hydration; • Proper feeding techniques; • Skin care; and • Transfers, positioning, and turning.		toileting, assisting with eating and hydration, proper feeding techniques, skin care, and safe transfers, positioning, and turning. Through laboratory, simulation, and supervised clinical experiences, students practice assessment, therapeutic communication, and fundamental nursing care skills while providing supervised care to individuals, including older adults.

Qualifying Nursing Education Courses for CNA-I Certification Cont'd

42 CFR 483.152(b)(4)(5)	COMAR 10.39.02.06	Qualifying Course Content Description for the Nursing Student
Mental health and social service needs: • Modifying aide's behavior in response to residents' behavior; • Awareness of developmental tasks associated with the aging process; • How to respond to resident behavior; • Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the residents' dignity; and • Using the resident's family as a source of emotional support. Care of cognitively impaired residents: • Techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others); • Communicating with cognitively impaired residents; • Understanding the behavior of cognitively impaired residents; • Appropriate responses to the behavior of cognitively impaired residents; and • Methods of reducing the effects of cognitive impairments.	• Content under 42 CFR 483.152(b)	<u>Mental Health:</u> This course content prepares students to address the mental health, social service, and cognitive care needs of individuals receiving care. Instruction focuses on psychosocial aspects of aging, including developmental tasks associated with the aging process, promotion of resident dignity and personal choice, and appropriate modification of caregiver behavior in response to resident behaviors. Emphasis is placed on therapeutic communication, supportive interpersonal relationships, and the role of family members as a source of emotional support. The course content also addresses the care of cognitively impaired residents, including individuals with dementia and related conditions. Students learn techniques for communicating with cognitively impaired individuals, understanding behavioral expressions of cognitive impairment, responding appropriately to those behaviors, and applying strategies to reduce the effects of cognitive impairment while supporting safety and quality of life. Through classroom, simulation, and supervised clinical experiences, students apply communication and behavioral support strategies to promote person-centered care for individuals with mental health and cognitive care needs.

Qualifying Nursing Education Courses for CNA-I Certification Cont'd

42 CFR 483.152(b)(6)	COMAR 10.39.02.06	Qualifying Course Content Description for the Nursing Student
Basic restorative services: • Training the resident in self-care according to the resident's abilities; • Use of assistive devices in transferring, ambulation, eating, and dressing; • Maintenance of range of motion; • Proper turning and positioning in bed and chair; • Bowel and bladder training; and • Care and use of prosthetic and orthotic devices.	• Content under 42 CFR 483.152(b)	<u>Health Assessment:</u> This course content prepares students to assist residents in maintaining or improving functional abilities through basic restorative care practices. Instruction focuses on supporting residents in self-care activities according to their individual abilities and promoting independence in daily living. Content includes the safe use of assistive devices for transferring, ambulation, eating, and dressing; techniques to maintain range of motion; and proper turning and positioning in bed and chair to support comfort and prevent complications. Students also learn approaches to bowel and bladder training and the care and use of prosthetic and orthotic devices. Through classroom, laboratory, simulation, and supervised clinical experiences, students apply restorative care techniques that support resident mobility, independence, and overall functional well-being.

Qualifying Nursing Education Courses for CNA-I Certification Cont'd

42 CFR 483.152(b)(7)	COMAR 10.39.02.06	Qualifying Course Content Description for the Nursing Student
Residents' rights: • Providing privacy and maintenance of confidentiality; • Promoting the residents' right to make personal choices to accommodate their needs; • Giving assistance in resolving grievances and disputes; • Providing needed assistance in getting to and participating in resident and family groups and other activities; • Maintaining care and security of residents' personal possessions; • Promoting the resident's right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff; • Avoiding the need for restraints in accordance with current professional standards.	• Content under 42 CFR 483.152(b) • Communication and interpersonal skills • Legal and ethical considerations, including respecting clients' rights.	<u>Nursing Ethics:</u> This course content examines the legal, ethical, quality, and safety principles that guide nursing care and the protection of residents' rights. Emphasis is placed on effective communication with residents, families, and healthcare team members to promote dignity, autonomy, and person-centered care. Content focuses on maintaining resident privacy and confidentiality, supporting residents' rights to make personal choices, and assisting individuals in resolving concerns or grievances. Students learn strategies to support resident participation in family and group activities, maintain the care and security of personal belongings, and foster respectful and supportive care environments. The course content also emphasizes the responsibility of healthcare providers to recognize, prevent, and report abuse, mistreatment, or neglect and to promote care practices that avoid the unnecessary use of restraints in accordance with professional standards. Students explore the nurse's role as an advocate while reflecting on professional values and responsibilities in protecting the rights, safety, and well-being of individuals receiving care.

Qualifying Nursing Education Courses for CNA-I Certification: Required Actions for Accredited Nursing Education Programs

- Review your program's curriculum to identify the qualifying courses that address the required subject matters.
- Submit a list of your program's qualifying courses to the Board for evaluation.

Applications and Supporting Forms

Applications and Supporting Forms

Applications

- Acute Care Nursing Assistant Training Program Application
- Nursing Assistant Training Program Application

Supporting Forms

- Annual Report Form
- Certificates of Completion
- Clinical Facility Profile Form
- Faculty Change Form
- Laboratory Equipment and Supply List
- Maryland Skills List
- Substantial Program Change Request Form
- Voluntary Closure Program Notification Form

Acute Care Nursing Assistant Training Program Application



TO: Applicants for Approval of an Acute Care Nursing Assistant Training Program

FROM: Certification Training Programs Unit, Maryland Board of Nursing

RE: Instructions for Completing the Acute Care Nursing Assistant Training Program Application

Thank you for your interest in establishing, renewing, or reinstating an acute nursing assistant training program in the state of Maryland. A program wishing to establish or renew an acute nursing assistant training program must submit to the Board the completed application and accompanying documentation *at least 120 days* in advance of the proposed start date of the program or prior to the expiration date of the program's current approval. Programs are advised to carefully review all applicable federal and State regulatory requirements prior to completing the application. These requirements establish the minimum standards for acute care nursing assistant training programs, including but not limited to program approval, curriculum content, instructor qualifications, clinical training requirements, competency evaluation, and program administration. Compliance with these provisions is required to ensure that the program meets the standards necessary to prepare individuals for safe and competent practice as a nursing assistant. Applicable regulations include 42 CFR §§ 483.151–483.154, which establish federal requirements for nurse aide training and competency evaluation programs under the Centers for Medicare & Medicaid Services (CMS), and the Code of Maryland Regulations (COMAR), more specifically, COMAR 10.39.02, *Nursing Assistant Training Programs*, which governs the approval and operation of acute care nursing assistant training programs in Maryland. Upon completing the application, you must certify on the last page that the information provided on and attached to this application is true and correct.

Initial Approval Process

- Following receipt of a complete application and accompanying documentation, the Board's professional staff may conduct a survey visit and submit a survey visit report to the Board.
- The training program must demonstrate that it meets all of the applicable requirements in COMAR 10.39.02 and provide any additional information requested by the Board during the Board's review of the application.
- After an application and accompanying documentation are reviewed, the Board will either approve a training program that meets all of the applicable requirements in COMAR 10.39.02 or deny approval of a training program that does not meet all of the applicable requirements in COMAR 10.39.02.

Renewal of Approval Process

- Following receipt of a complete application and accompanying documentation, the Board's professional staff will conduct an announced or unannounced on-site survey visit and submit a survey visit report to the Board.
- A training program will be renewed for another two-year term if the training program meets the applicable requirements in COMAR 10.39.02.
- The Board may initiate withdrawal proceedings in accordance with COMAR 10.39.02.09, if the training program fails to meet the applicable requirements in COMAR 10.39.02.

4140 Patterson Avenue - Baltimore, Maryland 21215-2254
Toll Free: 1 (888) 202 - 9861 • Phone: (410) 585 - 1900 • TTY/TDD: 1 (800) 735 - 2258
www.mbon.maryland.gov

Interpreter Services are available upon request.

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Acute Care Nursing Assistant Training Program: Certificate of Completion

Certificate of Completion

This Certifies that on [Date]

Name of Student

**Successfully completed the Maryland Board of Nursing Approved
Acute Care Nursing Assistant Training Program
at the
Name of Program**

Signature of Program Coordinator

Name of Program Coordinator

Company Logo



Annual Report Form



Board of Nursing

Wes Moore, Governor • Aruna Miller, Lt. Governor • Meena Seshamani, M.D., Ph.D., Secretary

Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program

Annual Report

July 1, 2025 – June 30, 2026

Dear Program Coordinator,

Thank you for taking the time to complete the following Annual Report. This report is being collected in accordance with the Code of Maryland Regulations (COMAR), more specifically, *COMAR 10.39.02.02E(2) Ongoing Responsibilities*, which requires that:

"A training program shall submit to the Board an annual report, on the form required by the Board, that includes statistics on enrollments, program completions, attrition rates, and nursing assistant competency evaluation results."

DIRECTIONS:

- Complete a separate Annual Report for each acute nursing assistant training program or nursing assistant training program.
- Review the report for accuracy and completeness prior to submission. Reports that are incomplete or require corrections will be returned to the training program for revision.
- Submit the Annual Report by December 31st of the applicable calendar year.

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Nursing Assistant Training Program Application



Board of Nursing

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

TO: Applicants for Approval of a Nursing Assistant Training Program
FROM: Certification Training Programs Unit, Maryland Board of Nursing
RE: Instructions for Completing the Nursing Assistant Training Program Application

Thank you for your interest in establishing, renewing, or reinstating a nursing assistant training program in the state of Maryland. A program wishing to establish or renew a nursing assistant training program must submit to the Board the completed application and accompanying documentation *at least 120 days* in advance of the proposed start date of the program or prior to the expiration date of the program's current approval. Programs are advised to carefully review all applicable federal and State regulatory requirements prior to completing the application. These requirements establish the minimum standards for nursing assistant training programs, including but not limited to program approval, curriculum content, instructor qualifications, clinical training requirements, competency evaluation, and program administration. Compliance with these provisions is required to ensure that the program meets the standards necessary to prepare individuals for safe and competent practice as a nursing assistant. Applicable regulations include 42 CFR §§ 483.151–483.154, which establish federal requirements for nurse aide training and competency evaluation programs under the Centers for Medicare & Medicaid Services (CMS), and the Code of Maryland Regulations (COMAR), more specifically, COMAR 10.39.02, *Nursing Assistant Training Programs*, which governs the approval and operation of nursing assistant training programs in Maryland. Upon completing the application, you must certify on the last page that the information provided on and attached to this application is true and correct.

Initial Approval Process

- Following receipt of a complete application and accompanying documentation, the Board's professional staff may conduct a survey visit and submit a survey visit report to the Board.
- The training program must demonstrate that it meets all of the applicable requirements in COMAR 10.39.02 and provide any additional information requested by the Board during the Board's review of the application.
- After an application and accompanying documentation are reviewed, the Board will either approve a training program that meets all of the applicable requirements in COMAR 10.39.02 or deny approval of a training program that does not meet all of the applicable requirements in COMAR 10.39.02.

Renewal of Approval Process

- Following receipt of a complete application and accompanying documentation, the Board's professional staff will conduct an announced or unannounced on-site survey visit and submit a survey visit report to the Board.
- A training program will be renewed for another two-year term if the training program meets the applicable requirements in COMAR 10.39.02.
- The Board may initiate withdrawal proceedings in accordance with COMAR 10.39.02.09, if the training program fails to meet the applicable requirements in COMAR 10.39.02.

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Nursing Assistant Training Program Application: Certificate of Completion

Certificate of Completion

This Certifies that on [Date]

Name of Student

**Successfully completed the Maryland Board of Nursing Approved
Nursing Assistant Training Program
at the
Name of Program**

Signature of Program Coordinator

Name of Program Coordinator

Company Logo

Last Updated on 03/25/2026

Clinical Facility Profile Form



Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program Clinical Facility Profile Form

Thank you for taking the time to complete the following Clinical Facility Profile Form. This form is being collected to enable the Board to assess compliance with the Code of Maryland Regulations (COMAR) and Code of Federal Regulations (CFR), more specifically, *COMAR 10.39.02.05D Facilities and Resources* and *42 CFR 483.151(b) Requirements for Approval of Programs*.

The Clinical Facility Profile Form must be submitted with the following requests:

- Application for Initial approval
- Application for Renewal of Approval
- Addition of Clinical Facilities via the Substantial Program Change Request Form

The following accompanying documentation must be submitted with this form:

- Signed written agreement
- Statement of approval (e.g., copy of license from the Office of Health Care Quality (OHCQ) or accreditation letter from the Joint Commission)
- If applicable, evidence of waiver of disapproval or civil money penalty reduction from OHCQ and/or the Centers for Medicare & Medicaid Services (CMS).

Note: *The addition of any new clinical facilities must be approved by the Maryland Board of Nursing prior to being used by the training program for student learning experiences.*

Return the completed form and supporting documentation to the Certifications Training Programs Unit at: mbon.cnatrainingprogram@maryland.gov. Review the form for accuracy and completeness prior to submission. Forms that are incomplete or require corrections will be returned to the training program for revision.

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Interpreter Services are available upon request.

Faculty Change Form



Board of Nursing

Wes Moore, Governor • Aruna Miller, Lt. Governor • Meena Seshamani, M.D., Ph.D., Secretary

Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program Faculty Change Form

Thank you for taking the time to complete the following Faculty Change Form. This form is being collected in accordance with the Code of Maryland Regulations (COMAR), more specifically, *COMAR 10.39.02.04 Faculty*.

Complete the Faculty Change Form to report any changes in the training program's faculty. The following supporting documentation must accompany each faculty change form:

1. Copy of Maryland registered nurse (RN) license or multistate RN license
 - If applicable, please include copies of licenses or certifications for all supplemental personnel (e.g., RNs, licensed practical nurses (LPNs), or other licensed practitioners).
2. Detailed CV/resume
 - Experience that meets regulatory requirements must be clearly listed.
3. If applicable, copies of faculty certificates of completion of an adult education course.

Return the completed form and supporting documentation to the Certifications Training Programs Unit at: mbon.cnatrainingsupport@maryland.gov. Review the form for accuracy and completeness prior to submission. Forms that are incomplete or require corrections will be returned to the training program for revision.



Laboratory Equipment and Supply List



Board of Nursing

Wes Moore, Governor • Aruna Miller, Lt. Governor • Meena Seshamani, M.D., Ph.D., Secretary

Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program Laboratory Equipment and Supply List

The Code of Maryland Regulations (COMAR), more specifically, *COMAR 10.39.02.05C(2)(b) Laboratory Equipment*, requires that:

"the Board shall maintain on its website a list of the specific equipment required for laboratory facilities."

Training programs must ensure that equipment and supplies are in functional condition and sufficient in number for each enrolled student to practice required skills. The following equipment and supplies are required unless otherwise noted.

Place a mark adjacent to each item to signify that the equipment is available for use.

- Note: Equipment and supplies are listed once, even if used for multiple skills.

General Laboratory		
	Item	Minimum Required
☐	Bedspread	1 per bed
☐	Bed protection pads (chucks)	2 packs per laboratory
☐	Clock with a Second Hand (must be visible)	1 per laboratory
☐	Fire extinguisher	1 per laboratory
☐	Fitted sheets	1 per bed
☐	Flat sheets	1 per bed
☐	Liquid soap	1 per sink
☐	Paper towel holder/dispenser	1 per laboratory
☐	Pillows	2 per bed
☐	Pillow cases	2 per pillow
☐	Restroom	1 per laboratory
☐	Scale (Standing with height bar)	1 per laboratory
☐	Sink with hot & cold running water	1 per laboratory
☐	Soiled linen container	1 per laboratory

4140 Patterson Avenue - Baltimore, Maryland 21215-2254
Toll Free: 1 (888) 202 - 9861 • Phone: (410) 585 - 1900 • TTY/TDD: 1 (800) 735 - 2258
www.health.maryland.gov/mbon

Interpreter Services are available upon request.



Maryland Skills List



Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program Maryland Skills List

Students of an acute care nursing assistant training program and nursing assistant training program are required to demonstrate the skills listed below when taking the Board-approved nursing assistant competency evaluation. *See 42 CFR 483.154(b)(2) Demonstration of skills.* Training programs are responsible for ensuring that students are found competent in performing all skills in the laboratory facility before performing in a clinical facility. The Code of Maryland Regulations (COMAR), specifically, *COMAR 10.59.02.06D(1)(2)*, states in relevant part:

.06 Curriculum.

D. Laboratory Instruction and Clinical Learning Experience.

- (1) Each training program shall provide laboratory instruction in and require students to demonstrate clinical competence in performing skills consistent with the subjects under §B of this regulation.*
- (2) A training program shall ensure that students may not perform any services during their clinical learning experience for which they have not trained and been found proficient by the course instructor.*

When submitting either of the following documents, training programs are required to include a copy of their skills verification checklist used to evaluate student performance. This checklist must include a step-by-step process for all skills covered in the training program's curriculum, including those required for CNA-I certification.

- Acute Care Nursing Assistant Training Program Application for Approval
- Nursing Assistant Training Program Application for Approval

Substantial Program Change Request Form



Board of Nursing

Wes Moore, Governor • Aruna Miller, Lt. Governor • Meena Seshamani, M.D., Ph.D., Secretary

Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program Substantial Program Change Request Form

Thank you for taking the time to complete the following Substantial Change Request Form. This form is being collected in accordance with the Code of Maryland Regulations (COMAR), more specifically, *COMAR 10.39.02.02E(1)(2) Ongoing Responsibilities*.

Complete the Substantial Program Change Request Form to request Board approval of any substantial changes to your training program. Substantial program changes must be approved by the Maryland Board of Nursing prior to implementation. A change in program ownership can also be reported using this form; however, does not require Board approval.

Return the completed form and supporting documentation to the Certifications Training Programs Unit at: mbon.cnatrainingprogram@maryland.gov.



Voluntary Closure Program Notification Form



Board of Nursing

Wes Moore, Governor • Aruna Miller, Lt. Governor • Meena Seshamani, M.D., Ph.D., Secretary

Maryland Board of Nursing

Nursing Assistant Training Program/Acute Care Nursing Assistant Training Program

Voluntary Closure: Program Notification Form

Thank you for taking the time to complete the following Voluntary Closure: Program Notification Form. This form is being collected in accordance with the Code of Maryland Regulations (COMAR), more specifically, *COMAR 10.39.02.10 Voluntary Closure*.

Complete this form to notify the Maryland Board of Nursing of the voluntary closure of either an acute nursing assistant training program or nursing assistant training program. The following supporting documentation must accompany this form:

1. Description of arrangements that are in place for custody and safeguarding of student and graduate records.
 - Include the address where student records will be kept.
 - Include the contact information for the person designated to handle student record inquiries.
 - Include the training program provider's policy on record retention and disposition.
2. List of students who were enrolled in the last class.
3. List of students who graduated from the program within the last 12 months.
4. If applicable, provide documentation confirming that student and graduate records, or legible copies of those records, have been filed with the Maryland Higher Education Commission (MHEC).
5. For training program providers not subject to MHEC approval, please provide a detailed plan for the disposition of student records.

Return the completed form and supporting documentation to the Certifications Training Programs Unit at: mbon.cnatrainingprogram@maryland.gov. Review the form for accuracy and completeness prior to submission. Forms that are incomplete or require corrections will be returned to the training program for revision.

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Interpreter Services are available upon request.



Where do I locate the Applications and Supporting Forms?

- Go to: <https://health.maryland.gov/mbon>
- Click on “Education Programs” tab at the top of the page
- Click on “Certification Training Programs”

Education Programs

 [Nursing Education Programs](#)

 [Certification Training Programs](#)



Includes Certified Nursing Assistant (CNA), Certified Medication Aide (CMA), and Dialysis Technician (DT) training programs

 [Licensure by Exam](#)

- You will then locate the applications and supporting forms:

Certification Training Programs

 [Approved CNA Programs \(effective 4/1/2026\)](#)
 [Nursing Assistant Training Program Application](#)
 [Acute Care Nursing Assistant Training Program Application](#)
 [Voluntary Closure Program Notification](#)
 [Substantial Program Change Request Form](#)
 [Maryland skills list](#)
 [Laboratory Equipment and Supply List](#)
 [Faculty Change Form](#)
 [Clinical Facility Profile Form](#)
 [Annual Report Form](#)

Medication Technician Training Programs

Medication Technician Training Programs: Regulatory Updates

- The revision process for the regulations governing medication technicians (MTs) has begun.
- Regulatory changes will impact MT training programs.
- Specific Stakeholders will be notified of these updates.
 - Assisted Living
 - Developmental Disabilities Administration (DDA)
 - Juvenile Services
 - School Health

Certification – MDH CHART

Jaray Richardson
Manager, Certification Division

CNA-I: Initial Certification Requirements and Procedures

Exam Scheduling

- Applicants must apply via Credentia or Headmaster to schedule the written and skills examinations.

Background Check

- Complete a background check.
- The background receipt and transaction number are required to complete the application.

Application Submission

- Create an MDH CHART account.
- Complete and submit the CNA-I initial application.
- Pay the \$20 application fee.

CNA-I: Initial Certification Requirements and Procedures Cont'd

Instructor Approval

- After an application is submitted, an email notification will be sent to the CNA instructor for verification and approval.

Temporary Practice Certificate

- Following instructor approval, the Board will:
 - Evaluate the application.
 - Issue a temporary practice certificate via email.
 - Note: Applicants who answered "**yes**" to any background review questions are ineligible for a temporary practice certificate.

Permanent Certification

- CNA-I certification is granted upon:
 - Successful completion of the written and skills examinations.
 - Receipt of a cleared background check.

Certification Renewal Requirements and Procedures for CNA-I and CNA-II

- Applicants must create an MDH Chart account before they can complete the required renewal application.
- Applicants whose certifications expire in September and October of 2026 are required to complete a background check.
- Implicit Bias and Structural Racism courses are required for all renewal completed after 4/1/2024.
- The renewal process is divided into three categories:
 - Regular Renewal: Applicants renewing within 90 days prior to their expiration date.
 - Grace Renewal: Applicants renewing within the 30-day grace period following the date their certification expires.
 - Late Renewal: Applicants renewing past the 30-day grace period or for any CNA-I/CNA-II who has undergone retraining.

Certification Renewal Requirements and Procedures for CNA-I and CNA-II Cont'd

COMAR 10.39.01.10C(2) *Renewal Requirements:*

CNA-I and CNA-II applicants are required to complete at least 16 hours of active employment as a nursing assistant within the two-year period immediately prior to their expiration date.

- **Retesting**

- CNA-I applicants who do not have at least 16 hours of active employment as a nursing assistant must take and pass the written and skills examinations through Credentia or Headmaster.

- **Retraining**

- CNA-II applicants who do not have at least 16 hours of active employment as a nursing assistant must complete a Board approved nursing assistant training program (CNA-I).
 - Note: May not complete an acute care nursing assistant training program.

Late Renewal Requirements and Procedures for CNA-I and CNA-II Certifications

Application Submission

- Applicants who have fulfilled the 16-hour active practice requirement but are renewing after the 30-day grace period must:
 - Create an MDH CHART account.
 - Complete and submit a CNA-I/CNA-II late renewal application.

Employment Verification Letter

- An employment verification letter must be included with the application.
 - Must be printed on official company letterhead.
 - Must specify the applicant's full name, certification number, job title, and dates of employment.
 - Must be signed by an HR representative or RN Supervisor.

Renewal Fee

- Pay the \$40 non-refundable fee.

Late Renewal Requirements and Procedures for CNA-I Applicants Who Have Retrained

Exam Scheduling

- Apply through Credentia or Headmaster to schedule the written and skills examinations.

Background Check

- Complete a background check.
- The background receipt and transaction number are required to complete the application.

Application Submission

- Applicants who have retaken a Board approved CNA-I training program must:
 - Register for an MDH CHART account
 - Complete and submit a CNA-I late renewal application.
 - Upload a copy of the certificate of completion issued by the CNA-I program.

Renewal Fee

- Pay the \$40 non-refundable fee.

Late Renewal Requirements and Procedures for CNA-II Applicants Who Have Taken A CNA-I Training Program

Exam Scheduling

- Apply through Credentia or Headmaster to schedule the written and skills examinations.

Background Check

- Complete a background check.
- The background receipt and transaction number are required to complete the application.

Application Submission

- Create an MDH CHART account.
- Complete and submit a CNA-I initial application.

Renewal Fee

- Pay the \$20 application fee.

Late Renewal Requirements and Procedures for CNA-II Applicants Who Have Taken A CNA-I Training Program Cont'd

Instructor Approval

- After an application is submitted, an email notification will be sent to the CNA instructor for verification and approval.

Temporary Practice Certificate

- Following instructor approval, the Board will:
 - Evaluate the application.
 - Issue a temporary practice certificate via email.
 - Note: Applicants who answered "**yes**" to any background review questions are ineligible for a temporary practice certificate.

Permanent Certification

- Full CNA-I certification is granted upon:
 - Successful completion of the written and skills examinations.
 - Receipt of a cleared background check.

Requirements and Procedures for CNA-I Certification by Endorsement

COMAR 10.39.01.05B Certification by Endorsement:

- An applicant for nursing assistant certification by endorsement shall:
 - Hold a certificate to practice as a nursing assistant that hold a certificate to practice as a nursing assistant that:
 - Was issued by another state or territory of the United States that has certification requirements that are essentially similar to those set forth in Health Occupations Article, §8-6A-05, Annotated Code of Maryland; and
 - Is in good standing; and
 - Have successfully completed a nursing assistant training program that meets the standards for an approved nursing assistant training program set by the Board.

Requirements and Procedures for CNA-I Certification by Endorsement Cont'd

Background Check

- Complete a background check.
 - The background receipt and transaction number are required to complete the application.
 - Out-of-state applicants may upload a copy of their completed fingerprint card as proof.
 - Use the number located in the top right corner of the card as your transaction number.

Application Submission

- Create an MDH CHART account.
- Complete and submit the CNA-I endorsement application.
- Pay the \$20 application fee.
- Upload a copy of your active, current out-of-state CNA certification.

Process for CNA-I Certification by Endorsement Cont'd

Temporary Practice Certificate

- The Board will review the submission and may issue a temporary certification by email.
- Applicants who answer "yes" to any background review questions do not qualify for a temporary certification.

Permanent Certification

- CNA-I certification will be granted once a cleared background check is received.

CNA-I Certification Requirements and Procedures: Students of an Accredited Nursing Education Program

Eligibility Requirements

- Must be enrolled in an accredited nursing education.
- Completed coursework equivalent to a CNA-I training program.

Exam Scheduling

- Apply through Credentia or Headmaster to schedule the written and skills examinations.

Background Check

- Complete a background check.
- The background receipt and transaction number are required to complete the application.

Application Submission

- Create an MDH CHART account.
- Complete the CNA-I Initial application in MDH CHART.
- Pay the \$20 fee.

CNA-I Certification Requirements and Procedures: Students of an Accredited Nursing Education Program Cont'd

Academic Verification

- Request an official transcript through Parchment or National Student Clearinghouse to be sent directly to mbon.cnatranscripts@maryland.gov; or
- Participating institutions may submit an eligibility list, including the student's full name, date of birth, and completed coursework directly to mbon.cnatranscripts@maryland.gov

Temporary Practice Certificate

- After the Board reviews and approves the application and educational documentation, a temporary practice certificate may be issued.
- Applicants who answer affirmatively to background questions will not be eligible to receive temporary practice certificate.

CNA-I Certification Requirements and Procedures: Students of an Accredited Nursing Education Program Cont'd

Permanent Certification

- CNA-I certification is awarded upon:
 - Successful completion of the written and skills examinations.
 - Receipt of a cleared background check.

Initial Certification Requirements and Procedures for Certified Dialysis Technicians

Background Check

- Complete a background check.
 - The background receipt and transaction number are required to complete the application.

Application Submission

- Create an MDH CHART account.
- Complete and submit the initial application for certified dialysis technicians (CDTs).
- Pay the \$20 application fee.

Initial Certification Requirements and Procedures for Certified Dialysis Technicians Cont'd

Instructor Approval

- After submitting the application, an email notification will be sent to the CDT instructor for verification and approval.

Temporary Practice Certificate

- After instructor approval, the Board will review the application and may issue a temporary certification via email.
- Applicants who answer **"yes"** to any background review questions are not eligible for a temporary practice certificate.

Permanent Certification

- Full CDT certification is granted upon receipt of a cleared background check.

Renewal Application Requirements and Procedures for Certified Dialysis Technicians

- The renewal process is divided into three categories:
 - Regular Renewal: Applicants renewing within 180 days prior to their expiration date.
 - Grace Renewal: Applicants renewing within the 30-day grace period following the date their certification expires.
 - Late Renewal: Applicants renewing past the 30-day grace period or for any CDT who has undergone retraining.

Renewal Application Requirements and Procedures for Certified Dialysis Technician Cont'd

- Applicants seeking renewal of their certificates must:
 - Create an MDH CHART account.
 - Complete and submit the renewal application.
 - Complete a background check if their certificates are due to expire in September and October of 2026.
 - Complete the Implicit Bias and Structural Racism courses.
 - Courses are required for all renewals completed after 4/1/2024.
 - Provide evidence of 16 hours of active practice for monetary compensation, in the last 24 months immediately preceding the date of expiration.
 - Provide evidence of completion of 3 hours of continuing education approved by the Board in the 24 months immediately preceding the date of expiration.
 - Hold an active national certification.

Late Renewal Application Requirements and Procedures for Certified Dialysis Technicians

Application Submission

- Applicants who have satisfied the 16 hours of active practice and 3 hours of continuing education but are renewing past the 30-day grace period must create an MDH CHART account and submit a late renewal application.

Background Check

- Complete a background check.
- The background receipt and transaction number are required to complete the application.

Renewal Fee

- Pay the \$40 non-refundable fee.

Late Renewal Application Requirements and Procedures for Certified Dialysis Technicians Cont'd

Employment Verification Letter

- An employment verification letter must be included with the application.
 - Must be printed on official company letterhead.
 - Must specify the applicant's full name, certification number, job title, and dates of employment.
 - Must be signed by an HR representative or RN Supervisor.

National Dialysis Technician Certification

- Required within 18 months of the date of hire as a certified dialysis technician.

Requirements and Procedures for Certification by Endorsement for Certified Dialysis Technicians

Background Check

- Complete a background check.
- The background receipt and transaction number are required to complete the application.
- Out-of-state applicants may upload a copy of their completed
- fingerprint card as proof.
 - Use the number located in the top right corner of the card as your transaction number.

Application Submission

- Create an MDH CHART account.
- Complete and submit the CDT endorsement application.
- Pay the \$20 application fee.
- Upload a copy of active, current national certification (e.g., CCHT, BONENT, or CHT).

Endorsement Certification Process for Certified Dialysis Technician Cont'd

Temporary Certification

- The Board will review the submission and may issue a temporary certification via email.
- Applicants who answer "**yes**" to any background review questions are not eligible for a temporary practice certificate.

Permanent Certification

- Full CDT certification will be granted once a cleared background check is received.

Initial Certification Requirements and Procedures for Certified Medicine Aides

- Applicants seeking initial certification must:
 - Hold a current certification by the Board as an active CNA-I in good standing;
 - Be currently employed and have 2 years of full-time experience as a CNA-1 in a facility licensed under 42 CFR Part 483 et seq.; **or**
 - Be currently employed and have 1 year of full-time experience as a CNA-I in a facility licensed in Maryland under COMAR 10.07.02; **and**
 - Successfully complete a Board-approved Certified Medicine Aide (CMA) training program, evidenced by a certificate of completion.
- The community college must submit an eligibility list to the Board within 5 business days after students have completed the program.

Renewal Certification Requirements and Procedures for Certified Medicine Aides

- The first renewal of the CMA certificate will coincide with the expiration of the CNA-I certificate, regardless of when the initial CMA training program was completed.
 - After the initial renewal, the CMA certificate will be renewed every 2 years, aligned with the individual's birth year and birth month.
- Before renewal of certification as a CMA, an applicant must:
 - Successfully complete a Board-approved 8-hour medicine aide continuing education program; and
 - Provide satisfactory evidence of completion of 100 hours of practice as a certified medicine aide in the 2-year period preceding the date of renewal.

Initial Certification Requirements and Procedures for Certified Medication Technicians

- Applicants seeking initial certification must:
 - Complete a 20-hour training program taught by Board-approved Case Manager/Delegating Registered Nurse.
 - The Case Manager/Delegating Nurse must create an MDH CHART account and input their class list.
 - Complete a background check
 - The background check receipt and transaction number are required to complete the application.
 - Create an MDH CHART account
 - Complete and submit the initial application for Certified Medication Technicians (CMTs) .
 - Pay the \$20 application fee.
- A permanent CMT certification is awarded once a cleared background check is received.

Renewal Certification Requirements and Procedures for Certified Medication Technicians

- The renewal process is divided into three categories:
 - Regular Renewal: Applicants renewing within 90 days prior to their expiration date.
 - Grace Renewal: Applicants renewing within the 30-day grace period following the date their certification expires.
 - Late Renewal: Applicants renewing past the 30-day grace period or for any CMT who has undergone retraining.

Renewal Certification Requirements and Procedures for Certified Medication Technicians Cont'd

- The Case Manager/Delegating Nurse must create an MDH CHART account and input their class list.
- Applicants seeking renewal of their certificates must:
 - Create an MDH CHART account.
 - Complete a background check for any certifications expiring in September or October of 2026.
 - Complete the Bias and Structural Racism courses.
 - Courses are required for all renewals completed after 4/1/2024.
- CMTs must complete 100 hours of practice and a 4-hour clinical update during the 90-day pre-renewal window or within the 30-day grace period.

Requirements for Late Renewal for a Certified Medical Technician That Has Retrained

- The Case Manager/Delegating Nurse must input their class list.
 - Applicants must have completed a 20-hour course.
- Applicants must:
 - Create an MDH CHART account.
 - Complete a background check if certification has been expired for a year or more.
 - Complete and submit the application for late renewals.
 - Pay the \$30 renewal fee.

Questions

