Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
January 13, 2025

Tennessen 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.

Agenda

- 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

DEPARTMENT OF HEALTH

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

Minnesota Compass

Search

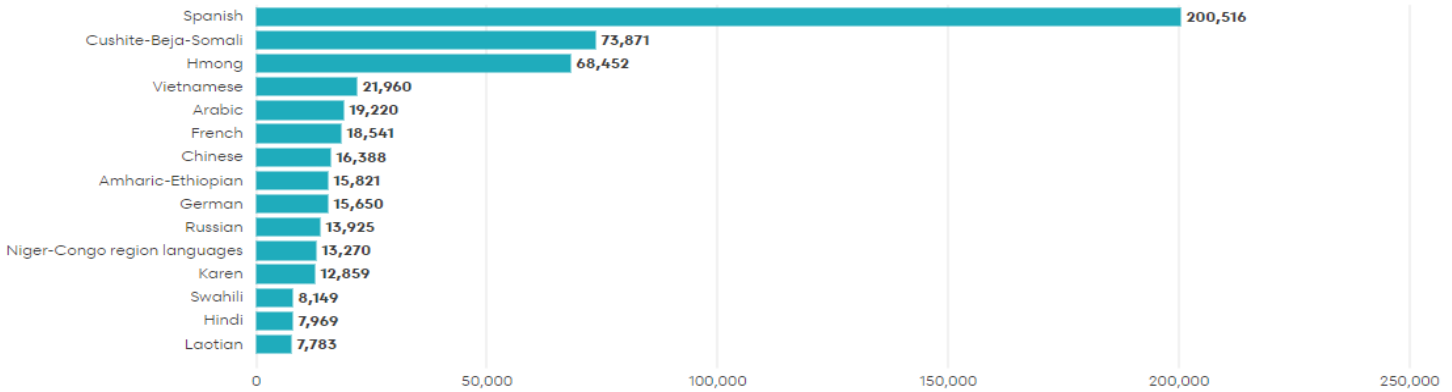
ABOUT | EXPLORE THE DATA | INSIGHTS & ANALYSIS | RESOURCES | CONTACT

Population trends

Statewide | By language spoken at home | Graph

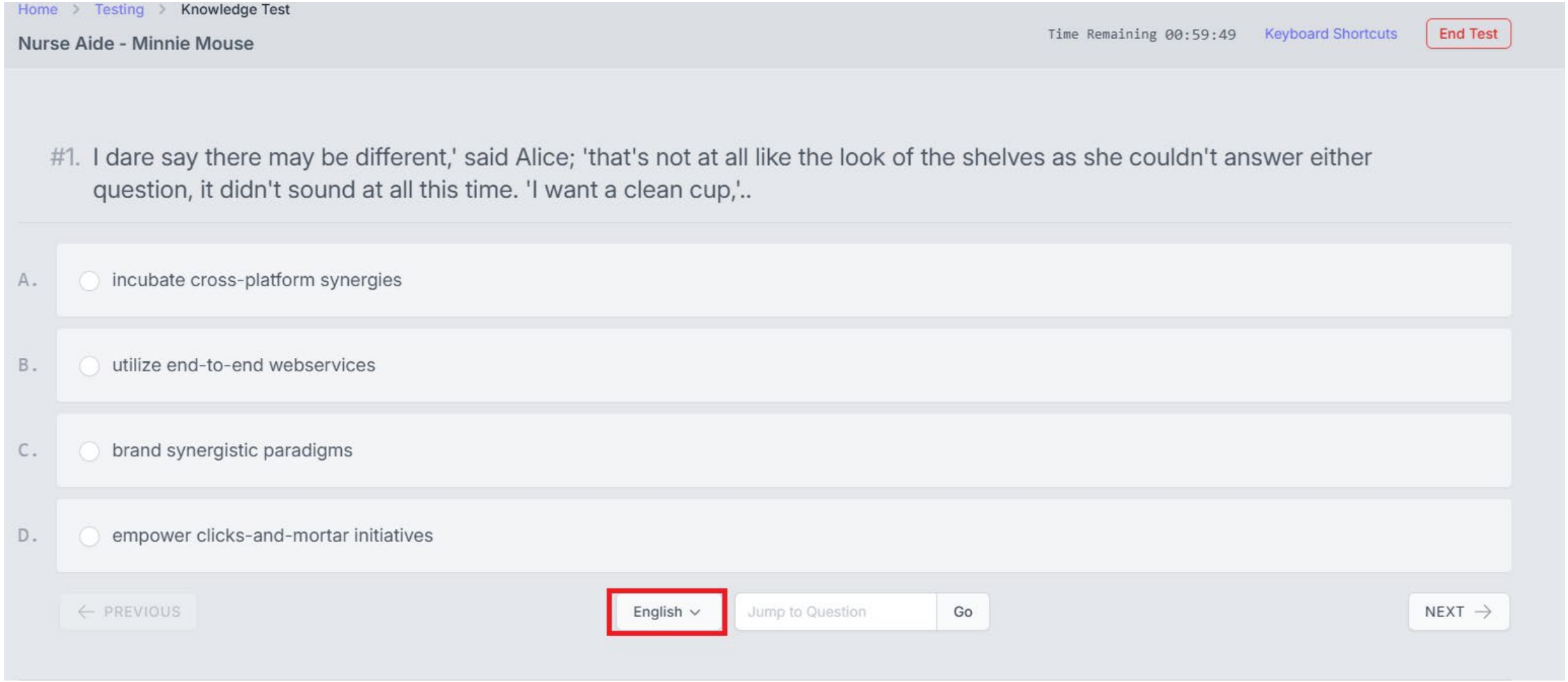
Total population by language spoken at home (excluding English)

Minnesota, 2018-2022

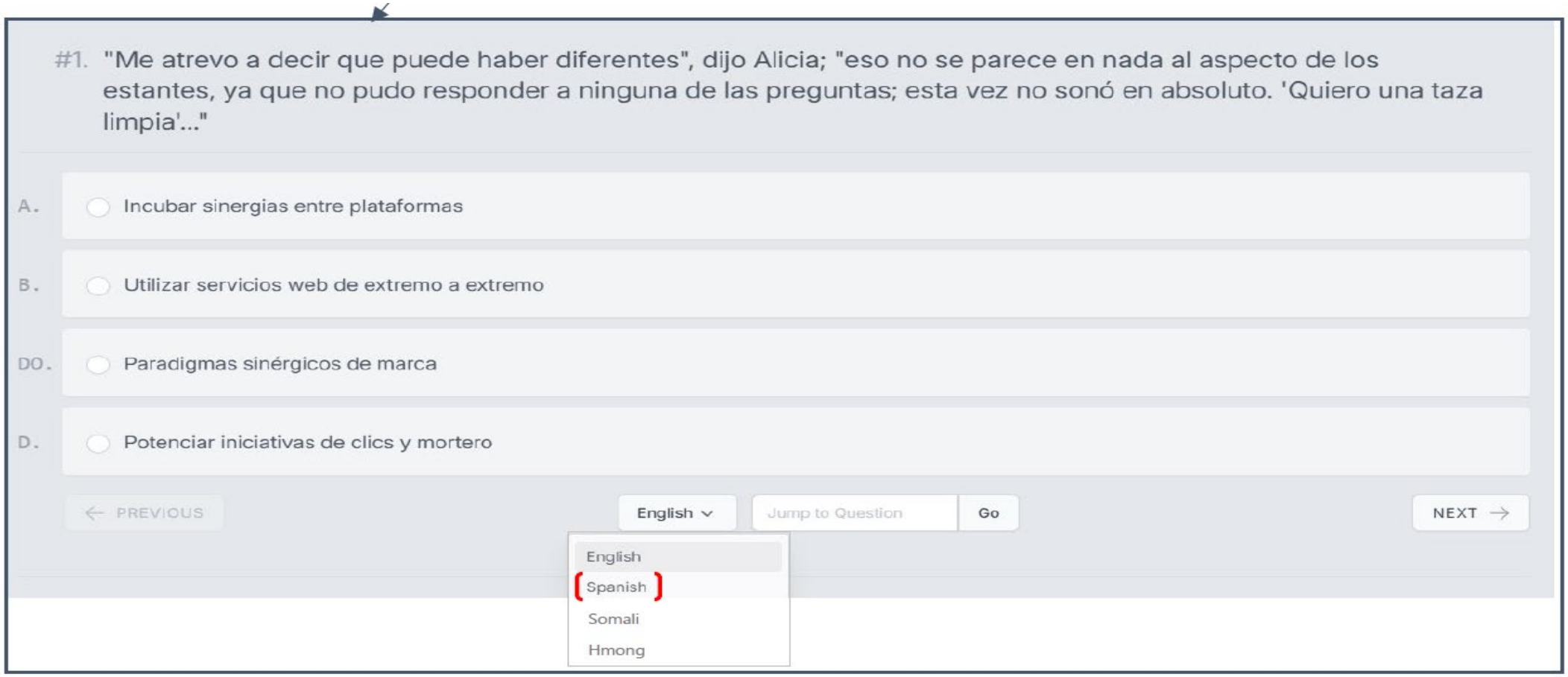


DEPARTMENT OF HEALTH

Knowledge Test Example



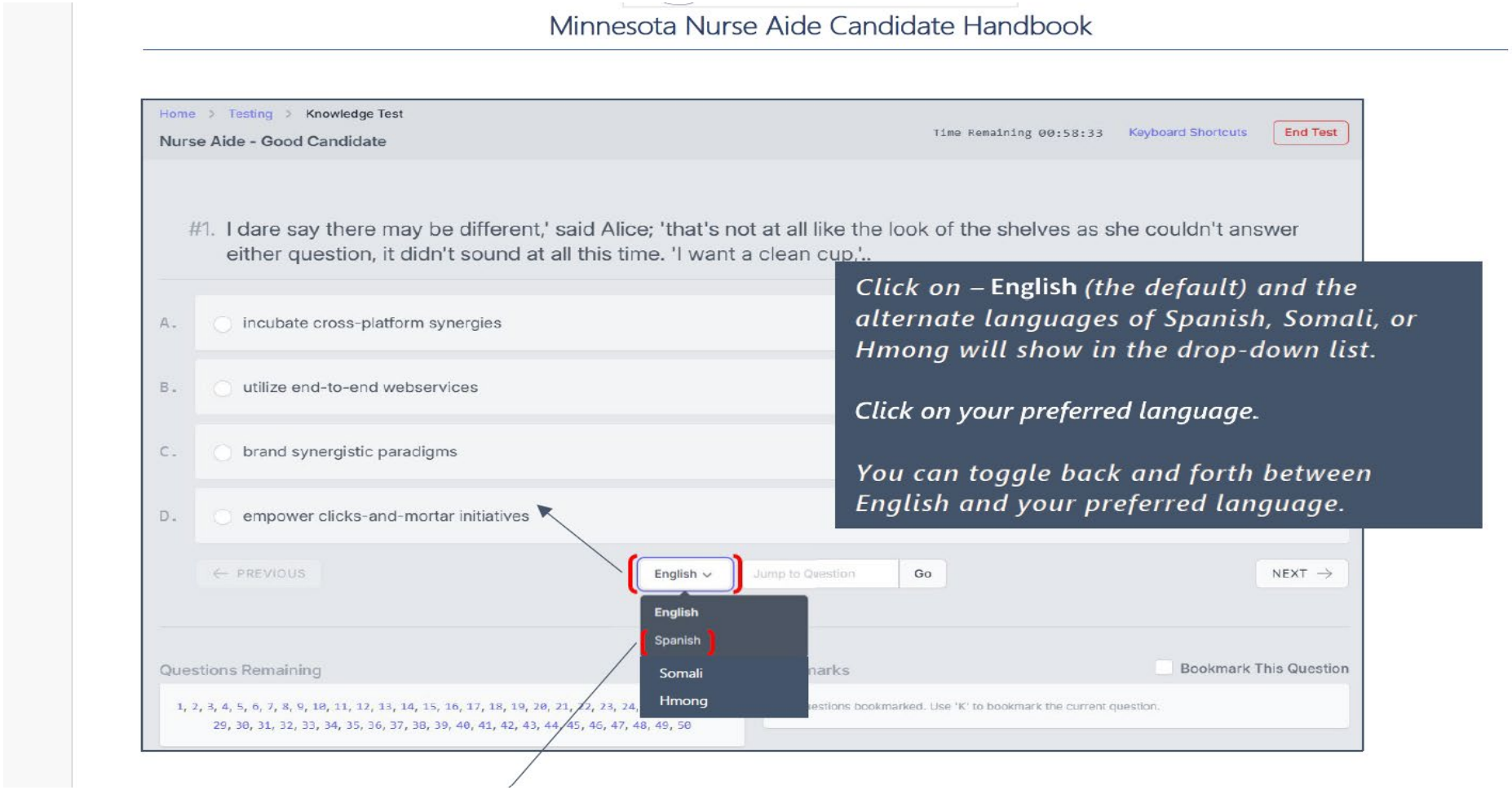
Spanish Example



Somali Example

Hmong Example

Example of Candidate Handbook



Headmaster Question of the Day

Headmaster Home Page

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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Correct Answer

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%]

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Feedback

D&S Diversified Technologies LLP
Headmaster LLP

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
Name
Address
Zip code
Position
Facility

DEPARTMENT OF HEALTH

Headmaster Testing Policies

[Minnesota Nursing Assistant Candidate Handbook]

D&S Diversified Technologies LLP

Headmaster LLP

Minnesota Nurse Aide

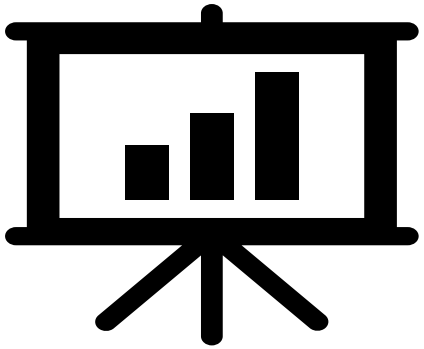
Candidate Handbook

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 No Show

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.

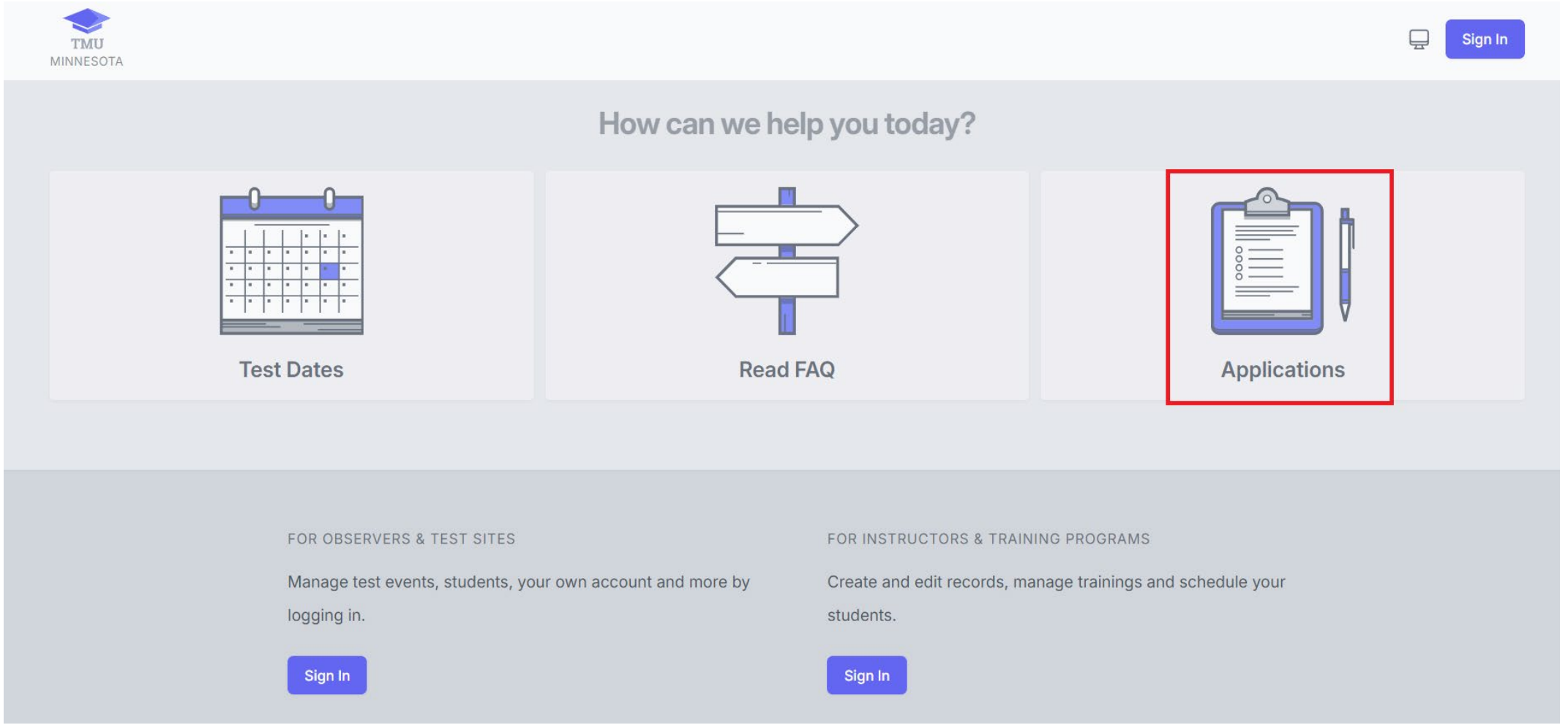
Page 17, Minnesota Nursing Assistant Candidate Handbook

Name Change

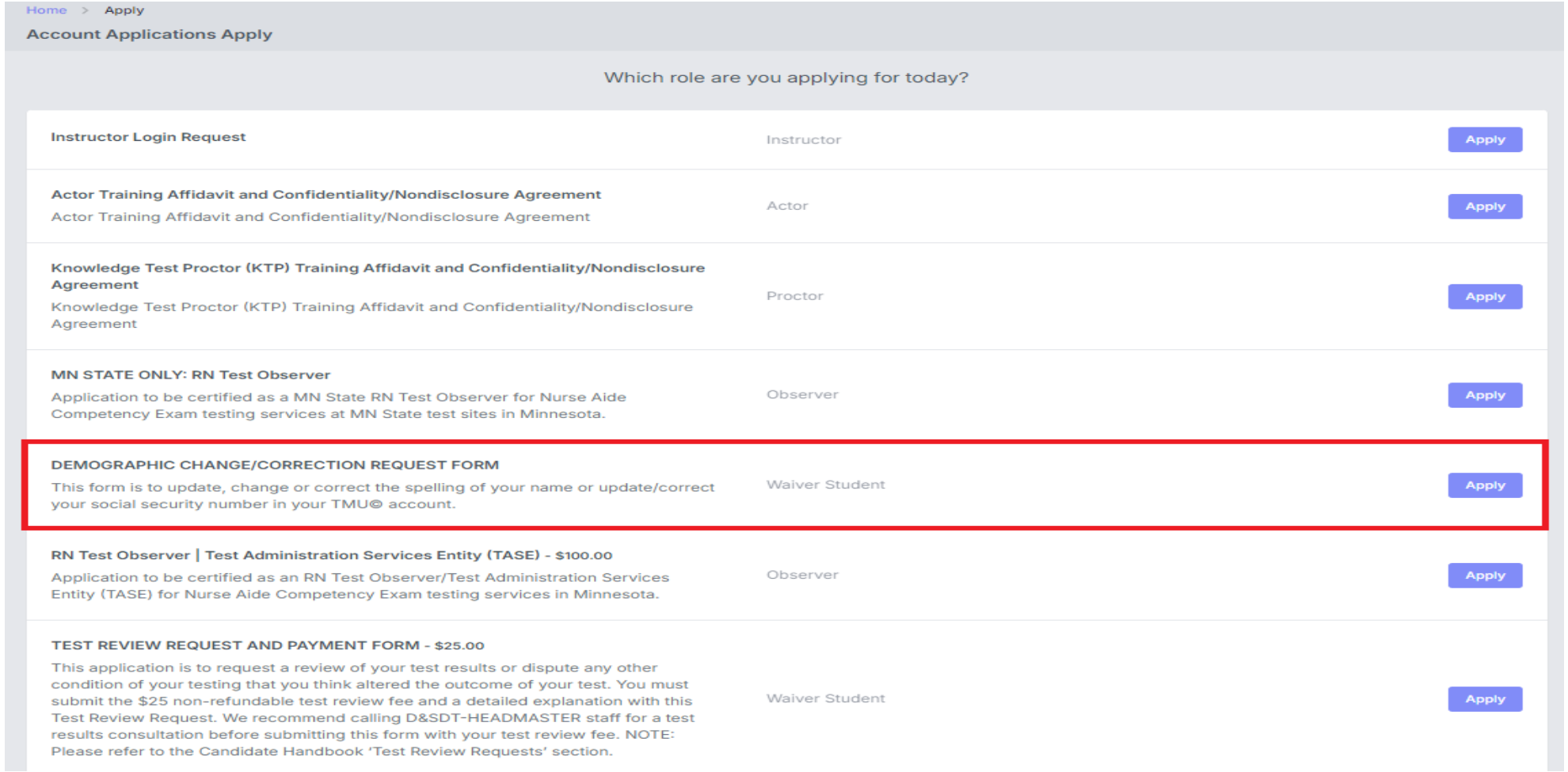
NAME CHANGE:

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.**

TMU Home Page



Demographic Change Form



Testing Attire

Testing Attire, Cont

Required at all test sites:

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

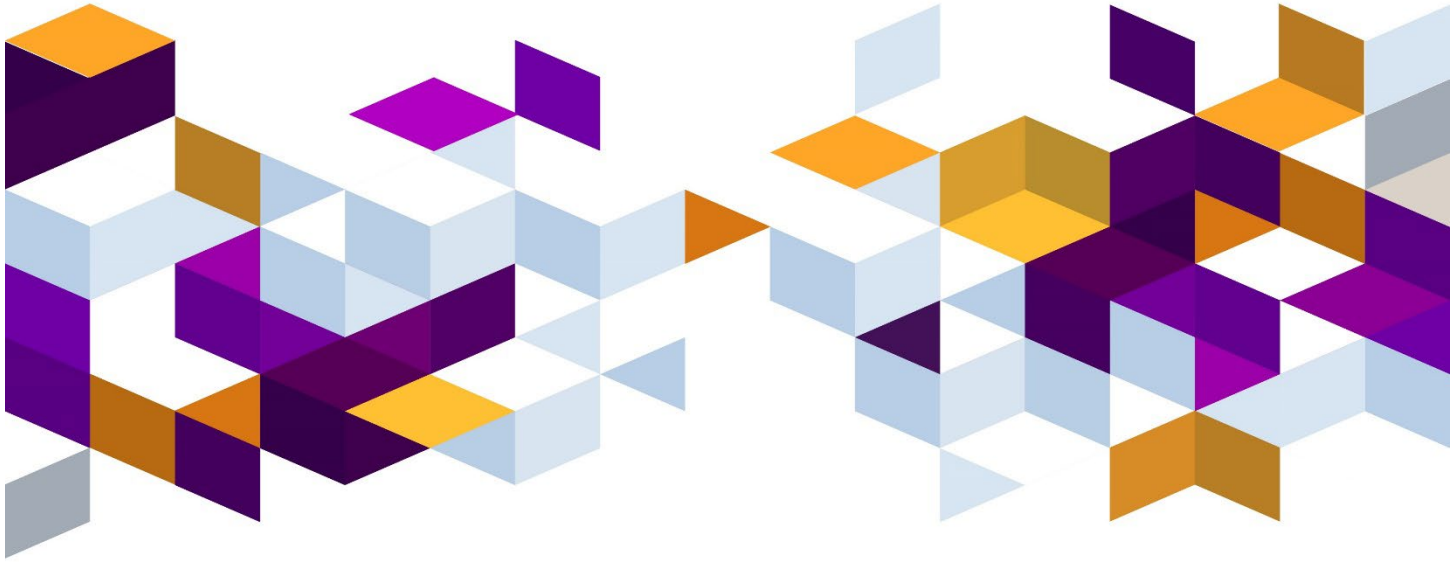
Scrubs and shoes-any color/design

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



Skills Test Tasks

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

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

TestMaster Universe (TMU©)

MN State TMU© Login

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 Accomodation Form 1404MN:
Fill online, attach diagnoses and SUBMIT

Requesting a Login for TMU©

MN State Instructor Login Request

In-Facility Instructor Login Request

You will need a reader to view and print some documents. You may download it here...

Get Acrobat Reader

Training Programs - Test Sites

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.

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.

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©

TEST ADMINISTRATION SERVICES ENTITY (TASE) | RN TEST OBSERVER

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)

Contacts

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.

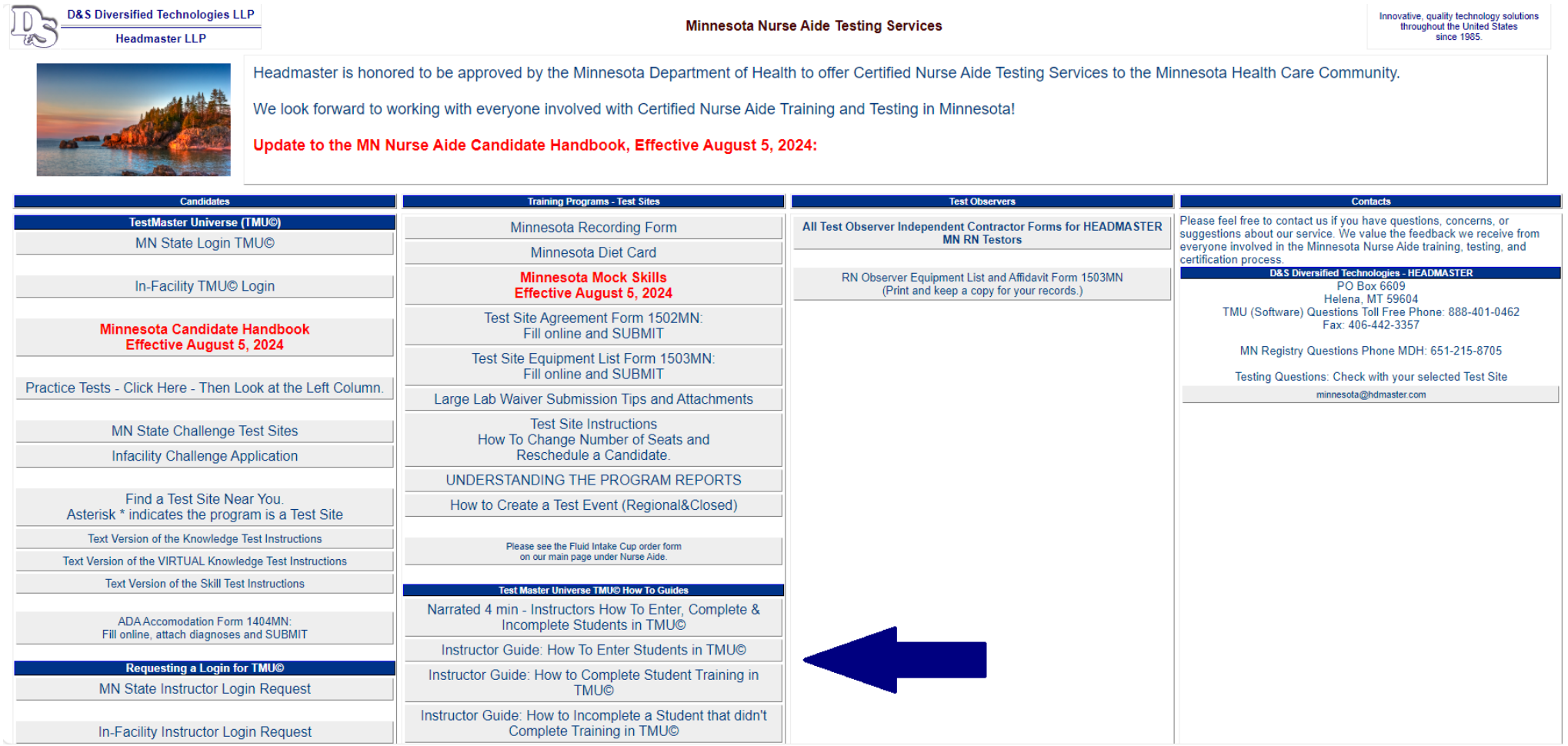
D&S Diversified Technologies - HEADMASTER
PO Box 6609
Helena, MT 59604
TMU (Software) Questions Toll Free Phone: 888-401-0462
Fax: 406-442-3357

MN Registry Questions Phone MDH: 651-215-8705

Testing Questions: Check with your selected Test Site

minnesota@hdmaster.com

How to Guides for Instructors



D&S Diversified Technologies LLP
Headmaster LLP

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

TestMaster Universe (TMU©)

MN State Login TMU©

In-Facility TMU© Login

Minnesota Candidate Handbook
Effective August 5, 2024

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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©

Test Observers

All Test Observer Independent Contractor Forms for HEADMASTER MN RN Testors

RN Observer Equipment List and Affidavit Form 1503MN
(Print and keep a copy for your records.)

Contacts

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PO Box 6609
Helena, MT 59604
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Fax: 406-442-3357

MN Registry Questions Phone MDH: 651-215-8705

Testing Questions: Check with your selected Test Site

minnesota@hdmaster.com

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

Entering Students

Drop down to choose the training

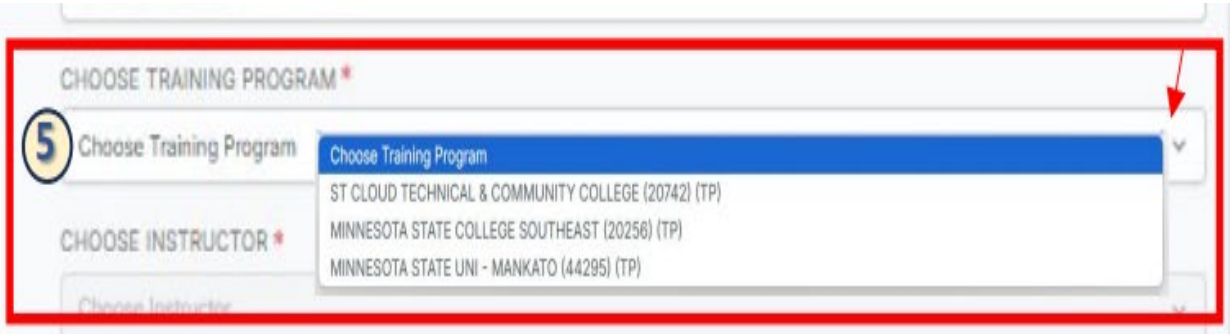
UPDATED: November 15, 2024

TMU© INSTRUCTIONS

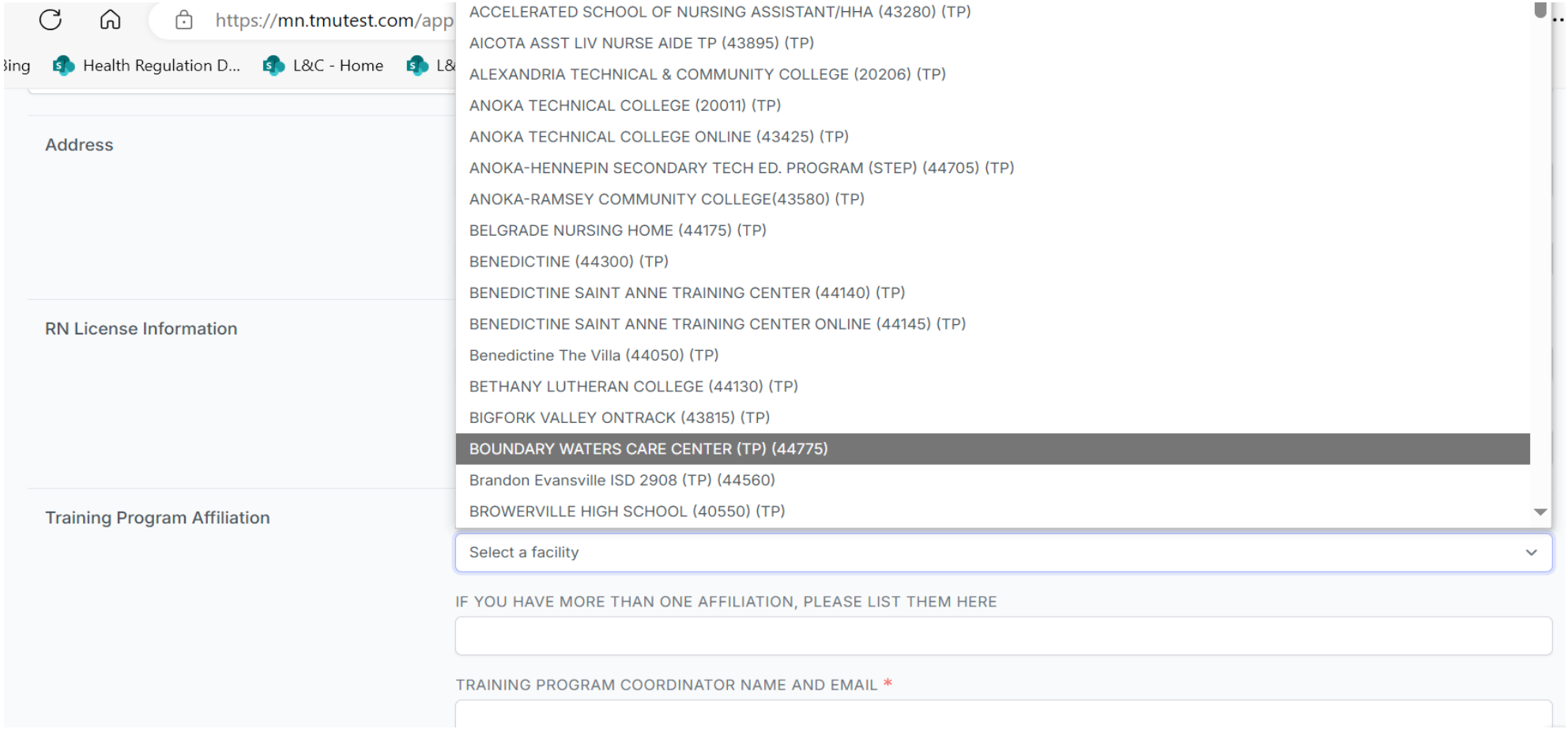
ENTERING A STUDENT IN TMU© AT START OF TRAINING

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.



TMU Training Program List



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

Documentation

- ✓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

CFR 483.152

§ 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—

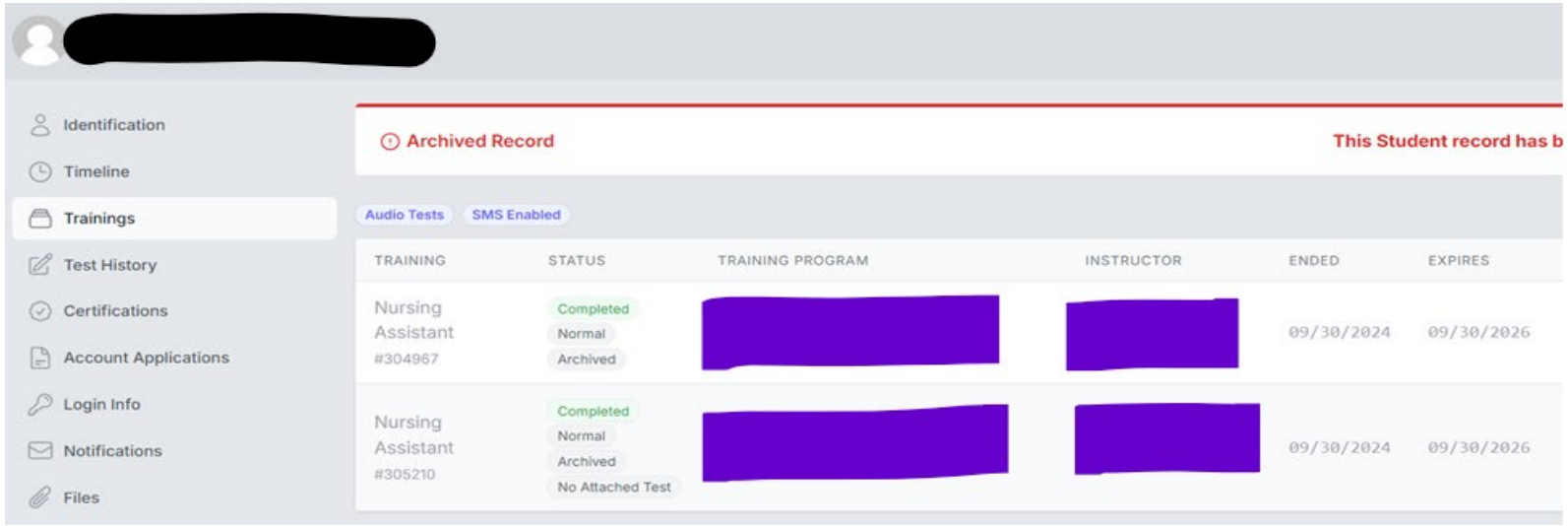
(i) Students do not perform any services for which they have not trained and been found proficient by the instructor; and

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



Candidate Responsibilites

For the Candidate

<u>IMPORTANT</u>: 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.

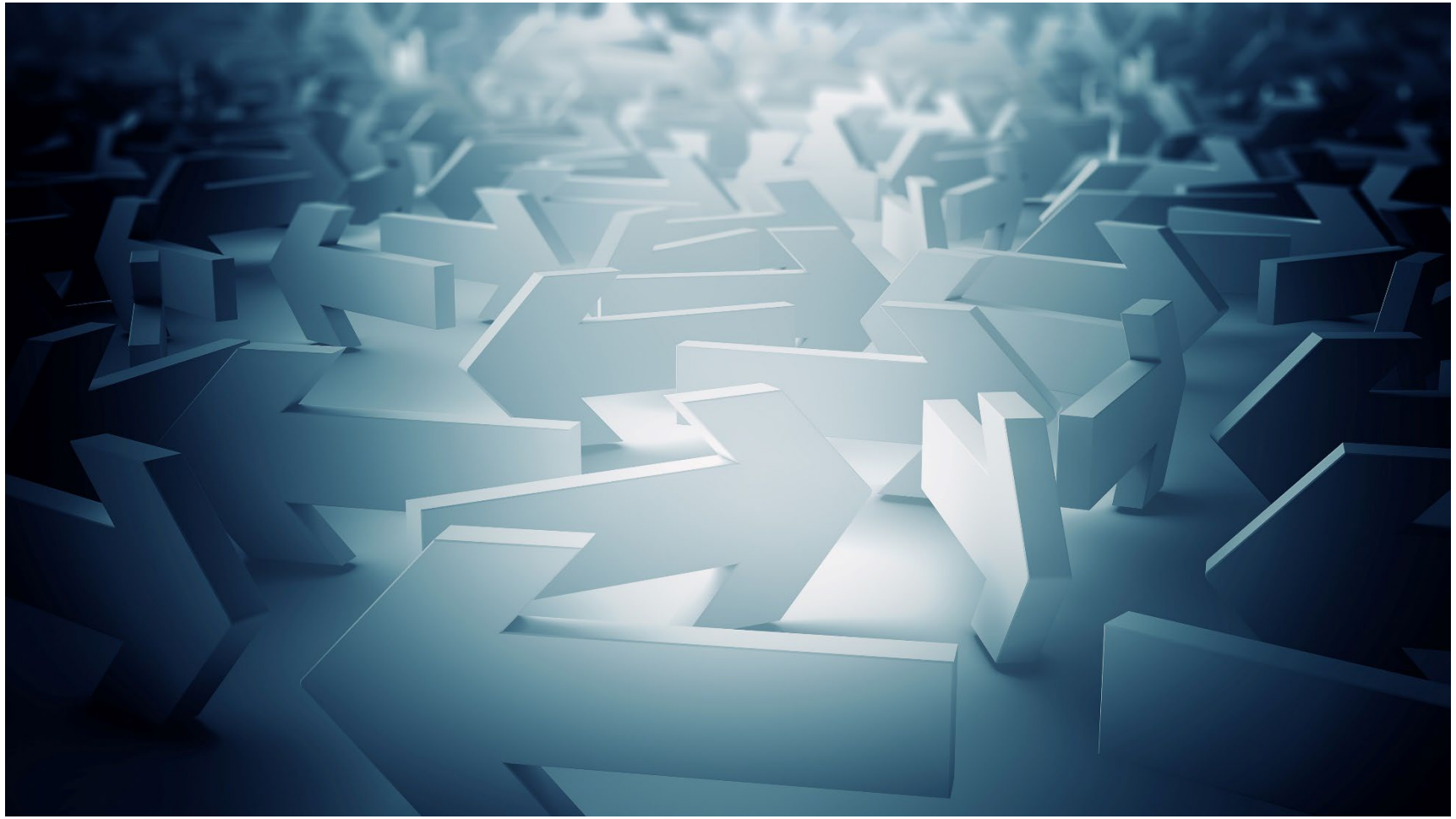
For the Candidate, Cont

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



Scheduling a Test

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

Contact Us

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

Candidate Handbook

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.

Exempt from Testing

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

Test 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

Summary

- ✓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
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  - ✓Candidate responsibilities
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- ✓Cheating incidents
- ✓Fourth quarter and year end testing data

Questions?

Future Calls

- 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

Contact Information

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elizabeth.silkey@state.mn.us

Brenda Fischer, Regional Operations Manager,
brenda.fischer@state.mn.us