

Memoranda of the
Certified Health Care Professions Commission

Monday, October 27, 2025 at 12:00 PM

Indiana Government Center
Conference Center, Room 1+2, Wabash Hall
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 chairman, Rebecca Bartle.

James Sizemore, Kelly Parker, Janet Terrill, Rebecca Bartle, Shannon Harris and Jill Dirbas were present in person to establish a quorum.

2. Adoption of the Agenda

A motion was made by James Sizemore and seconded by Jill Dirbas to approve adoption of the agenda as presented. Motion passed 6-0.

3. Adoption of the Memoranda

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

4. Investigations for Commission Review

- a. In the Matter of the Certification of Nerina Luz A Shuttters, QMA2400200, a motion for *no finding* of QMA Misconduct was made by Rebecca Bartle and seconded by Kelly Parker. Motion passed 6-0.
- b. In the Matter of the Certification of Ashunte Godfry, QMA2400557, a motion for a *finding* of QMA Misconduct was made by Kelly Parker and seconded by James Sizemore. Motion passed 6-0.

- c. In the Matter of the Certification of Erica Simpson, CNA2305102, a motion for *no finding* of Misappropriation was made by Shannon Harris and seconded by James Sizemore. Motion passed 6-0.
- d. In the Matter of the Certification of Amanda Brown, QMA2400695, a motion for a *finding* of Abuse was made by James Sizemore and seconded by Shannon Harris. Motion passed 5-0. Kelly Parker recused herself from the discussion and vote.
- e. In the Matter of the Certification of Kee Lawi Maung, CNA2400936, a motion for *no finding* of Abuse was made by James Sizemore and seconded by Janet Terrill. Motion passed 6-0.
- f. In the Matter of the Certification of Bre'Anna Young, HHA2406598, a motion for a *finding* of both Abuse and Neglect was made by Shannon Harris and seconded by Janet Terrill. Motion passed 6-0.
- g. In the Matter of the Certification of Crystal Kirk, QMA2300918, a motion for a *finding* of both Abuse and Misappropriation was made by James Sizemore and seconded by Janet Terrill. Motion passed 6-0.

5. Neglect & QMA Misconduct Petition for Removal

- a. A review of the IDOH process for Neglect & QMA Misconduct Finding Removal was reviewed and discussed. A clarification was issued regarding the requested reference letters: the commission emphasized that preference should be given to letters from current or former supervisors. Additionally, the commission requested that each letter specify the writer's relationship to the aide, in order to better establish their capacity to assess the aide's professional conduct. A motion was made to approve the amended process by James Sizemore and seconded by Jill Dirbas. Motion passed 6-0.
- b. The petition for neglect finding removal for Stephanie Harper, QMA2000590, was delayed until additional information was obtained from the aide. The commission requested a full work history, a current address, and revisions to the letters of recommendation, including a request one be from a recent employer.
- c. The petition for neglect finding removal for Sharon Glenn, CNA0907792 & HHA1000551, was reviewed. A motion by James Sizemore and seconded by Janet Terrill removed the finding and required the individual to retake the course and test again before becoming certified. Motion passed 6-0.

6. Old Business

- a. Attempts at Testing Clarification
After discussion, the commission provided clarification that four attempts are allowed within a two (2) year window, regardless of the number of applications, for the following:
 - CNA pathways: nursing student, graduate nurse, and military health care experience.
 - QMA pathways: nursing student, graduate nurse, emergency medical responder, and military health care experience.
 All other remaining pathways are allotted three (3) attempts within a two (2) year window, regardless of the number of applications.

Additionally, the commission provided clarification that testers have a 'clean slate' as of September 1, 2025. Example: If a candidate took training in 2024 but failed three times before retraining in 2025. With the new application, the candidate will

have four (4) attempts as of September 1, 2025.

7. New Business

- a.** A review of the IDOH process for Approval of NATCEP & QMAT Programs & Sites was reviewed and discussed. A motion was made to approve the process by James Sizemore and seconded by Janet Terrill. Motion passed 6-0.
- b.** A review of the IDOH process for Aide Renewals with a Positive Response was reviewed and discussed. A motion was made to approve the process by Shannon Harris and seconded by Jill Dirbas. Motion passed 6-0.
- c.** A review of the IDOH process for Aide Reciprocity with a Positive Response was reviewed and discussed. Corrections were made and removed any mention of renewals and positive responses, The new name of the process is Aide Reciprocity. A motion was made to approve the amended process by James Sizemore and seconded by Janet Terrill. Motion passed 6-0.
- d.** A review of the IDOH process for Do Not Test (DNT) List Additions was reviewed and discussed. A motion was made to approve the process by James Sizemore and seconded by Jill Dirbas. Motion passed 6-0.
- e.** The QMA Psychiatric Attendant Pathway was discussed. On a motion by James Sizemore, and seconded by Janet Terrill, the commission voted to require psychiatric attendants follow the Emergency Medical Responder (EMR) pathway to become first certified as a CNA before becoming QMA certified. Motion passed 6-0.
Additional discussion was had surrounding current QMA Psychiatric Attendants renewals. The commission tabled the vote regarding this topic until November.
- f.** The future of HHA training, curriculum & certification process was discussed. Topic is tabled to November.

8. Adjournment

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