



Commonwealth of Massachusetts
Division of Occupational Licensure
Office of Private Occupational School Education
1 Federal Street • Boston • Massachusetts • 02110

TECHNICAL ASSISTANCE HANDOUT: APPLICATION PROCESS FOR PROSPECTIVE NURSE AIDE TRAINING PROGRAMS

Organizations seeking to offer Nurse Aide Training (NAT) programs within the Commonwealth of Massachusetts must obtain **approval** from the Department of Public Health's Nurse Aide Registry (DPH) **and** must be **licensed** by the Massachusetts Division of Occupational Licensure (DOL). Below is a brief overview of the steps for working with DPH and DOL. Please also review the Technical Assistance Handout for Prospective Applicants for Private Occupational School Licensure, which is available on this page <https://www.mass.gov/service-details/information-for-schools-office-of-private-occupational-school-education>.

- 1) **Request Financial Application.** Contact the Office of the State Auditor (OSA) to request a copy of their financial application for an Occupational School, which can also be downloaded from the OSA's website <http://www.mass.gov/auditor/about-the-state-auditors-office/occupational-schools.html>
- 2) **Complete OSA application and submit to OSA.** Keep a copy of the financial application for your records. Prospective schools must obtain a determination from the OSA that the school is financially qualified to apply for a proprietary school license. OSA review typically takes between four and eight weeks.
- 3) **Request application from DPH.** While awaiting financial determination from the OSA, request an application for NAT program approval from DPH. Review DPH's application thoroughly as DPH has program-specific requirements that must also be addressed in DPL's application for school licensure.
- 4) **Draft DPL Application For Licensure.** After reviewing DPH's application requirements, complete a draft of DPL's application to the best of your ability, making notes about questions. Be sure to integrate DPH's requirements into curriculum, equipment, policies, etc.
- 5) **Submit DOL Application.** Submit a completed and fully executed application to DOL via the ePortal; here is a link to the instructions <https://www.mass.gov/service-details/submitting-a-license-application-via-the-eplace-portal-office-of-private>. Keep a copy of the application and attachments for your records. DPL will conduct a thorough review of the application and provide a detailed written response to which the school must provide additional documentation and/or make amendments to the application.
- 6) **Draft DPH Application.** While working with DOL to complete its application, you can draft DPH's application.
- 7) **Apply to DPH.** Once you have been informed by DOL that the application is complete and the only remaining piece is DPH's approval, then submit a fully executed and completed application to DPH.



- 8) **Work With DPH to Obtain Approval.**
- 9) **DPH Site Visit.** DPH will arrange a site visit with the organization to inspect the facility and ensure it is properly set up and has all required equipment.
- 10) **DOL Site Visit.** If the organization intends to offer program(s) in addition to NAT, DOL will also conduct a site visit. Sometimes DPL and DPH conduct the site visit jointly.
- 11) **DPH Approval and DOL License Granted.**
 - After all requirements are met, DOH will issue the organization an approval number so its graduates will be eligible to sit for the state's NAT exam.
 - After receipt of DPH's approval and if all other documentation is complete, DOL will issue the organization a license to operate a proprietary school within the Commonwealth.