

### About the Funding

The Alaska Hospital & Healthcare Association (AHHA) received another year of STEP funding from the State of Alaska Department of Labor and Workforce Development for the purpose of training people to become Certified Nursing Aides (CNAs) between July 1, 2023, and June 30, 2024.

AHHA encourages participating facilities to utilize the “employment first” model by hiring trainees in a non-licensed role and paying them for work and training hours while they complete CNA training, although wages to a trainee are not eligible expenses for reimbursement. The facility must provide a state-approved CNA training program, either in-house or through an outside training program. Upon the completion of the course, the trainee should be supported in registering for and completing the CNA exam. The grant will reimburse up to \$3,000 of eligible expenses per participating trainee.

### Eligible Expenses

- CNA Coordinator’s time (per student cost) to support trainees
- Cost of CNA training (expenses related to training in-house or tuition paid to an external program)
- Training supplies (stethoscope, blood pressure cuff, etc.)
- Training textbook/workbooks
- BLS/CPR training costs
- Background check/fingerprinting/drug screen fees
- Certification exam fees/certification fees

### Requirements of Participation

- Submit a **Facility Participation form**.
- Recruit CNA trainees. AHHA strongly encourages facilities to employ trainees in non-licensed, paid positions during training.
- Submit a **Department of Labor STEP Participation Form** for each CNA trainee.
- Complete a **CNA Reimbursement Request** online for each trainee indicating expenses and progress.

**Note:** 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 **STEP CNA Training Program**. We understand that at this time, we can be reimbursed for training up to 6 CNAs at a total of \$3,000 per trainee for eligible expenses incurred by our facility.

If funding were unlimited, we estimate we would be able to train the following number of CNAs between July 1, 2023, and June 30, 2024: \_\_\_\_\_.

**Note:** *This estimate will help AHHA assess interest and demand, should we be able to allocate unused funds to sites with capacity, later in the state fiscal year, so that we can fully expend STEP funding and train as many CNAs statewide as possible.*

### CNA Training Coordinator Contact

Coordinator Name

Job Title

Email Address

Phone number

### Financial Contact

Contact Name

Job Title

Email Address

Phone number

**Please sign to indicate agreement with the program requirements**

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Signature

Printed name of signer

Date

**Submit this completed form to:**

Sara Bloom [sbloom@alaskahha.org](mailto:sbloom@alaskahha.org)

Phone: 907-646-1444 / Fax: 907- 646-3964