

## PSS TRAINING PAPERWORK PROCESS CHECKLIST

DATE(S) OF COURSE: \_\_\_\_\_

NAME OF REQUIRED FORM	DEADLINE FORM MUST BE SUBMITTED TO Division of Licensing and Certification	DATE COMPLETED	DATE SENT	HOW SENT (EMAILED) Or (Mailed)	FORMS COMPLETED IN FULL (COMMENTS)
Training Notification Form	<b>30 DAYS prior</b> to start of a training or with class paperwork submitted if class is full				
PSS Trainer Form	Initial class and if any changes in personal information.				
Copy of Credentials	Initially sent with trainer form for new instructors				
<b>(Please don't put multiple classes on one form).</b>					
Training Validation Form with date of clinical skills completion and/or CNA on or off Registry date	To be sent in within 60 days of last day of class.				
Student Information Form	To be sent in within 60 days of last day of class				
Course Evaluations	To be sent in within 60 days of last day of class				
<b>PSS/CNA test outs for certification do not need evaluations</b>					
Copy of all forms/ Quizzes/Exams/ Clinical Skills Sheets for each student	Shall be retained for 3 years by the instructor.				
Maine CNA certificate	To be sent in with validation form for CNA/PSS test out				
Class roster	Class roster shall be retained for 3 years by instructor				