

METHODS OF INSTRUCTION FREQUENTLY ASKED QUESTIONS

Question: Who can take the MOI Course?

Answer: This information is outlined in Section V, page 13 of the Nurse Aide Training and Competency Evaluation Program (NATCEP) Manual. The RN serves as the program coordinator and primary instructor. An LPN may supplement instruction under the RN's direction. If the Director of Nursing (DON) serves as the program coordinator/instructor, the DON is not required to complete the MOI course. Other RNs and individuals providing instruction are required to complete the MOI course.

Cabinet for Health and Family Services
Department for Medicaid Services
Nurse Aide Training and Competency Evaluation Program Manual

SECTION V – PROGRAM COORDINATOR AND INSTRUCTOR REQUIREMENTS

V. PROGRAM COORDINATOR AND INSTRUCTOR REQUIREMENTS

The Program Coordinator will be responsible for the following:

1. Planning and coordination of nurse aide program and activities,
2. Ensuring implementation of policies and practices,
3. Monitoring instructors and their workloads, practices, and outcomes,
and
4. Ensuring the program is in compliance with all federal and state regulations at all times.

A. Program Coordinator Requirements

1. Registered Nurse;
2. Minimum of two (2) calendar years of experience as an RN; Which must include one (1) calendar year of long-term care nursing facility services as an RN;
3. Completion of an approved sixteen (16) hour Methods of Instruction Course (MOI)

The Director of Nursing (D.O.N.) may be the program coordinator of a long-term care nursing facility program but shall not perform the actual training, therefore the D.O.N. is not required to complete a M.O.I. course in teaching adults.

B. Instructor Requirements

1. Be a registered nurse (RN) who possesses a minimum of two (2) calendar years of nursing experience, which must include one (1) calendar year of long-term care nursing facility services as an RN.
2. Be a licensed practical nurse who has at least one-year experience and provides supplement to the registered nurse instructor
3. Completion of an approved sixteen (16) hour Methods of Instruction Course (MOI)
4. A registered nurse or a licensed practical nurse may be granted reciprocity from another state for the Methods of Instruction (MOI) training if the training is equivalent to Kentucky's course work. A certificate of completion and a course curriculum shall be submitted to Medicaid Services or Medicaid Services designee for approval.

Question: Can the MOI Instructor be the DON of the facility?

Answer:

The Director of Nursing (D.O.N.) may be the program coordinator of a long term care nursing facility program but shall not perform the actual training, therefore the D.O.N. is not required to complete a M.O.I. course in teaching adults.

B. Instructor Requirements (so to be primary instructor requires this)

1. Be a registered nurse (RN) who possesses a minimum of two (2) calendar years of nursing experience, which must include one (1) calendar year of long-term care nursing facility services as an RN.
 2. Be a licensed practical nurse who has at least one-year experience and provides supplement to the registered nurse instructor
3. Completion of an approved sixteen (16) hour Methods of Instruction Course (MOI)
4. A registered nurse or a licensed practical nurse may be granted reciprocity from another state for the Methods of Instruction (MOI) training if the training is equivalent to Kentucky's course work. A certificate of completion and a course curriculum shall be submitted to Medicaid Services or Medicaid Services designee for approval.
Page 13 of the Medicaid Services Manual.

Question: What are the requirements for a program instructor?

Answer: Instructor Requirements (so to be primary instructor requires this)

1. Be a registered nurse (RN) who possesses a minimum of two (2) calendar years of nursing experience, which must include one (1) calendar year of long-term care nursing facility services as an RN.
 2. Be a licensed practical nurse who has at least one-year experience and provides supplement to the registered nurse instructor
3. Completion of an approved sixteen (16) hour Methods of Instruction Course (MOI)
4. A registered nurse or a licensed practical nurse may be granted reciprocity from another state for the Methods of Instruction (MOI) training if the training is equivalent to Kentucky's course work. A certificate of completion and a

course curriculum shall be submitted to Medicaid Services or Medicaid Services designee for approval.
Page 13 of the Medicaid Services Manual.

Question: Can an LPN be the instructor as long as an RN is the coordinator?

Answer: Be a licensed practical nurse who has at least one-year experience and provides supplement to the registered nurse instructor

Question: How do I apply to be an instructor after completing the Methods of Instruction (MOI) Course?

Answer: After completing the MOI Course, visit the [KCTCS Nurse Aide Training Program website](#) and complete the MAP-414 form for new courses and adding instructors.

Question: Who is the KNAT Program Coordinator?

Answer:

Johnnie Lovins MSN, RN, Program Coordinator III
Kentucky Nurse Aide Training
Kentucky Community and Technical College System
Cell: 859-753-2902
Office:859-256-3450
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Question: Can a facility able to offer two CNA training classes at the same time two separate MOI instructors, and if so, can there be a total of 30 attendees?

Answer: Yes. If a facility has two approved instructors, it may offer two separate CNA training classes concurrently. Each class is limited to 15 students, allowing for a total of up to 30 attendees between the two classes.

Question: In the nurse aide training, must the employee be a full-time employee until certified?

Answer: Kentucky regulation [907 KAR 1:450](#) distinguishes between permanent full-time employees and individuals working in temporary or non-full-time roles.

Section IV of the *Medicaid Services Manual for Nurse Aide Training and Competency Evaluation Program (NATCEP)* states:

- An individual employed in a permanent position as a nurse aide must satisfactorily complete the nurse aide training and competency evaluation program within four (4) months of employment.
- A nurse aide employed on a temporary, per diem, leased, or other non-full-time basis must complete a NATCEP or Competency Evaluation Program (CEP) before working in a nursing facility.

To clarify, a newly hired unlicensed staff person may not perform tasks normally assigned to a State Registered Nurse Aide (SRNA) unless the individual:

1. Is currently enrolled in an approved nurse aide training program; or
2. Has already completed the training program and passed the competency evaluation exam.

Question: Where can I find resources for the Methods of Instruction (MOI) course?

Answer: Resources for MOI instructors are available on the [KCTCS Instructors Resource Webpage](#).

Question: What textbooks and training resources are approved for use?

Answer: The following textbooks are approved for use:

- *Mosby's Textbook for Long-Term Care Nursing Assistants* by Clare Kostelnick
 - Must be the Kentucky-specific textbook/workbook or package.
- *Hartman Nursing Assistant Care the Basics* by Hartman Publishing, Inc. and Jetta Fuzy
- *How to Be a Nurse Assistant* by the American Health Care Association and Julie Gdowski

All textbooks are to be in their most recent edition.

The following digital training resources are approved for use:

- CNA Online/Academic Platform
- ReadyCNA/Cinematic Health

Question: What is the Medicaid Training Manual requirement for 2026 and beyond?

Answer: Students testing on or after July 1, 2026, will be tested using the skills and standards outlined in the 2026 Medicaid Training Manual.

Question: I attended the MOI training and submitted all of my information to be added to the registry. I was approved but never received anything further. I have emailed kynurseaidetraining@kctcs.edu without a response. How can I find out my registration number so I can proceed with setting up classes?

Answer: For assistance with obtaining your registration number and next steps for setting up classes, you may contact Kelli Miller, Executive Assistant I for the Nurse Aide Program at KCTCS at Kelli.Miller@kctcs.edu.

Question: How do I set up a Certified Medication Aide (CMA) Training Class?

Answer: To establish a new Certified Medication Aide (CMA I or CMA II) training program, email the Kentucky Board of Nursing at KBN.Education@ky.gov and state your intent to open a new CMA training program.