



Required Information for Trainees

Effective July 23, 2015

HB2582 and Background Checks Certified Nurse Aides 63 O.S. § 1-1950.1 (OSCN 2012)

The effective date for fingerprinting of Certified Nurse Aides under HB2582 will be sometime after March 1, 2013, and will be established through rulemaking and after further notice. Until then, elements in the new law that are effective as of November 1, 2012, include a revised list of employment and certification disqualifying offenses for Certified Nurse Aides.

63 O.S. § 1-1950.1 Definitions

1. *"Nurse aide" means any person who provides, for compensation, nursing care or health-related services to residents in a nursing facility, a specialized facility, a residential care home, continuum of care facility, assisted living center or an adult day care center and who is not a licensed health professional. Such term also means any person who provides such services to individuals in their own homes as an employee or contract provider of a home health or home care agency, or as a contract provider of the Medicaid State Plan Personal Care Program;*

Pursuant to 63 O.S. § 1-1950.1(B), until such time as the fingerprinting requirements are implemented in rule, an employer is authorized to obtain any criminal history background records maintained by the Oklahoma State Bureau of Investigation. The following requirements apply:

Employers subject to this section are defined in law at 63 O.S. § 1-1950.1(A) and include:

- a nursing or specialized facility,
- a residential care home,
- an adult day care center,
- an assisted living center,
- a continuum of care facility
- a home health or home care agency, and
- the Department of Human Services, in its capacity as an operator of any hospital or health care institution or as a contractor with providers under the Medicaid State Plan Personal Care Program;

The employer requests the OSBI to conduct a name based criminal history background check as before and provides the Bureau any relevant information required by the Bureau to conduct the check. The employer fee is Fifteen Dollars (\$15.00).

Temporary employment remains authorized. Provide to the Bureau the name and relevant information relating to the person within seventy-two (72) hours after the person accepts temporary employment.

The employer shall not hire or contract with the nurse aide on a permanent basis until the results of the criminal history background check are received,

The employer may accept a criminal history background report that is less than one (1) year old. The report shall be obtained from the previous employer or contractor of such person and shall only be obtained upon the written consent of the applicant.

Every employer subject to the provisions of this law shall inform each applicant that the employer is required to obtain a criminal history background record before making an offer of permanent employment.

An employer shall not hire and shall immediately terminate the employment of any applicant, for whom the results of a criminal history records search from any jurisdiction reveals that such person has a disqualifying criminal offense listed in subsection C of Section 1-1950.1.

Employment eligibility determination records are for the use of the Department and the employer.

Releasing or disclosing information in violation of this section, upon conviction thereof, is a misdemeanor.

As part of any inspections required by law, the Department shall review the employment files of the employer to ensure compliance with the provisions of this law.

Barrier Offenses for the Certified Nurse Aide

Effective November 1, 2012

63 O.S. § 1-1950.1 (OSCN 2012)

Title 63, Section 1-1950.1(C) 1. If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

- a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,
- b. rape, incest or sodomy,
- c. child abuse,
- d. murder or attempted murder,
- e. manslaughter,
- f. kidnapping,
- g. aggravated assault and battery,
- h. assault and battery with a dangerous weapon, or
- i. arson in the first degree.

2. If less than seven (7) years have elapsed since the **completion of sentence**¹, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

- a. assault,
- b. battery,

- c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,
- d. pandering,
- e. burglary in the first or second degree,
- f. robbery in the first or second degree,
- g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,
- h. arson in the second degree,
- i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,
- j. grand larceny, or
- k. petit larceny or shoplifting.

Note: Possession of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act is no longer a barrier offense.

After a Deferment is completed by the individual and their OSBI report states "Not guilty", Case Dismissed" there is no 7 year waiting period completed.

**Text From HB2582, Section 63 O.S. § 1-1950.1
Pertaining to Nurse Aide Background Checks**
63 O.S. § 1-1950.1 (OSCN 2012)

A. For purposes of this section:

1. "Nurse aide" means any person who provides, for compensation, nursing care or health-related services to residents in a nursing facility, a specialized facility, a residential care home, continuum of care facility, assisted living center or an adult day care center and who is not a licensed health professional. Such term also means any person who provides such services to individuals in their own homes as an employee or contract provider of a home health or home care agency, or as a contract provider of the Medicaid State Plan Personal Care Program;

¹Pursuant to 63 O.S. § 1-1950.1(A)(5), "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

2. "Employer" means any of the following facilities, homes, agencies or programs which are subject to the provision of this section:

- a. a nursing facility or specialized facility as such terms are defined in the Nursing Home Care Act,*
- b. a residential care home as such term is defined by the Residential Care Act,*
- c. an adult day care center as such term is defined in the Adult Day Care Act,*
- d. an assisted living center as such term is defined by the Continuum of Care and Assisted Living Act,*
- e. a continuum of care facility as such term is defined by the Continuum of Care and Assisted Living Act,*
- f. a home health or home care agency, and*

g. the Department of Human Services, in its capacity as an operator of any hospital or health care institution or as a contractor with providers under the Medicaid State Plan Personal Care Program;

3. "Home health or home care agency" means any person, partnership, association, corporation or other organization which administers, offers or provides health care services or supportive assistance for compensation to three or more ill, disabled, or infirm persons in the temporary or permanent residence of such persons, and includes any subunits or branch offices of a parent home health or home care agency;

4. "Bureau" means the Oklahoma State Bureau of Investigation; and

5. "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

B. Before any employer makes an offer to employ or to contract with a nurse aide to provide nursing care, health-related services or supportive assistance to any individual, the employer shall provide for a criminal history background check to be made on the nurse aide pursuant to the provisions of the Long-term Care Security Act. If the employer is a facility, home or institution which is part of a larger complex of buildings, the requirement of a criminal history background check shall apply only to an offer of employment or contract made to a person who will work primarily in the immediate boundaries of the facility, home or institution.

Where the provisions of the Long-term Care Security Act pertaining to registry screenings and national criminal history record check are not in effect pending an effective date established in rulemaking, an employer is authorized to obtain any criminal history background records maintained by the Bureau pursuant to the following:

1. The employer shall request the Bureau to conduct a criminal history background check on the nurse aide and shall provide to the Bureau any relevant information required by the Bureau to conduct the check. The employer shall pay a fee of Fifteen Dollars (\$15.00) to the Bureau for each criminal history background check that is conducted pursuant to such a request;

2. An employer may make an offer of temporary employment to a nurse aide pending the results of the criminal history background check. The employer in such instance shall provide to the Bureau the name and relevant

information relating to the person within seventy-two (72) hours after the date the person accepts temporary employment. The employer shall not hire or contract with the nurse aide on a permanent basis until the results of the criminal history background check are received;

3. An employer may accept a criminal history background report less than one (1) year old of a person to whom such employer makes an offer of employment. The report shall be obtained from the previous employer or contractor of such person and shall only be obtained upon the written consent of such person; and

4. Every employer while subject to the provisions of this subsection shall inform each applicant for employment, or each prospective contract provider, as applicable, that the employer is required to obtain a criminal history background record before making an offer of permanent employment or contract to a nurse aide.

C. 1. If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,

b. rape, incest or sodomy,

c. child abuse,

d. murder or attempted murder,

e. manslaughter,

f. kidnapping,

g. aggravated assault and battery,

h. assault and battery with a dangerous weapon, or

i. arson in the first degree.

2. If less than seven (7) years have elapsed since the completion of sentence, and the results of a criminal history check reveal that the subject person has been convicted of a or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. assault,

b. battery,

c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,

d. pandering,

e. burglary in the first or second degree,

f. robbery in the first or second degree,

g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,

h. arson in the second degree,

i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,

j. grand larceny, or

k. petit larceny or shoplifting.

D. An employer shall not employ or continue employing a person addicted to any Schedule I through V drug as specified by the Uniform Controlled Dangerous Substances Act unless the person produces evidence that the person has successfully completed a drug rehabilitation program.

E. All employment eligibility determination records received by the employer pursuant to this section are confidential and are for the exclusive use of the State Department of Health and the employer which requested the information. Except on court order or with the written consent of the person being investigated, the records shall not be released or otherwise disclosed to any other person or

agency. These records shall be destroyed after one (1) year from the end of employment of the person to whom such records relate.

F. As part of the inspections required by the Nursing Home Care Act, Continuum of Care and Assisted Living Act, the Residential Care Act, and the Adult Day Care Act, the State Department of Health shall review the employment files of any facility, home or institution required to obtain a criminal history background determination to ensure such facilities, homes or institutions are in compliance with the provisions of this section.

310:677-3-11. Successful completion of the competency examination

(a) An individual shall pass both the written or oral examination and the skills examination to complete the competency examination successfully.

(b) An individual shall score at least seventy (70) percent on the written or oral examination.

(c) An individual shall demonstrate at least eighty (80) percent accuracy for the skills examination.

(d) The Department shall include in the nurse aide registry a record of successful completion of the competency examination within thirty (30) days of the date the individual is found to be competent.

[Source: Added at 12 Ok Reg 3087, eff 7-27-95; Amended at 19 Ok

310:677-3-12. Failure to complete the competency examination

If an individual does not complete the competency examination successfully, the individual shall be notified by the testing entity of, at least, the following:

- (1) The areas which the individual did not pass.
- (2) That the individual may retake the examination a total of three times without further training.

[Source: Added at 12 Ok Reg 3087, eff 7-27-95; Amended at 19 Ok

310:677-5-2(d). Registry operation – Renewal of Certifications

(d) A home health aide, long term care aide, developmentally disabled direct care aide, residential care aide, and adult day care aide shall renew individual certification once every two (2) years. The individual certified as a home health aide, developmentally disabled direct care aide, residential care aide, or adult day care aide shall file a Recertification Application (ODH Form 717). The individual certified as a long term care aide shall file a Recertification Application for Long Term Care Aide (ODH Form 840). Each recertification application requires:

- (1) Personal identifying and contact information for the applicant;
- (2) Documentation that the applicant has provided at least eight (8) hours of nursing or health related services for compensation during the preceding 24 months. On and after July 1, 2008, the documentation shall consist of one of the following:

(A) A statement signed by the administrator or the administrator's representative for the **licensed nursing facility, specialized facility, residential care home, home health or home care agency, adult day care center, assisted living center, continuum of care facility, Oklahoma Department of Veterans Affairs nursing facility, or Oklahoma correctional facility where the applicant provided services;**

(B) A statement signed by a physician or nurse under whose supervision the applicant provided services;
or

(C) A check stub, IRS Form W-2 or similar proof of wages paid to the applicant by a **licensed nursing facility, specialized facility, residential care home, home health or home care agency, adult day care center, assisted living center, continuum of care facility, Oklahoma Department of Veterans Affairs nursing facility, or Oklahoma correctional facility;** and

(3) An oath of truthfulness and completeness to be signed by the applicant.

(e) A home health aide, developmentally disabled direct care aide, residential care aide, or adult day care aide shall pay a ten dollar (\$10.00) fee for the processing and renewal of certifications and for replacement of a wallet card for change of name or other reason.

[Source: Added at 12 Ok Reg 3087, eff 7-27-95; Amended at 19 Ok Reg 2106, eff 6-27-2002; Amended at 23 Ok Reg 3169, eff 7-26-2006(emergency); Amended at 24 Ok Reg 2045, eff 6-25-2007; Amended at 26 Ok Reg 2068, eff 6-25-2009]

IMPORTANT NOTICE REGARDING CHANGE OF ADDRESS LAW

On November 1, 2015, [HB1435](#) became law which requires nurse aides and trainees provide their current address to the State Department of Health's Nurse Aide Registry and notify the registry of any change in address **within ten days**. Correspondence will be sent to the address on file with the registry, and if it is returned as not deliverable it will be considered legally served.

The law permits the Department to suspend or revoke a nurse aide certification for cause, such as criminality revealed by a background check or any abuse, neglect or exploitation of residents under the aide's care.

Below are the bullet points of the changes to [Title 63 O.S., Section 1-1951\(A\)\(7\), \(D\)\(3\)\(b\), and \(D\)\(8\)](#).

- Certified nurse aides and nurse aide trainees shall maintain with the registry current residential addresses and shall notify the registry, in writing, of any change of name. Notification of change of name *shall require certified copies* of any marriage license or other court document which reflects the change of name.
- Notice of change of address or telephone number shall be made *within ten (10) days of the effected change. Notice shall not be accepted over the phone.*
- In any proceeding in which the Department is required to serve notice or an order on an individual, the Department may send written correspondence to the address on file with the Registry. If the correspondence is returned and a notation of the United States Postal Service indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings and the records of the Registry indicate that no change of address as required has been received by the Registry, the notice and any subsequent notices or orders shall be deemed by the court as having been legally served for all purposes.
- Basically this means aides must mail a change of address or phone number to the registry a *within 10 days of that change*. There will be a form on our website for submitting address changes [<http://nar.health.ok.gov>]. If an aide is served a Petition for Hearing and it comes back to the Department and indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings, it will still be considered legally delivered and any pending action can proceed. This may result in the individual's certification being suspended or revoked and a finding of abuse, misappropriation, or neglect placed on the registry.

By signing below, I certify that I have read the OSDH/NAR Handout of Rules and Regulations.

SIGNATURE OF TRAINEE

DATE

PRINTED NAME OF TRAINEE

NEXTSTEP NURSE AIDE TRAINING PROGRAM