**ADDITIONAL NURSE AIDE TRAINING PROGRAM (NATP) LOCATION REQUEST**

1. Read Section 604 in the NATP Manual to determine if guidelines are met in order to request an additional training program location
2. To request an additional nurse aide training program location added to **Current** approved program number:

* Candidates state competency exams are conducted at a Regional Test Site or the current approved In-facility (INF) test site (new INF site will not be approved under the same program number)
* Complete/submit pages 1-3 & 7 of the nurse aide training program application
* Submit documents listed under the ‘Relocation Section’ of application
* Submit cover letter with detailed explanation with nurse aide training program application, regarding utilizing same lesson plans/hours/handouts/exams as the current approved nurse aide training program
* Submit all changes if not utilizing the current approved nurse aide training program documents
* **Please allow up to 30 business days for review/approval for the additional nurse aide training program site**

1. To request an additional nurse aide training program location with a **NEW** NATP number:

* Complete/submit nurse aide training program application & select ‘Approval”
* Submit a copy of all documents for first time submissions
* Submit cover letter with detailed explanation with nurse aide training program application
* **Please allow up to 90 business days for review/approval for the additional nurse aide training program site**