



Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

**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 Professional Licensure (DPL). Below is a brief overview of the steps for working with DPH and DPL. Please also review the Technical Assistance Handout for Prospective Applicants for Private Occupational School Licensure <https://www.mass.gov/files/documents/2018/05/17/ta-prospective-applicants.pdf>.

- 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 DPL Application.** Submit a completed and fully executed application to DPL. 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 DPL to complete its application, you can draft DPH's application.
- 7) **Apply to DPH.** Once you have been informed by DPL 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) **DPL Site Visit.** If the organization intends to offer program(s) in addition to NAT, DPL will also conduct a site visit. Sometimes DPL and DPH conduct the site visit jointly.
- 11) **DPH Approval and DPL License Granted.**
 - After all requirements are met, DPH 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, DPL will issue the organization a license to operate a proprietary school within the Commonwealth.