

The South Dakota Office of Health Care Facilities Licensure and Certification requires all individuals independently enrolled in a CNA training or testing program to complete the initial application process prior to the start of the training program; and receive confirmation that following successful completion of a training program and the Nurse Aide Competency Evaluation the individual will be eligible for active registry status.

As part of the Avera Education & Staffing Solutions CNA training program registration:

1. Complete and submit to AESS the **CNA Training Enrollment Verification Form**. The form is located on the South Dakota Board of Nursing website:

https://doh.sd.gov/boards/nursing/CNA_Inititalregistration.aspx

Once on the SD Board of Nursing website, scroll down and click on the link to the **CNA Training Enrollment Verification Form**.

2. Complete Section A-2 on the CNA Training Enrollment Verification Form.
3. Avera Education & Staffing Solutions will complete Section A-3. In order for AESS to complete this section, please answer the following questions and provide signature:

a. *Have you ever been charged and convicted of a misdemeanor or felony?*

YES _____ NO _____

b. *Will your name appear on the South Dakota or any state's Abuse or Neglect Registry?*

YES _____ NO _____

The information provided above is accurate and true.

SIGNATURE _____

DATE _____

4. Mail, eMail or fax this form and the CNA Training Enrollment Verification Form to Avera Education & Staffing Solutions.

Please call 605-668-8475 with questions or if additional assistance is needed.