

The Alaska Hospital & Healthcare Association (AHHA) received a STEP grant from the State of Alaska, Department of Labor and Workforce Development for the purpose of recruiting, hiring, training, and certifying Certified Nursing Aides (CNAs) between August 1, 2022, and June 30, 2023. The funding will support an “employment first” model where facilities hire a person in a trainee role and support the employee to complete the training and certification process to become a CNA.

Whenever possible, the trainee will be employed in a non-licensed role and be paid for work and training hours while they complete CNA training. The facility will arrange for the trainee to complete a state approved CNA training program, which may be provided in-house or through an outside program, and support the trainee to register for and complete the CNA exam. The grant will reimburse up to \$4,000 of eligible expenses per participating trainee.

Eligible Expenses (on a per student basis)

- CNA trainee wages/benefits for training hours
- CNA Coordinator/Navigator (per student cost) to support trainee
- CNA Training: Provided in-house training or by an external training program
- Training supplies (stethoscope, blood pressure cuff, etc.)
- Training textbook/workbooks
- BLS/CPR training
- Background check/fingerprinting/drug screen
- Certification exam fees/certification fees

Requirements of Participation

- Sign a ***Facility Participation form*** and provide contact information for facility staff who will support the program.
- Recruit and hire a CNA trainee based on internal organizational policies. AHHA strongly encourages facilities to employ trainees in non-licensed, paid positions during training. Reimbursement for wages during the hours in training is an eligible expense.
- Submit a completed ***Department of Labor STEP Participation Form*** to AHHA for each CNA trainee upon hire.
- Submit an ***Expense Reimbursement Request Form*** outlining expenses and progress for each CNA trainee.
- Reimbursements will not be processed until all required forms are received and program requirements are met.
- Funding is not contingent upon CNA trainees passing the certification exam, however AHHA expects that employers will do everything possible to support trainees in the process of completing training, applying for certification, and passing the exam.

Facility Agreement and Contact Information

_____ (facility name) is interested in participating in the **CNA Earn & Learn Program**. We estimate we will have _____ (enter number) CNA trainees participate in the program between August 1, 2022, and June 30, 2023.

Note: Funding is limited and there may be a cap on the number of CNA Trainees per facility. The estimate provided will help us assess interest and demand.

CNA Training Coordinator - Contact Information

Name

Title

Email

Phone Number

Financial - Contact Information

Name

Title

Email

Phone Number

Please sign below to indicate your agreement with the requirement outlined above.

Signature of facility representative

Print Name of facility representative

Title

Date

Submit this completed form to:
AHHA, Attention: Sara Bloom
1049 W 5th Ave, Ste 200, Anchorage, AK 99501
sbloom@alaskahha.org
Phone: 907-646-1444 /Fax: 907- 646-3964