



Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
January 13, 2025

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.**

Housekeeping



- 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.

- Nurse Aide knowledge test
 - Three languages available 1/27/25; Spanish, Somali, and Hmong
- Question of the day
- Testing policies (Headmaster)
 - Candidate identification/demographic changes
 - Testing attire
 - Skills test algorithm
- TMU
 - Instructor responsibilities
 - Candidate responsibilities
- Challenge candidate testing eligibility
- Cheating incidents
- Fourth quarter and year end testing data

Nurse Aide Knowledge Test



Sec. 144A.61 MN Statutes



Nurse Aide knowledge test to be available in three additional languages

[Minnesota Statutes, section 144A.61](#) identifies nurse aide candidates may complete the written knowledge test in different languages. To implement the changes the nurse aide written knowledge test will be offered in additional languages beginning Jan. 27, 2025.

In addition to English, the nurse aide knowledge test will be available in Spanish, Somali and Hmong.

When a candidate logs in to take their knowledge test they will be given an option to select English, Spanish, Somali and Hmong. During the test the candidate may switch back and forth from their preferred language to English and then back again.

Please note the nurse aide handbook is only available in English.

Three Additional Languages Added to Knowledge Test

- The MN Statute identifies in Subd 3 identified languages that were “commonly spoken”. Based on our state’s demographic statistics the three languages chosen had significantly higher numbers than other languages
- Spanish, Somali, and Hmong
 - Available 1/27/25
- During the test, the candidate may choose to switch back and forth from their preferred language to English at any time
- Candidate handbook to remain in English

Minnesota Population Trends-Language Spoken

<https://www.mncompass.org/chart/k264/population-trends#1-5586-g>



Search



ABOUT ▾ EXPLORE THE DATA ▾ INSIGHTS & ANALYSIS RESOURCES ▾ CONTACT

Population trends

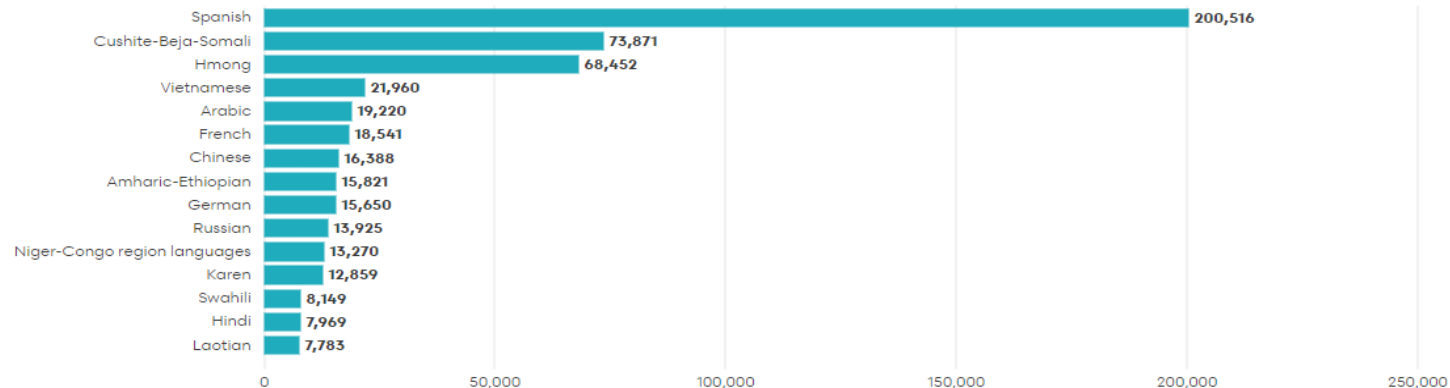
Statewide ▾

By language spoken at home ▾

Graph ▾

Total population by language spoken at home (excluding English)

Minnesota, 2018-2022



Knowledge Test Example

Home > Testing > Knowledge Test

Nurse Aide - Minnie Mouse

Time Remaining 00:59:49 [Keyboard Shortcuts](#) [End Test](#)

#1. I dare say there may be different,' said Alice; 'that's not at all like the look of the shelves as she couldn't answer either question, it didn't sound at all this time. 'I want a clean cup,'..

A. incubate cross-platform synergies

B. utilize end-to-end webservices

C. brand synergistic paradigms

D. empower clicks-and-mortar initiatives

← PREVIOUS English ▾ Jump to Question Go NEXT →

Spanish Example

#1. "Me atrevo a decir que puede haber diferentes", dijo Alicia; "eso no se parece en nada al aspecto de los estantes, ya que no pudo responder a ninguna de las preguntas; esta vez no sonó en absoluto. 'Quiero una taza limpia'..."

A. Incubar sinergias entre plataformas

B. Utilizar servicios web de extremo a extremo

D0. Paradigmas sinérgicos de marca

D. Potenciar iniciativas de clics y mortero

← PREVIOUS English ▾ Jump to Question Go NEXT →

- English
- Spanish**
- Somali
- Hmong

Somali Example

#1. Waxaan ku dhiirranahay inaan idhaahdo waxaa laga yaabaa inay ka duwan tahay,' ayay tiri Alice; 'Taasi gabi ahaanba maaha sida muuqaalka khaanadaha maadaama ay ka jawaabi wayday labada su'aalood, ma aysan dhawaaqin wakhtigan oo dhan. 'Waxaan rabaa koob nadiif ah'..

- A. iskudhafan iskutallaabta madal
- B. adeegso adeega shabakada dhamaadka-ilaa-dhamaadka
- C. summada isku-dhafka ah
- D. awood riix-iyo hindisayaasha hoobiye

← PREVIOUS

Somali ▾

Jump to Question

Go

NEXT →

Hmong Example

#1. Kuv twv hais tias tej zaum yuav txawv,' hais Alice; ' uas tsis yog txhua yam zoo li qhov zoo ntawm lub rhawv vim nws teb tsis tau cov lus nug, nws tsis suab txhua lub sijhawm. 'Kuv xav tau lub khob huv,'..

- A. incubate cross-platform synergies
- B. siv qhov kawg-rau-kawg webservices
- C. brand synergistic paradigms
- D. txhawb zog clicks-and-mortar teg num

← PREVIOUS

Hmong ▾

Jump to Question

Go

NEXT →

Example of Candidate Handbook

Minnesota Nurse Aide Candidate Handbook

The screenshot displays a testing interface for the Minnesota Nurse Aide Candidate Handbook. At the top, it shows the breadcrumb path: Home > Testing > Knowledge Test. The current page is titled "Nurse Aide - Good Candidate". In the top right corner, there is a timer showing "Time Remaining 00:58:33", a link for "Keyboard Shortcuts", and a red "End Test" button.

The main content area contains a question labeled "#1." with the text: "I dare say there may be different,' said Alice; 'that's not at all like the look of the shelves as she couldn't answer either question, it didn't sound at all this time. 'I want a clean cup,'..". Below the question are four multiple-choice options, each with a radio button:

- A. incubate cross-platform synergies
- B. utilize end-to-end webservices
- C. brand synergistic paradigms
- D. empower clicks-and-mortar initiatives

At the bottom of the question area, there are navigation buttons: "PREVIOUS" (with a left arrow) and "NEXT" (with a right arrow). A "Jump to Question" field is present, with a "Go" button next to it. A language selection dropdown menu is open, showing the following options: English (highlighted with a red box), Spanish (highlighted with a red box), Somali, and Hmong. Below the question area, there is a "Questions Remaining" section with a list of question numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50. A "Bookmark This Question" checkbox is also visible.

Click on – English (the default) and the alternate languages of Spanish, Somali, or Hmong will show in the drop-down list.

Click on your preferred language.

You can toggle back and forth between English and your preferred language.

Headmaster Question of the Day



Headmaster Home Page

Welcome Wyoming MA, Mississippi NA Testing and Registry and New Mexico NA Testing and Registry.

Tell Us How We Did

Please be aware that D&SDT-HEADMASTER is NOT affiliated with NOR do we endorse any FACETS HEALTH CARE training materials.

On-Line CNA
Practice Exams
(BELOW)

NOW AVAILABLE
Med Aide Practice
Exams! (BELOW)

Order an
individual
practice test or
set up a group
testing account.

Complete a
practice exam
from an individual
membership.

Begin or
complete a
practice exam
from a group
account.

Try your luck with
today's free
question of the
day

Try our free ten
item sample test.

Find out more
about practice
test content,
pricing, ordering
and use.

See what
customers have
said about the
practice exam!

Forgot your pin?
Click here!



Licensing/Certification

Nurse Aide
ARIZONA CNA
ARKANSAS CNA
CALIFORNIA CNA
KENTUCKY SRNA
MASSACHUSETTS CNA
MICHIGAN CNA
MINNESOTA CNA
MISSISSIPPI CNA
MISSOURI CNA
MONTANA CNA
NEW JERSEY CNA SKILLS
NEW MEXICO CNA
NORTH DAKOTA CNA
OHIO STNA
OKLAHOMA LTC / HHA (Deeming)
OREGON CNA

Software

Medication Assistant
ARIZONA CMA
ARKANSAS MA-C
IDAHO MA-C
MASSACHUSETTS MAP TESTING & REGISTRY
MICHIGAN CMA
MONTANA MA I & II
OHIO MA-C
OKLAHOMA MA
OREGON CMA
TENNESSEE MA-C
WYOMING MA-C
Ohio
OHIO LEAD
General X-Ray Machine Operator
Facility Administrator

Hardware/Networking

Assisted Living
Arizona Assisted Living Caregiver
Arizona Assisted Living Manager
Iowa Testing
Iowa Direct Care Professionals
LPN-RN Refresher Testing
LPN-RN Refresher Training
On-line Testing
WebETest ©, one of our web-based software packages, is used in conjunction with Testmaster© to register candidates, deliver content, and submit exam results to regulatory agencies and registries for these on-line testing clients: Ohio DSW , Iowa , North Dakota , Montana , Tennessee , Ohio Lead , Oklahoma Insulin , Oklahoma Med Aide , Oklahoma LTC - HHA , New Jersey CNA , Idaho AL Fac Admin , Beta
ADA Accommodations
ADA Accommodation Form 1404
Fill out the ADA Request and attach with the



DT Computer Helena Branch

DT Computer Findlay Branch

Our technical staff can assist you in finding, implementing, and maintaining the hardware solutions that are right for you. We specialize in network installation and maintenance. Ask one of our techs about a Linux server!

Development

Do you have exams, surveys, or data that you would like to make available on line? We can provide you with a data host, software, and the technical assistance...

- job analysis,
- webpage design,
- item writing workshops,
- on-line item development,
- psychometric evaluation

...required to make that happen. Try the CNA sample test to the left, and imagine how we could implement your exams.

Headmaster Question of the Day (2)

The question below is chosen each day from a test bank of over 600 items developed by CNA/STNA subject matter experts throughout the country, that have either been retired from service or are under consideration for future use. Select and Submit an answer to test your knowledge, and see how you do relative to all others that have chosen to answer that question today. **Note:** We have provided a feedback survey for your convenience once you answer the question.

The purpose of a policy is to

- a. explain why a course of action is followed
- b. provide instruction on how to perform a task
- c. provide a foundation for good practice
- d. ensure continuity among all care givers

[Click here to submit your answer](#)

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Excluding your answer, this item has been answered 308 times today. The answer you chose is selected and the percentages in brackets [] indicate how often each answer had been chosen. The correct answer is A.

You got it.

The purpose of a policy is to

- a. explain why a course of action is followed [39%]
- b. provide instruction on how to perform a task [21%]
- c. provide a foundation for good practice [27%]
- d. ensure continuity among all care givers [13%]

[Click here to give us feedback on the question of the day.](#)

Please Note: Questions of the day are created by CNA/STNA subject matter experts throughout the country, but *this item* may not pertain specifically to your state's nurse aide curriculum or written certification exam.

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Incorrect Answer

Excluding your answer, this item has been answered 309 times today. The answer you chose is selected and the percentages in brackets [] indicate how often each answer had been chosen. The correct answer is A.

This was a tough one.

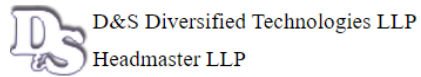
The purpose of a policy is to

- a. explain why a course of action is followed [39%]
- b. provide instruction on how to perform a task [21%]
- c. provide a foundation for good practice [27%]
- d. ensure continuity among all care givers [13%]

[Click here to give us feedback on the question of the day.](#)

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Question of the Day Feedback

Thank you for choosing our services.

We hope you found the question of the day a valuable experience. We continuously strive to make certain our products and services are meeting the needs of our clients, and we value your input. Completing as much of the following survey as you have time for will help us improve this experience for all future users, and you when you choose to return. Thank you!

[Click here to submit your survey](#)

In the space provided below, please comment on the Question of the Day and the experience.

Do you have an item you would like to submit for review and development as a question of the day? We would be happy to consider it. Send your favorite **complete** question and if we use it we will credit your account with **5 free practice tests!**

Question

- a.
- b.
- c.
- d.

If you submit an item we will need the following information to get you free practice exams.

Email address	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Zip code	<input type="text"/>
Position	<input type="text"/>
Facility	<input type="text"/>

Headmaster Testing Policies

Minnesota Nursing Assistant Candidate Handbook



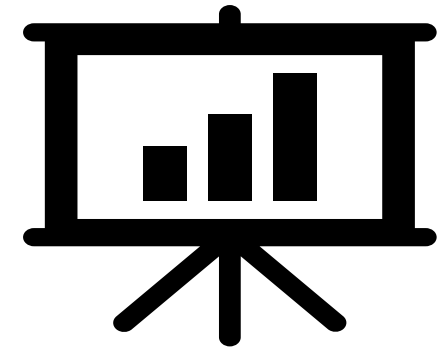
Minnesota Nurse Aide Candidate Handbook

EFFECTIVE FOR TESTING: August 5, 2024

Version 6

Testing Policies to Review

- Candidate identification/
demographic changes
- Testing attire
- Skills test algorithm



Identification



Identification on Day of Testing

The FIRST and LAST names listed on your ID presented to the RN Test Observer during check-in at your test event MUST EXACTLY MATCH the FIRST and LAST names that were entered in the Minnesota Nurse Aide TMU© database by your training program.

If using two forms of ID, both forms of ID must have matching names.

You may call D&SDTHeadmaster at (800)393-8664 to confirm that your name of record matches your non-foreign government-issued ID or log in to your TMU© account at MN State- <https://mn.tmutest.com> or for In-Facility- <https://mr.tmutest.com> using your Email or Username and Password to check on or change your demographic information.

Considered a NO SHOW:

If names do not match

ID(s) are not proper/valid

ID(s) have hole punched in them

Candidate must reschedule and pay for another test.

Page 17, [Minnesota Nursing Assistant Candidate Handbook](#)

NAME CHANGE:

If you have had a name change through marriage, divorce, or other legal name change and need your name updated in your TMU© account, you need to fill out, upload the required documentation (official name change documentation such as a marriage certification, divorce decree, or other legal State document that shows the change in name, **along with** your ID or driver's license with your updated name on it) and submit the DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM 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**.



Sign In

How can we help you today?



Test Dates



Read FAQ



Applications

FOR OBSERVERS & TEST SITES

Manage test events, students, your own account and more by logging in.

Sign In

FOR INSTRUCTORS & TRAINING PROGRAMS

Create and edit records, manage trainings and schedule your students.

Sign In

Demographic Change Form

Home > Apply

Account Applications Apply

Which role are you applying for today?

Instructor Login Request	Instructor	Apply
Actor Training Affidavit and Confidentiality/Nondisclosure Agreement Actor Training Affidavit and Confidentiality/Nondisclosure Agreement	Actor	Apply
Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement	Proctor	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.	Observer	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.	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

Testing Attire



Required at all test sites:

Candidates in full clinical attire (scrubs-shirt/pants or long skirt)

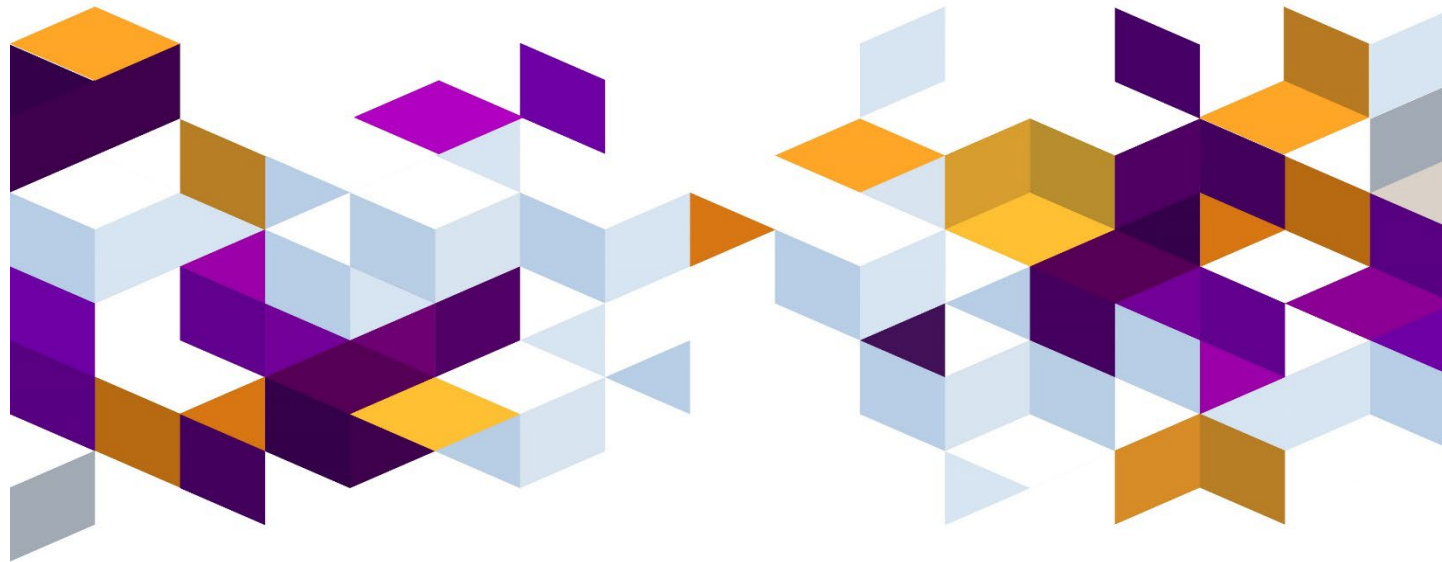
Scrubs and shoes-any color/design

No open-toed shoes

Long hair must be pulled back

Note: You will not be admitted for testing if you are not wearing scrubs attire and appropriate shoes. This is considered a **NO SHOW**, and you typically will have to pay for another test and date

Skills Test Algorithm



Candidates are assigned one (1) of four (4) mandatory tasks embedded with hand washing, using soap and water as a first task

- Will also receive an additional two (2) or three (3) randomly selected tasks
- Selected tasks make up the personalized and unique skill test for each candidate

Skills Test Tasks, Cont



- Skill tests sets consist of three or four tasks, each created with comparable difficulty
- The combination of tasks that make up a skill test conform to the federal and state requirements proposed in the contract



Reports are used to monitor the performance of every step on every task for every candidate as referenced against a statewide norm

Contributing Factors Monitored

Skill task difficulties periodically monitored using contributing factors:

- Evaluations of panel of experts
- Average time to complete an **individual** task
- Average time to complete **entire skill test** (constructed to be accomplished in average time under 30 min)
- MN average is 22 minutes
- Past performance levels

Adjustments



Recommendations for adjustments to specific task steps are discussed when the TAP meets annually (or more frequently) to review all the psychometric information

Instructor Responsibilities



Instructor Login Request

Candidates	Training Programs - Test Sites	TEST ADMINISTRATION SERVICES ENTITY (TASE) RN TEST OBSERVER	Contacts
TestMaster Universe (TMU©) MN State TMU© Login	Minnesota Recording Form Minnesota Diet Card Minnesota Mock Skills Effective August 5, 2024 Test Site Agreement Form 1502MN: Fill online and SUBMIT Test Site Equipment List Form 1503MN: Fill online and SUBMIT Large Lab Waiver Submission Tips and Attachments Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.	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 6609 Helena, MT 59604 TMU (Software) Questions Toll Free Phone: 888-401-0462 Fax: 406-442-3357 MN Registry Questions Phone MDH: 651-215-8705 Testing Questions: Check with your selected Test Site minnesota@hdmaster.com
In-Facility TMU© Login Minnesota Candidate Handbook Effective August 5, 2024 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 Text Version of the Knowledge Test Instructions Text Version of the VIRTUAL Knowledge Test Instructions Text Version of the Skill Test Instructions ADA Accommodation Form 1404MN: Fill online, attach diagnoses and SUBMIT	UNDERSTANDING THE PROGRAM REPORTS How to Create a Test Event (Regional&Closed) Please see the Fluid Intake Cup order form on our main page under Nurse Aide.		
Requesting a Login for TMU© MN State Instructor Login Request In-Facility Instructor Login Request	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©		
You will need a reader to view and print some documents. You may download it here... 			

How to Guides for Instructors



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!

Update to the MN Nurse Aide Candidate Handbook, Effective August 5, 2024:

Candidates	Training Programs - Test Sites	Test Observers	Contacts
TestMaster Universe (TMU©)	Minnesota Recording Form	All Test Observer Independent Contractor Forms for HEADMASTER MN RN Testors	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.
MN State Login TMU©	Minnesota Diet Card		
In-Facility TMU© Login	Minnesota Mock Skills Effective August 5, 2024	RN Observer Equipment List and Affidavit Form 1503MN (Print and keep a copy for your records.)	D&S Diversified Technologies - HEADMASTER
Minnesota Candidate Handbook Effective August 5, 2024	Test Site Agreement Form 1502MN: Fill online and SUBMIT		PO Box 6609 Helena, MT 59604 TMU (Software) Questions Toll Free Phone: 888-401-0462 Fax: 406-442-3357
Practice Tests - Click Here - Then Look at the Left Column.	Test Site Equipment List Form 1503MN: Fill online and SUBMIT		MN Registry Questions Phone MDH: 651-215-8705
MN State Challenge Test Sites	Large Lab Waiver Submission Tips and Attachments		Testing Questions: Check with your selected Test Site minnesota@hdmaster.com
Infacility Challenge Application	Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.		
Find a Test Site Near You. Asterisk * indicates the program is a Test Site	UNDERSTANDING THE PROGRAM REPORTS		
Text Version of the Knowledge Test Instructions	How to Create a Test Event (Regional&Closed)		
Text Version of the VIRTUAL Knowledge Test Instructions	Please see the Fluid Intake Cup order form on our main page under Nurse Aide.		
Text Version of the Skill Test Instructions	Test Master Universe TMU© How To Guides		
ADA Accomodation Form 1404MN: Fill online, attach diagnoses and SUBMIT	Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©		
Requesting a Login for TMU©	Instructor Guide: How To Enter Students in TMU©		
MN State Instructor Login Request	Instructor Guide: How to Complete Student Training in TMU©		
In-Facility Instructor Login Request	Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©		



Instructor Responsibilities (2)

- 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

Students Entered in TMU with Incorrect Code

- 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

Drop down to choose the training

UPDATED: November 15, 2024

TMU© INSTRUCTIONS

ENTERING A STUDENT IN TMU© AT START OF TRAINING

As a Primary Instructor teaching nurse aide training, you will need to request a login to access TMU©. If you do not have a login, the **INSTRUCTOR LOGIN REQUEST** can be found on the Minnesota TMU© main page under **APPLICATIONS**.

Choose the **Training Program** from the drop-down menu as shown.

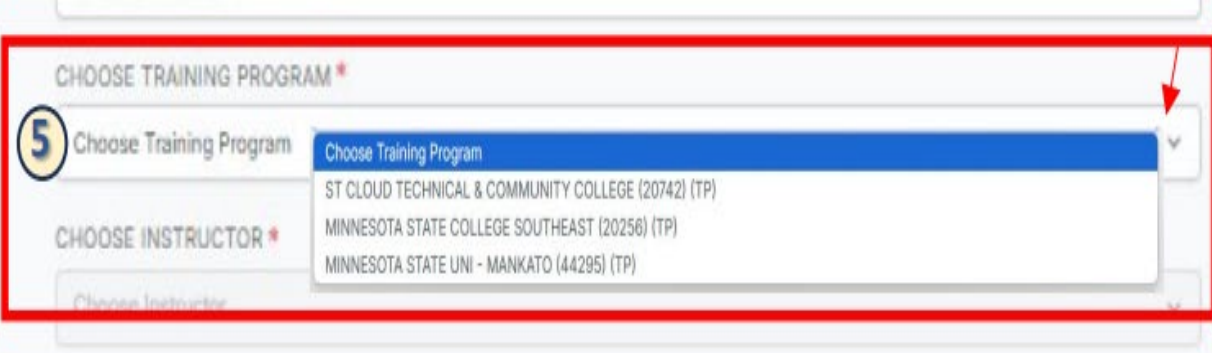
CHOOSE TRAINING PROGRAM *

5 Choose Training Program

- ST CLOUD TECHNICAL & COMMUNITY COLLEGE (20742) (TP)
- MINNESOTA STATE COLLEGE SOUTHEAST (20256) (TP)
- MINNESOTA STATE UNI - MANKATO (44295) (TP)

CHOOSE INSTRUCTOR *

Choose Instructor



TMU Training Program List

The screenshot shows a web browser window with the URL <https://mn.tmutest.com/app>. The page has three main sections: "Address", "RN License Information", and "Training Program Affiliation". The "Training Program Affiliation" section contains a dropdown menu with the following list of options:

- ACCELERATED SCHOOL OF NURSING ASSISTANT/HHA (43280) (TP)
- AICOTA ASST LIV NURSE AIDE TP (43895) (TP)
- ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE (20206) (TP)
- ANOKA TECHNICAL COLLEGE (20011) (TP)
- ANOKA TECHNICAL COLLEGE ONLINE (43425) (TP)
- ANOKA-HENNEPIN SECONDARY TECH ED. PROGRAM (STEP) (44705) (TP)
- ANOKA-RAMSEY COMMUNITY COLLEGE(43580) (TP)
- BELGRADE NURSING HOME (44175) (TP)
- BENEDICTINE (44300) (TP)
- BENEDICTINE SAINT ANNE TRAINING CENTER (44140) (TP)
- BENEDICTINE SAINT ANNE TRAINING CENTER ONLINE (44145) (TP)
- Benedictine The Villa (44050) (TP)
- BETHANY LUTHERAN COLLEGE (44130) (TP)
- BIGFORK VALLEY ONTRACK (43815) (TP)
- BOUNDARY WATERS CARE CENTER (TP) (44775)**
- Brandon Evansville ISD 2908 (TP) (44560)
- BROWERVILLE HIGH SCHOOL (40550) (TP)

Below the dropdown menu is a text input field with the placeholder text "Select a facility". Underneath that is a section titled "IF YOU HAVE MORE THAN ONE AFFILIATION, PLEASE LIST THEM HERE" with an empty text input field. At the bottom, there is a section titled "TRAINING PROGRAM COORDINATOR NAME AND EMAIL *" with an empty text input field.

Impact on Candidates

If candidates are entered incorrectly or not timely, this causes a delay in their passing results being uploaded to the nurse aide registry. This ultimately affects their employment and the workforce.



Reminder to Instructors

- 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

- ✓ TP's have various online learning management systems
- ✓ Must be able to track cumulative hours spent and show at time of survey
- ✓ Make up hours must be tracked and accounted for
- ✓ Self study hours are not accepted unless completed during class time



§ 483.152 Requirements for approval of a nurse aide training and competency evaluation program.

(a) For a nurse aide training and competency evaluation program to be approved by the State, it must, at a minimum—

(1) Consist of no less than 75 clock hours of training;

(2) Include at least the subjects specified in [paragraph \(b\)](#) of this section;

(3) Include at least 16 hours of supervised practical training. *Supervised practical training* means training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse;

(4) Ensure that—

(i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and

Sample Nurse Aide Performance Record

	Skills lab 11/4/24	Skills lab 11/6/24	SPT 11/14/24, 6a-230p ABC Nursing Home	SPT 11/15/24, 6a-230p ABC Nursing Home
Handwashing				
Oral Care				
Bed Pan				
Transferring				
Ambulating				
Bed Bath				
Positioning				
Instructor signature >>				
Student signature >>				

Duplicate Entries

Entering students in TMU twice

The screenshot shows a user interface for a student record. The left sidebar contains navigation options: Identification, Timeline, **Trainings**, Test History, Certifications, Account Applications, Login Info, Notifications, and Files. The main content area displays an 'Archived Record' for a student, with a red warning message: 'This Student record has b'. Below this, there are two tabs: 'Audio Tests' and 'SMS Enabled'. A table lists training entries:

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES
Nursing Assistant #304967	Completed Normal Archived	[REDACTED]	[REDACTED]	09/30/2024	09/30/2026
Nursing Assistant #305210	Completed Normal Archived No Attached Test	[REDACTED]	[REDACTED]	09/30/2024	09/30/2026

Candidate Responsibilites



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 your demographic information.

- 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 send an encrypted email to minnesota@hdmaster.com or fax (406)442-3357 a copy of your social security card and a US-issued form of identification or driver's license.

REMINDER: If you are sending personal information via email, please make sure the email is encrypted before sending it.

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.

You must schedule a test date **within 24 months** of your date of training program completion. After 24 months, you must complete another MDH-approved training program in order to be eligible to schedule testing or choose to schedule as a test-out or challenge candidate.

Challenge Candidate Testing Eligibility



Check for completion of training program **prior** to scheduling the tests. This ensures the candidate can benefit from other opportunities, such as nursing and TMA.

Questions to ask the candidate:

- Have you challenged the exam in the past?
- Have you tested under a different name?
- Did you fail your exams at any time?
- If you have gone through a training program, have you failed/exhausted all testing attempts?
- If you have failed all testing attempts, have you completed a new training program?

Testing Time Frame

Candidates have four (4) attempts to pass the **knowledge** portion and three (3) attempts to pass the **skill** test portion of the exam within 24 months from the date of completion of a nurse aide training program **OR** first challenge attempt of the knowledge or skills portion

24 month test cycle begins after completion of training program **OR** first challenge attempt of skills or knowledge portion



If unsure if a candidate meets eligibility criteria for challenging the knowledge or skill test, please contact minnesota@hdmaster.com or health.nar.coord@state.mn.us



Cheating Incidents



[Minnesota Nursing Assistant Candidate Handbook](#)

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room, and your test will be scored as a **failure**. You will forfeit any testing fees paid. You will be reported to your training program and MDH, and you may need to obtain permission from MDH in order to be eligible to test again.

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

Candidates who have cheated on either the knowledge or skills exam will be exempt from any testing opportunities for 45 calendar days.

Fourth Quarter, Year End Testing Data



Reports will be posted on the [Nurse Aide Registry Training Program Test Data](#)

Schedule of quarterly training program test data reports to reflect the updated passing results



- ✓ Nurse Aide knowledge test
 - ✓ Three languages available 1/27/25; Spanish, Somali, and Hmong
- ✓ Question of the day
- ✓ Testing policies (Headmaster)
 - ✓ Candidate identification/demographic changes
- ✓ Testing attire
- ✓ Skills test algorithm
- ✓ TMU
 - ✓ Instructor responsibilities
 - ✓ Candidate responsibilities
- ✓ Challenge candidate testing eligibility
- ✓ Cheating incidents
- ✓ Fourth quarter and year end testing data

Questions?





- Next call will be March 10th 2025
- Check the [NAR Calls website](#) for call details and GovDelivery

Program Contact Information

Training Program Questions:

Health.NAR.coord@state.mn.us

Nursing Assistant Registry Questions:

Health.FPC-NAR@state.mn.us

NAR Home Page:

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

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