

Memoranda of the
Certified Health Care Professions Commission

Tuesday, September 16, 2025 at 12:00 PM

**Indiana Government Center
Conference Center, Room B
402 West Washington Street
Indianapolis, Indiana, 46204**

Commission Members Present In-Person:

Shannon Harris, Nurse Aide/ Qualified Medication Aide/ Home Health Aide
James Sizemore, Nurse Aide/ Qualified Medication Aide/ Home Health Aide
Kelly Parker, Registered Nurse
Janet Terrill, Registered Nurse
Rebecca Bartle, Registered Nurse with Experience Training Nurse Aides
Jill Dirbas, Health Facility Administrator

Commission Members Present Virtually:

None

Commission Members Absent:

Vacant, Consumer Member

Indiana Department of Health (IDOH) Staff Present:

Jessica Krug, Assistant Commissioner of Consumer Services & Health Care Regulation
Nicole Tipton, Division Director of Program Performance & Development
Amanda Lynch, Nurse Aide Investigation Supervisor & Commission Liaison
Sara Caudell, Nurse Aide Training Supervisor
Arron Caquelin, Nurse Aide Training Surveyor

1. Call to Order and Establishment of Quorum

Meeting commenced at 12:00 PM by meeting facilitator Nicole Tipton. At this time, James Sizemore, Kelly Parker, Janet Terrill, Rebecca Bartle, and Jill Dirbas were present in person to establish a quorum.

2. Adoption of the Agenda

A motion was made by Rebecca Bartle and seconded by Janet Terrill to approve adoption of the agenda as presented. Motion passed 5-0.

3. Introductions of IDOH Staff & Commission Members

Those present introduced themselves. Roles serving the board and past relevant experiences were shared. At this time, Shannon Harris arrived tardy to the meeting.

4. Establishment of the Commission

a. Election of a Chairman

A motion was made by Janet Terrill and seconded by Jill Dirbas to elect Rebecca Bartle as chairman of the commission. Motion passed 6-0.

b. Commission Bylaws

A motion was made by James Sizemore and seconded by Janet Terrill to approve adoption of the bylaws as presented. Motion passed 6-0.

c. Electronic Communication Policy

A motion was made by James Sizemore and seconded by Rebecca Bartle to approve adoption of the Electronic Communication Policy as presented. Motion passed 6-0.

d. Meeting Cadence

A motion was made by James Sizemore and seconded by Janet Terrill to set a meeting cadence on the afternoon of the third Tuesday of each month. In case of conflict, the third Wednesday would serve as a backup date. Motion passed 6-0.

Nicole Tipton reminded the commission that meeting dates thru January 2026 have been set due to the conference center availability. Moving forward, the cadence will be implemented when scheduling meetings for the commission.

5. Investigation(s) for Commission Review

a. In the Matter of the Certification of Jasmine Harris, CNA2401893, a motion for a finding of misappropriation was made by James Sizemore and seconded by Janet Terrill. Motion passed 5-0. Kelly Parker recused herself from the discussion and vote.

6. Discussion Items

a. Unanswered Q&A: Curriculum Question

After discussion, the commission determined the current guidance IDOH has communicated will remain in place. This guidance is as follows:

This format includes a minimum of 30 hours of classroom instruction and a minimum of 45 hours of clinical instruction. Of those clinical hours, up to 21 may be completed in a laboratory setting. At least 24 hours must be completed in a licensed comprehensive long-term care (LTC) facility.

While previous guidelines allowed up to 20 hours of clinical instruction to be completed in an approved and licensed assisted living (AL) facility, this option will no longer be available under the new breakdown due to the reduced total number of clinical hours.

It is important to note that these requirements reflect the minimum number of hours. Training entities are always permitted to exceed these standards to best support student learning and competency.

The commission encourages training programs to exceed the minimum of 75 hours if it is in the best interest of their students. They believe it is the obligation of the training program to ensure students are ready to not only test, but to serve patients.

b. Unanswered Q&A: High School Training Program Question

After discussion, the commission determined the current guidance IDOH has communicated will remain in place. This guidance is as follows:

This format includes a minimum of 30 hours of classroom instruction and a minimum of 45 hours of clinical instruction. Of those clinical hours, up to 21 may be completed in a laboratory setting. At least 24 hours must be completed in a licensed comprehensive long-term care (LTC) facility.

While previous guidelines allowed up to 20 hours of clinical instruction to be completed in an approved and licensed assisted living (AL) facility, this option will no longer be available under the new breakdown due to the reduced total number of clinical hours.

It is important to note that these requirements reflect the minimum number of hours. Training entities are always permitted to exceed these standards to best support student learning and competency.

c. Attempts at Testing Clarification

After discussion, the commission decided to table this topic to the October meeting.

d. Online/In Person/Hybrid Guidance

After discussion, the commission decided to table this topic to a future meeting. The commission requested IDOH begin collecting data on testing statistics beyond just overall pass/fail rates. The commission would like statistics broken down between pass/fail for each section of written and competency skills. IDOH will work with Ivy Tech to ensure this data is being collected for future presentation to the commission.

e. Psych Attendant Pathway

After discussion, the commission decided to table this topic to a future meeting.

7. Adjournment

A motion was made by James Sizemore and seconded by Rebecca Bartle to adjourn the meeting. Motion passed 6-0.