



Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
February 9, 2026

Tennessees Warning

- **The Minnesota Department of Health is hosting this informational call to inform nurse aide training programs and testing sites of processes and updates.**
- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.
- **The informational call may be accessible to anyone** who has a business or legal right to access it. By participating, you are authorizing the data collected during this presentation to be maintained by MDH.
- **To opt out of the presentation, please exit now.**



- Attendees are muted. During the Q&A portion, please raise your hand and we will unmute you.
- You can also submit comments or questions in the chat feature.
- As a reminder, please keep your cameras off to ensure adequate bandwidth.

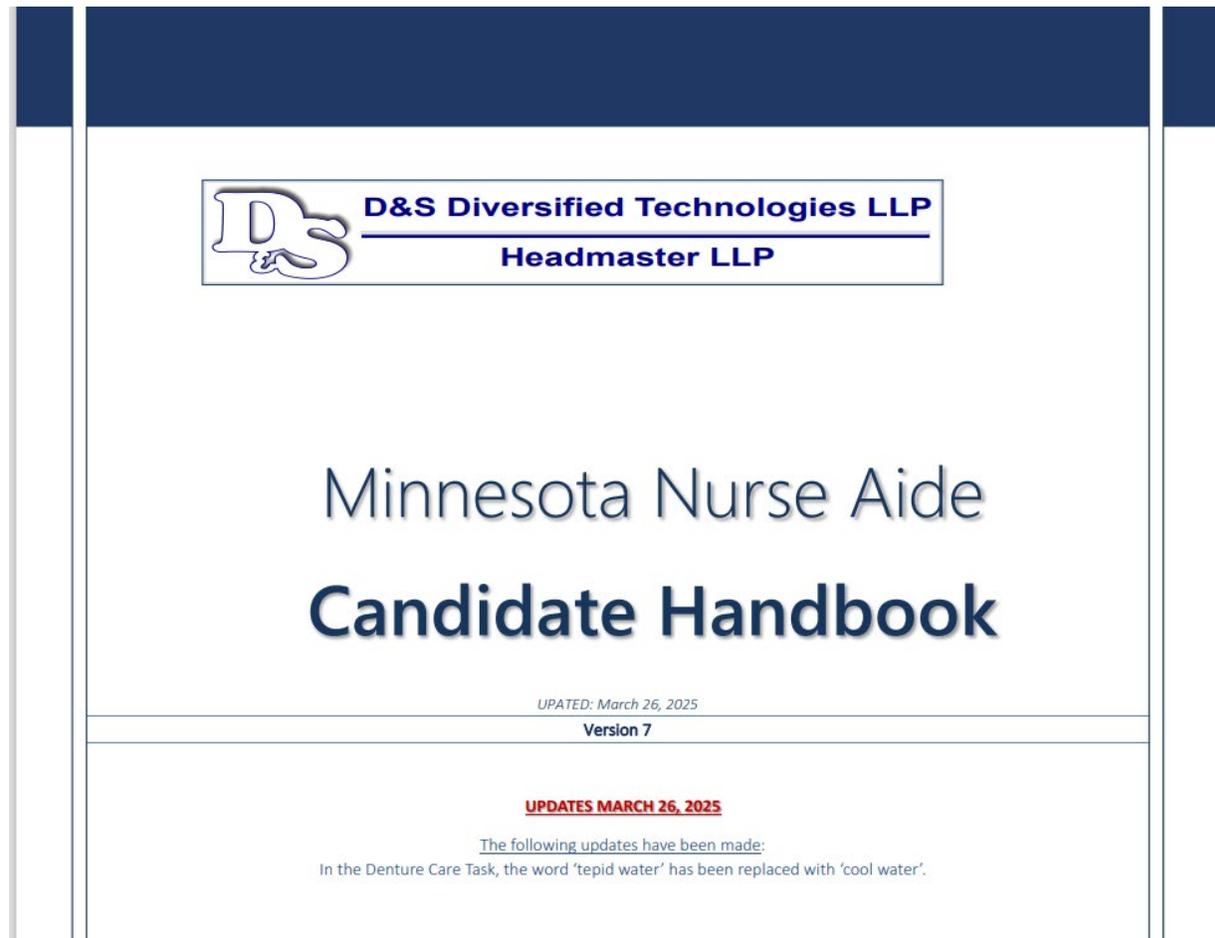
- TMU
 - Candidate responsibility/date of birth
 - Headmaster training support for training programs and test sites
 - Candidate surveys
 - Quarterly testing data
- Resources/updates



TMU Candidate Responsibility



Minnesota Nursing Assistant Candidate Handbook



Candidate Responsibilities

- **IMPORTANT**: At least 48 hours BEFORE candidates can test, they must sign in to their TMU© account using their secure Email or Username and Password and complete/review their demographic information.
- When they receive the confirmation email from TMU© (check junk/spam mail) that the account has been created, sign in to their account, update password, and complete/review demographic information.

Candidate Responsibilities, cont 2

- If they attempt to complete their TMU© account and get an error message, they will need to send an encrypted email to minnesota@hdmaster.com **or** fax (406)442-3357 a copy of their social security card and a US-issued form of identification or driver's license.
- **REMINDER**: If they are sending personal information via email, please make sure the email is encrypted before sending it.
- **Note**: If they **do not** have a Social Security Number, they must submit a **No Social Security Number Affidavit** application **at least 48 hours before the test**.

Complete TMU Account



Minnesota Nurse Aide Candidate Handbook

Complete your TMU© Account

Your initial registration information will be entered in D&SDT-Headmaster's TestMaster Universe (TMU©) software.

IMPORTANT: At least 48 hours BEFORE you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete/review the missing demographic information prior to testing. Failure to do so may result in you being turned away from testing.

- When you receive your confirmation email from TMU© (check your junk/spam mail) that your account has been created, sign in to your account, update your password, and complete/review your demographic information.
- If you attempt to complete your TMU© account and get an error message, you will need to submit the DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM (including uploading an image of your social security card and a US-issued form of identification or driver's license), in TMU© by clicking on **APPLICATIONS** on the main Minnesota or Minnesota In-Facility web pages (before you sign in to your TMU© account), then click on **APPLY** next to the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM**.

DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM

This form is to update, change or correct the spelling of your name or update/correct your social security number in your TMU© account.

[Waiver Student](#)

[Apply](#)

If you do not know your Email or Username and Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under '**Forgot your Password and Recover your Account**'). If you cannot sign in, contact D&SDT-Headmaster at (800)393-8664.

Complete TMU Account, Cont

If you do not know your Email or Username and Password, enter your email address and click “Forgot Your Password?” You will be asked to re-enter your email, and a ‘reset password link’ will be sent to your email (see instructions under ‘**Forgot your Password and Recover your Account**’). If you cannot sign in, contact D&SDT-Headmaster at (800)393-8664.

Note: If you do not have a Social Security Number, please contact D&SDT-Headmaster at (800)393-8664 **at least 48 hours before** your test for further direction.

*This is the screen you will see the first time you sign in to your TMU@ account **with the demographic information you need to enter to complete your account** (the screen will look the same in the In-Facility TMU@):*

TMU MINNESOTA Tests Trainings Downloads Profile

Home > Setup Account

Setup Account

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

Enter the blank * fields and then click on-Finish Account Setup

FIRST * MIDDLE LAST * SUFFIX
SAMPLE Diaz CANDIDATE

SOCIAL SECURITY # * BIRTHDATE * PHONE *
Encrypted for your safety

ADDRESS *

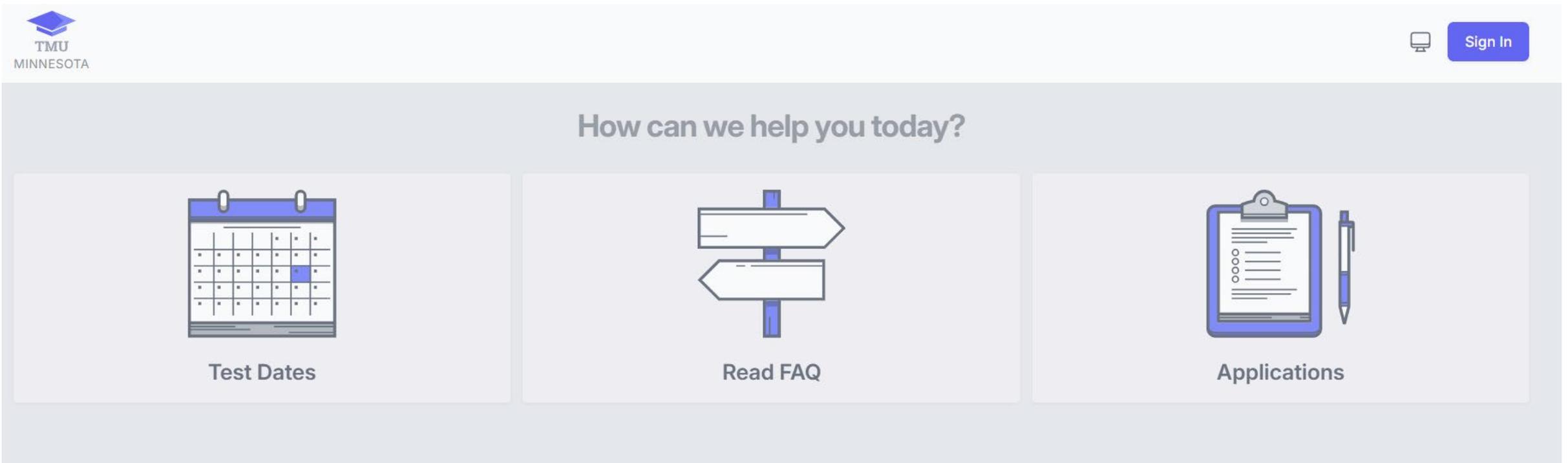
CITY * STATE ZIPCODE *
MN

DISCLAIMER
By completing your account you consent to your name and certification status being publicly listed on the Minnesota registry

Finish Account Setup

Demographic Changes in TMU

Instructors **are not** allowed to add fake social security numbers in the accounts. Must direct students to the demographic change application.



The screenshot shows the TMU Minnesota website interface. In the top left corner is the TMU Minnesota logo. In the top right corner is a "Sign In" button. The main heading is "How can we help you today?". Below this heading are three navigation options, each with an icon and a label: "Test Dates" with a calendar icon, "Read FAQ" with a signpost icon, and "Applications" with a clipboard and pen icon.

Request Form-Demographic Change

Account Applications Apply

Which role are you applying for today?

Instructor Login Request

Apply

Actor Training Affidavit and Confidentiality/Nondisclosure Agreement

Actor Training Affidavit and Confidentiality/Nondisclosure Agreement

Apply

Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement

Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement

Apply

MN STATE ONLY: RN Test Observer

Application to be certified as a MN State RN Test Observer for Nurse Aide Competency Exam testing services at MN State test sites in Minnesota.

Apply

DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM

This form is to update, change or correct the spelling of your name or update/correct your social security number in your TMU© account.

Apply

Request Form- No Social Security Number Affidavit

DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM This form is to update, change or correct the spelling of your name or update/correct your social security number in your TMU© account.	Waiver Student	Apply
RN Test Observer Test Administration Services Entity (TASE) - \$100.00 Application to be certified as an RN Test Observer/Test Administration Services Entity (TASE) for Nurse Aide Competency Exam testing services in Minnesota.	Observer	Apply
TEST REVIEW REQUEST AND PAYMENT FORM - \$25.00 This application is to request a review of your test results or dispute any other condition of your testing that you think altered the outcome of your test. You must submit the \$25 non-refundable test review fee and a detailed explanation with this Test Review Request. We recommend calling D&SDT-HEADMASTER staff for a test results consultation before submitting this form with your test review fee. NOTE: Please refer to the Candidate Handbook 'Test Review Requests' section.	Waiver Student	Apply
TEST SITE This application is for facilities to request to be approved as a test site and to request a login to gain secure access to TMU©.	Facility	Apply
No Social Security Number Affidavit This application is for candidates who do not have an assigned Social Security number. Once you upload the required documentation and submit this application, D&SDT-HEADMASTER will be able to assign a unique identification number for testing purposes.	Waiver Student	Apply

Demographic Change/Correction Request Form



TMU
MINNESOTA



Home > Apply > Demographic Change/Correction Reque...

Submit New Application

DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM Application

Please complete this form and upload a clear, readable/viewable image of the required documentation to correct the spelling of or change your name, or to update or correct your social security number in your TMU© account.

NAME CHANGE, UPDATE OR CORRECTION TO SPELLING

You must upload one of the following documents for a name change or to correct the spelling of your name:

- An image of your valid US government-issued photo identification, *such as:*
 - State Driver's License,
 - Passport,
 - or other signed, current, photo identification

For a name change, please also upload one of the following proof of legal name change documents:

- Marriage License
- Divorce Decree
- Court Documents of Name Change

SOCIAL SECURITY NUMBER UPDATE/CORRECTION

You must upload the following document to update/correct your social security number:

Complete and Upload Required Documents

LEGAL FIRST NAME *	MIDDLE	LEGAL LAST NAME *	SUFFIX
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BIRTHDATE *	EMAIL *		
<input type="text"/>	<input type="text"/>		
NAME CHANGE OR CORRECTION DOCUMENTATION	PLEASE UPLOAD AN IMAGE OF YOUR REQUIRED DOCUMENTATION FOR A NAME CHANGE OR TO CORRECT THE SPELLING OF YOUR NAME. Documentation may include: An image of your valid US government-issued photo identification, such as a: State Driver's License • Passport • or other signed, current, photo identification.		
	<input type="button" value="Choose File"/> No file chosen		
	FOR A NAME CHANGE, PLEASE ALSO UPLOAD YOUR REQUIRED DOCUMENTATION SHOWING PROOF OF YOUR LEGAL NAME CHANGE. Documentation may include: An image of your marriage license • divorce decree • or court documents of your name change.		
	<input type="button" value="Choose File"/> No file chosen		
	<input type="button" value="Add File"/>		
SOCIAL SECURITY CARD	PLEASE UPLOAD AND IMAGE OF YOUR SOCIAL SECURITY CARD.		
	<input type="button" value="Choose File"/> No file chosen		
REASON FOR SUBMITTING THIS FORM	REASON FOR SUBMITTING THIS FORM * Please explain why you are completing this form. What are you needing updated?		
	<input type="text"/>		

Headmaster Training Support Available



Headmaster Home Page

D&S - Minnesota Nurse Aide



Minnesota Nurse Aide Testing Services

Innovative, quality technology solutions throughout the United States since 1985.



Headmaster is honored to be approved by the Minnesota Department of Health to offer Certified Nurse Aide Testing Services to the Minnesota Health Care Community.

We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!

Please see the most current Minnesota Candidate Handbook under the Candidates column below.

Candidates	Training Programs - Test Sites	TEST ADMINISTRATION SERVICES ENTITY (TASE) RN TEST OBSERVER	Contacts
TestMaster Universe (TMU®) MN State TMU® Login In-Facility TMU® Login Minnesota Candidate Handbook Updated March 26, 2025 Practice Tests - Click Here - Then Look at the Left Column. MN State Challenge Test Sites Infacility Challenge Application Find a Test Site Near You. Asterisk * indicates the program is a Test Site Knowledge Exam Instructions Remotely Proctored Knowledge Exam Instructions Skill Test Instructions ADA Accomodation Form 1404MN: Fill online, attach diagnoses and SUBMIT	Minnesota Recording Form Minnesota Diet Card Minnesota Mock Skills Updated March 26, 2025 TEST SITE AGREEMENT APPLICATION Test Site Agreement Form (Referenced in the Test Site Agreement Application) TEST SITE EQUIPMENT LIST Large Lab Waiver Submission Tips and Attachments Test Site Instructions How To Change Number of Seats and Reschedule a Candidate. UNDERSTANDING THE PROGRAM REPORTS How to Create a Test Event (Regional & Closed) Knowledge Exam Subject Areas FLUID Intake Cups FLUID INTAKE CUP ORDER FORM Test Master Universe TMU® How To Guides Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU® Instructor Guide: How To Enter Students in TMU® Instructor Guide: How to Complete Student Training in TMU® Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU®	TASE-RN TEST OBSERVER APPLICATION RN TEST OBSERVER/TEST SITE EQUIPMENT LIST (Referenced in the TASE-RN Test Observer Application) Print and keep a copy for your reference. OTHER TASE-RN TEST OBSERVER FORMS (Attachment A documents referenced in the TASE-RN Test Observer Application) Test Administration Services Agreement Form TASE FORM 1505MN-NA (Referenced in the TASE-RN Test Observer Application)	Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process. D&S Diversified Technologies - HEADMASTER PO Box 6600 Helena, MT 59604 TMU (Software) Questions Toll Free Phone: 888-401-0462 Fax: 406-442-3357 MN Registry Questions Phone MDH: 651-215-6705 Testing Questions: Check with your selected Test Site minnesota@headmaster.com

Subject Area Definitions

KNOWLEDGE TEST CONTENT – SUBJECT AREA DEFINITIONS

Aging Process and Restorative Care: Questions concerning the process and progression of humans becoming what they will be as they move along the timeline of their lives and the maintenance of physical, mental, and psychosocial function.

Basic Nursing Skills: Questions concerning any act or activity that would be considered a basic skill necessary to perform the job of a CNA.

Care Impaired: Questions concerning dealing with residents that are physically or mentally limited from receiving “standard” care. CNAs must perform more extensively or differently to accommodate these residents.

Communication: Questions concerning any type of communication, verbal and nonverbal, written, spoken, or any communication related to hearing, seeing, feeling, tasting, or smelling.

Data Collection: Questions concerning data acquisition, handling, and routing.

Disease Process: Questions concerning the stages of diseases and/or the theory of diseases and the detection, prevention, or treatment of diseases.

How to Guides Available

Test Master Universe TMU® How To Guides

Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU®

Instructor Guide: How To Enter Students in TMU®

Instructor Guide: How to Complete Student Training in TMU®

Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU®

Instructor Must Enter Candidate

- Enter candidate within 48 hours
- Complete the candidate as soon as possible
- If candidate not completed timely, they may end up scheduled as a challenge candidate in TMU
- If candidate fails the course, instructor must mark them as incomplete in TMU

- Instructors may be affiliated with different training programs in TMU
- When instructors enter students, they must choose the correct training program in which they are training under
- Training program coordinators must routinely review list of students trained for accuracy of program code

Entering Candidate, Cont

- Enter the Student's FIRST and LAST name as it appears on their government issued ID, cell phone number and personal e-mail address
- The cell phone number and email address are used to receive text notifications regarding testing and renewals
- Their email address is used to log into TMU
- Students must complete their TMU account **at least 48 hours** before testing to review demographic information and ensure accuracy

Test Site Resources



Quarterly Newsletter for Test Observers



Important Reminder for Instructors and Observers

AI Glasses



As technology advances and candidates become more creative in their methods of cheating, please ensure that all Test Observers are actively checking for AI or smart (e.g., Meta Glasses).

If you suspect a candidate is wearing these devices, you are authorized to request an inspection. Key indicators to look for include lenses near the top of the frame and speakers near the earpieces



Candidate Feedback Surveys



Samantha, MN Program Manager

samanthah@hdmaster.com

minnesota@hdmaster.com

800-393-8664

Quarterly Test Data



Nurse Aide Registry - MN Dept. of Health

 **DEPARTMENT OF HEALTH** ☰ MENU 

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NURSE AIDE REGISTRY

- [NAR Home](#)
- [In-Facility Testing](#)
- [Minnesota Nurse Aide Registry](#)
- [Nurse Aide Resources](#)
- [Nurse Aide Testing](#)
- [Training Program and Test Site Calls](#)
- [Training Program Test Data](#)
- [Contact Us](#)

RELATED SITES

- [Health Care Facilities, Providers and Insurance](#)
- [Health Regulation Division](#)

SPOTLIGHT

- [Nurse Aide Training and Testing Sites](#)

Nurse Aide Registry

The Nurse Aide Registry lists nurse aides who have met Minnesota training and/or testing standards to work in nursing homes and certified boarding care homes. The registry also has information about nurse aides who have substantiated findings of abuse, neglect, and theft.



This is an online registry. Nurse aides, employers, and others can check the registry by using MDH's online system and the nurse aide's certificate number.

Announcements

[Expand All](#)

Jan. 7: Nurse Aide knowledge test to be available in three additional languages ▼

NURSE AIDE REGISTRY

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Nurse Aide Registry Training Program Test Data

The Minnesota Department of Health (MDH) Nurse Aide Registry (NAR) approves Nurse Aide Training Competency Evaluation Programs (NATCEP). According to federal and state law, the training programs must be at least 75 hours in length.

Persons are allowed four (4) chances to pass the knowledge and three (3) chances for the skills competency exam for placement on the Minnesota Nurse Aide Registry.

Posted data is for all test takers from an approved NATCEP, and shows number of candidates and pass rate for the knowledge and competency tests. Data also includes test takers who have not completed an approved training program, who have challenged the competency exam or have tested using the waiver checklist option.

The approved training program test data is provided to the Minnesota Nurse Aide Registry. Each training program has the ability to review their own data in the [Test Master Universe \(TMU\) system](#) from Headmaster.

Questions regarding this data may be emailed to: health.nar.coord@state.mn.us.

Test Data

Test data that is more than three years old has been removed from our website, but is available via submission of a [Data Practices Request](#).

[Expand All](#)

2025 ▾

NATCEP Quarter Four Test Results

			
Nurse Aide Training Competency Evaluation Program (NATCEP) Test Results Q4 (2025) (10/01/2025 - 12/31/2025)			
The data below is from all test takers from an approved NATCEP for the period between Oct 01, 2025 and Dec 31, 2025. The data also includes test takers that have not completed an approved training program, but that have challenged the competency exam or have tested using the waiver checklist option. For more information, visit the NAR Training Program Test Data page (https://www.health.state.mn.us/facilities/providers/nursingassistant/nartestdata.html)			

Q4 (2025) Knowledge Test Data

Name of Training Program	No. of Candidates, 1st time	Pass %, 1st time	No. of Candidates, 2nd time	Pass %, 2nd time	No. of Candidates, 3rd or more time	Pass %, 3rd or more time
Total (All Programs)	2635	86.83%	227	62.56%	90	48.89%

Q4 (2025) Skills Test Data

Name of Training Program	No. of Candidates, 1st time	Pass %, 1st time	No. of Candidates, 2nd time	Pass %, 2nd time	No. of Candidates, 3rd or more time	Pass %, 3rd or more time
Total (All Programs)	2612	76.38%	438	71.69%	92	78.26%



Updated Search for Locating Training and Test Sites

[Nurse Aide Registry: Find Training and Testing Sites - MN Dept. of Health](#)

NURSE AIDE REGISTRY

Find Training and Testing Sites

Health Care Provider Directory

Data is updated daily.

This database offers addresses, phone numbers, administrator names, and state registration or licensure status for Minnesota health care providers. Federal certification classifications are also included. Providers can be selected by type, county, city or name.

Provider types in the directory include health care facilities such as assisted living, boarding care homes, home health agencies, home care providers, hospices, hospitals, housing with services, nurse aide testing sites, nurse aide training sites, nursing homes and supervised living facilities, as well as short-term care providers.

[Use the Health Care Provider Lookup](#)

Physical nurse aide testing centers map

This map indicates all physical nurse aide testing centers across the state: [Nurse Aide Testing Locations](#). This map does not include training sites.

Health Care Provider Directory

Healthcare Provider Lookup

Search Criteria: (You must choose at least one)

Provider Group:

All Types

Provider type:

City:

County:

All Counties

Provider Name:

Provider ID:

Search

Reset

[Advanced Search](#)

[Options +](#)

Provider Group Selection

Hospital
Mobile Health Evaluation & Screening
Mortuary Science
Nurse Aide Testing Sites
Nurse Aide Training Sites

All Types

Provider type:

City: County:

Provider Name: Provider ID:

Search Reset

[Advanced Search Options +](#)

Planned for 2026

- Skills exam
- Knowledge exam



More to come, stay tuned!

[Nurse Aide Registry - MN Dept. of Health](#)

[Federal Nurse Aide Training and Competency Evaluation Program \(NATCEP\) Resource](#)

[Nurse Aide Training and Competency Evaluation Program \(NATCEP\) Survey Worksheet](#)

[Nurse Aide Registry: Frequently Asked Questions about NATCEPs - MN Dept. of Health](#)

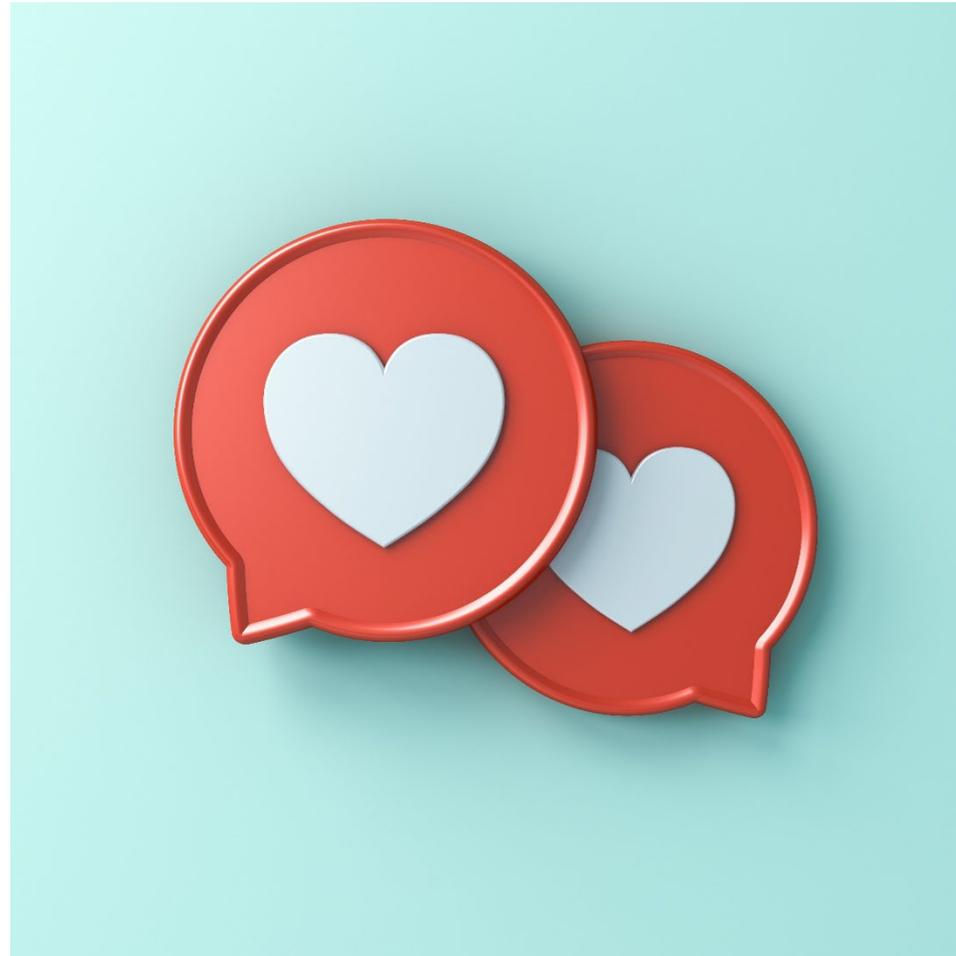
[D&S - Minnesota Nurse Aide](#)

- ✓ TMU
 - ✓ Candidate responsibility/date of birth
- ✓ Headmaster training support for training programs/test sites
- ✓ Candidate surveys

- ✓ Quarterly testing data
- ✓ Resources/updates



Questions?





Check the [NAR Calls website](#) for call details and GovDelivery.

Program Contact Information

Training Program Questions:

Health.NAR.coord@state.mn.us

Nurse Aide Registry Questions:

Health.FPC-NAR@state.mn.us

NAR Home Page:

<https://www.health.state.mn.us/nar>

Contact Information

Liz Silkey, Regional Operations Supervisor,
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