DEPARTMENT OF HEALTH

Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
May 12, 2025

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

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.**

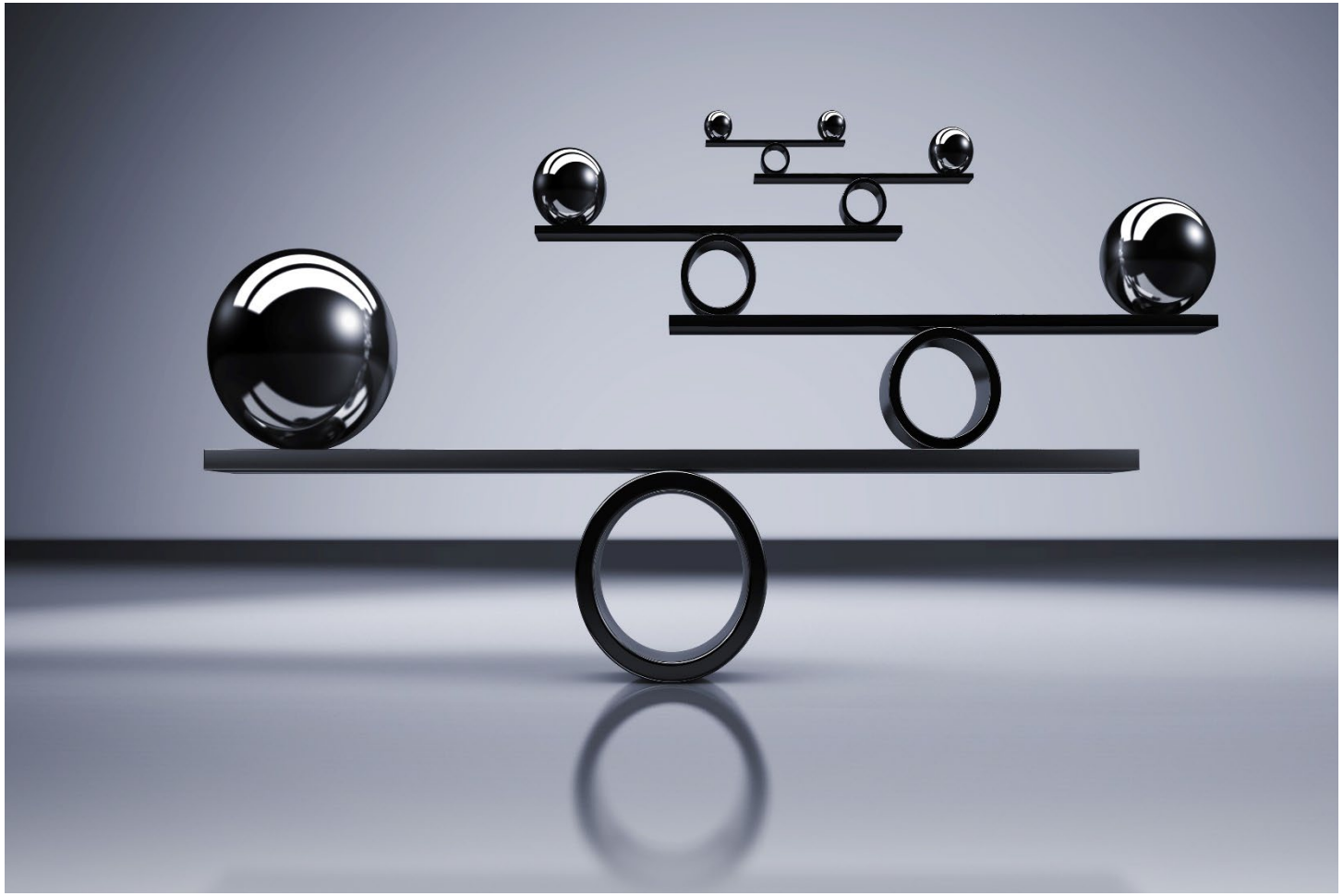
Housekeeping

- 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 offered in three additional languages
  - Training program and test site responsibilities
- Headmaster
  - Test supply set up
  - Skills list for candidates
  - Actor safety
  - RN test observer protocol
- Knowledge and skills areas for improvement
  - Knowledge and skills detail reports
- Training Program survey worksheet update
- Updates

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

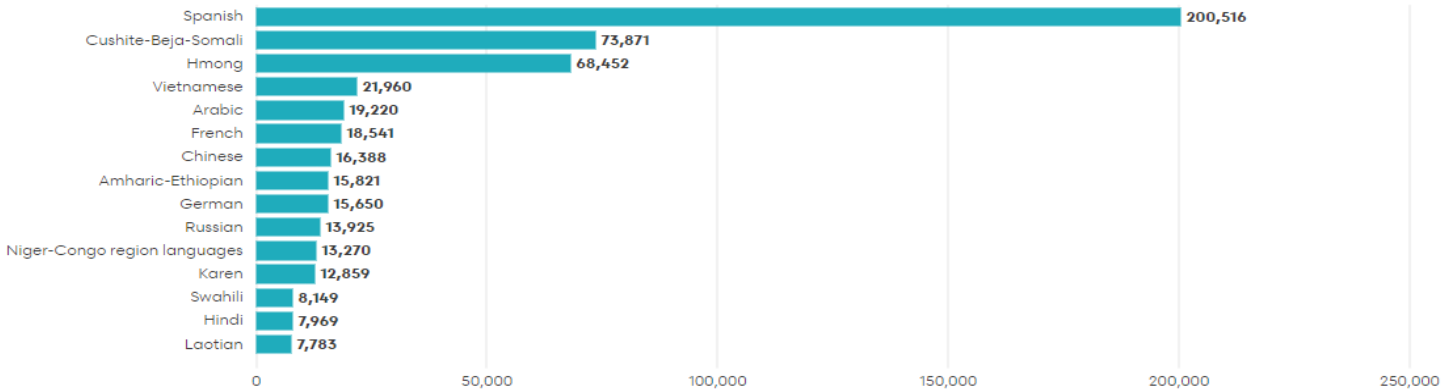
ABOUT | EXPLORE THE DATA | INSIGHTS & ANALYSIS | RESOURCES | CONTACT

Population trends

Statewide | By language spoken at home | Graph

Total population by language spoken at home (excluding English)

Minnesota, 2018-2022



DEPARTMENT OF HEALTH

Training Program and Test Site Responsibilities

Federal Nurse Aide Training and Competency Evaluation Program Resource

Because English is currently the primary communication language of majority of Minnesota residents and staff, NATCEP programs are taught in English.

Course tests, materials, or interpreters are not required to be provided in the three additional languages added January 27, 2025.

Skills Testing

This Photo by Unknown Author is licensed under CC BY-ND

Headmaster Home Page

D&S - Minnesota Nurse Aide

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!

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

Candidates

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

Training Programs - Test Sites

Minnesota Recording Form

Minnesota Diet Card

Minnesota Mock Skills
Effective August 5, 2024

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)

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

Test Site Equipment List

1503MN

D&S Diversified Technologies LLP
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

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

MINNESOTA NURSE AIDE

TEST SITE EQUIPMENT LIST

FOR TEST SITES: To be approved, a testing site must have all the materials listed for Testing Sites. Please refer to the following list for equipment and supplies needed by the test site or brought to the site with the RN Test Observer.

FOR RN TEST OBSERVERS: Your role is crucial. To be certified and remain active, you are responsible for checking test sites before starting each test event. Your task is to ensure that the test site equipment listed herein is available and in good working order. If not, you will report missing or inoperable test site equipment by listing it under the test irregularities in the test event before submitting your test event observations for scoring. You will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observers for each test event you oversee.

EQUIPMENT/SUPPLIES PROVIDED BY TEST SITE

- At least three Internet-connected computers, laptops, or tablets in the Knowledge Test room ***and/or*** provide Internet access (WiFi) for RN Test Observer-provided tablets or laptops.
- Internet-connected computer, laptop, or tablet in the Skill Test room ***and/or*** Internet access (WiFi) access for RN Test Observer provided laptop or tablet.
- Hand washing sink with warm running water, soap, and paper towels *(paper towel dispenser should be automatic advancing or pull-out type, not one that a bar or lever has to be touched to advance paper towels)*

The sink must be no further than a 20-second walk from the

- Linens including clean washcloths, towels, bath blankets, barriers (such as waterproof pads, chux, towels, etc.), resident's gowns *(tie type, no snaps)*, pillows, clothing protectors
- Catheter with tubing
- Urinary drainage bag with tubing
- Washbasins
- Emesis basins
- Soap -***PERI-WASH AND NO-RINSE SOAPS ARE NOT ALLOWED***
- Output measurement container/graduate
- Isolation gowns *(can be reusable cloth or disposable gowns; tie closure, Velcro closure, or slip-over-the-head gowns are allowed)*
- Gait belts/transfer belts

Supply Set Up

Best practice is to have all supplies needed on the supply table and extra available if the candidate requests them

- Supplies should not be grouped together according to the skill

If test sites have questions or concerns about supply set up for test events, please reach out to Headmaster or refer to the training materials provided

Skills Lists for Candidates

Skills Testing

RN TO's can provide candidates a list of individual skills for their test

- Place list on the table with the supplies, or write on white board
- Candidates to refer to list if unsure of the skills they are to be completing
- Reduce anxiety
- Once test has ended, the list must be returned to the RN TO, or the white board erased
- Candidate cannot take the list with them or take a photo of the list

Example

Perineal Care Female with Handwashing

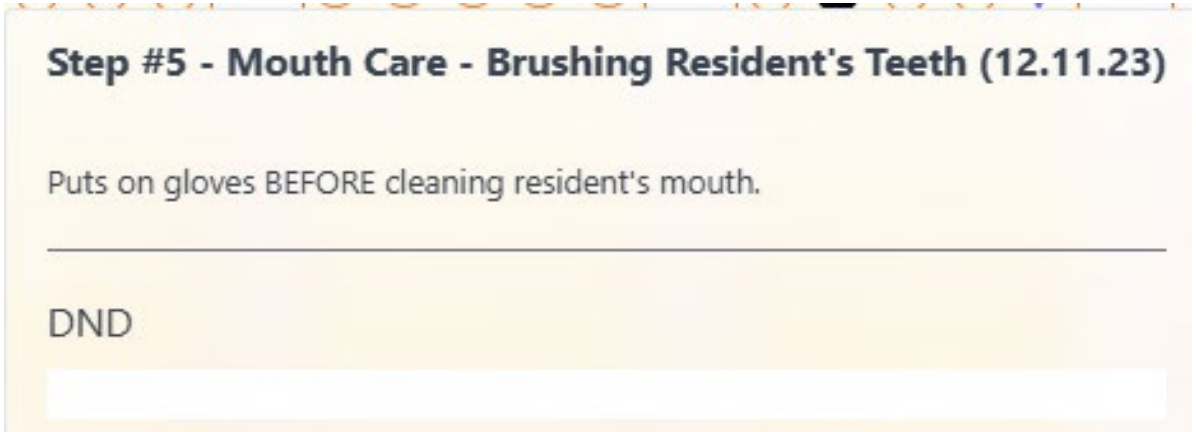
Foot Care

Feeding Task

RN Test Observer Protocol

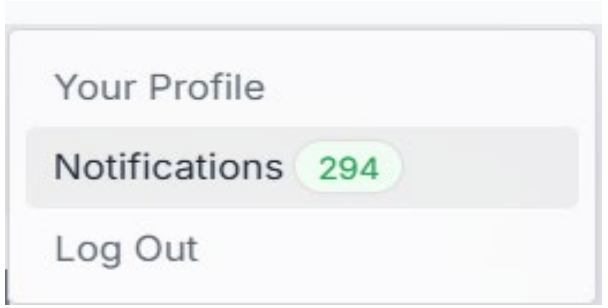
- Verbal corrections to candidates during testing is not permitted per HM policy
- The **only** time it is permitted is if it puts the actor at risk
- It is not the actor's responsibility to stop the candidate
- Please pay attention to the candidate as they are demonstrating the tasks
- **REMEMBER** you should never stop to correct a candidate unless the candidate's actions will or are causing harm to the actor

Example of RN Test Observer documentation



Emails and Notifications

Reminder to all RN test observers and instructors to check their emails **and** notifications in TMU for important updates



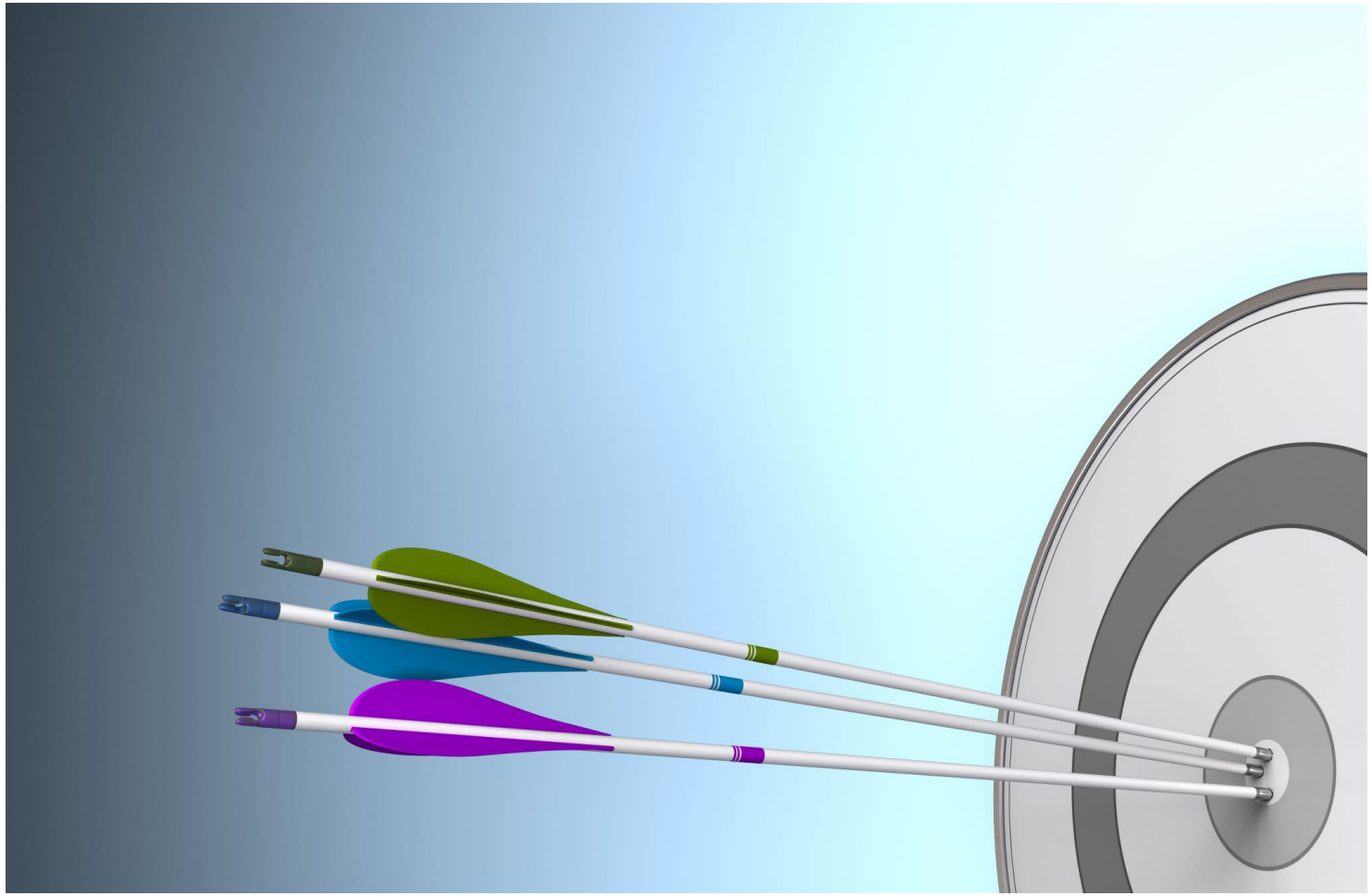
Quarter Two TASE TEA

D&S DIVERSIFIED TECHNOLOGIES-
HEADMASTER LLP

Second Quater

TASE TEA

Knowledge and Skill Areas for Improvement



Knowledge Areas of Focus

- Sharps
- Hospice
- Resident pain

Sharps Container

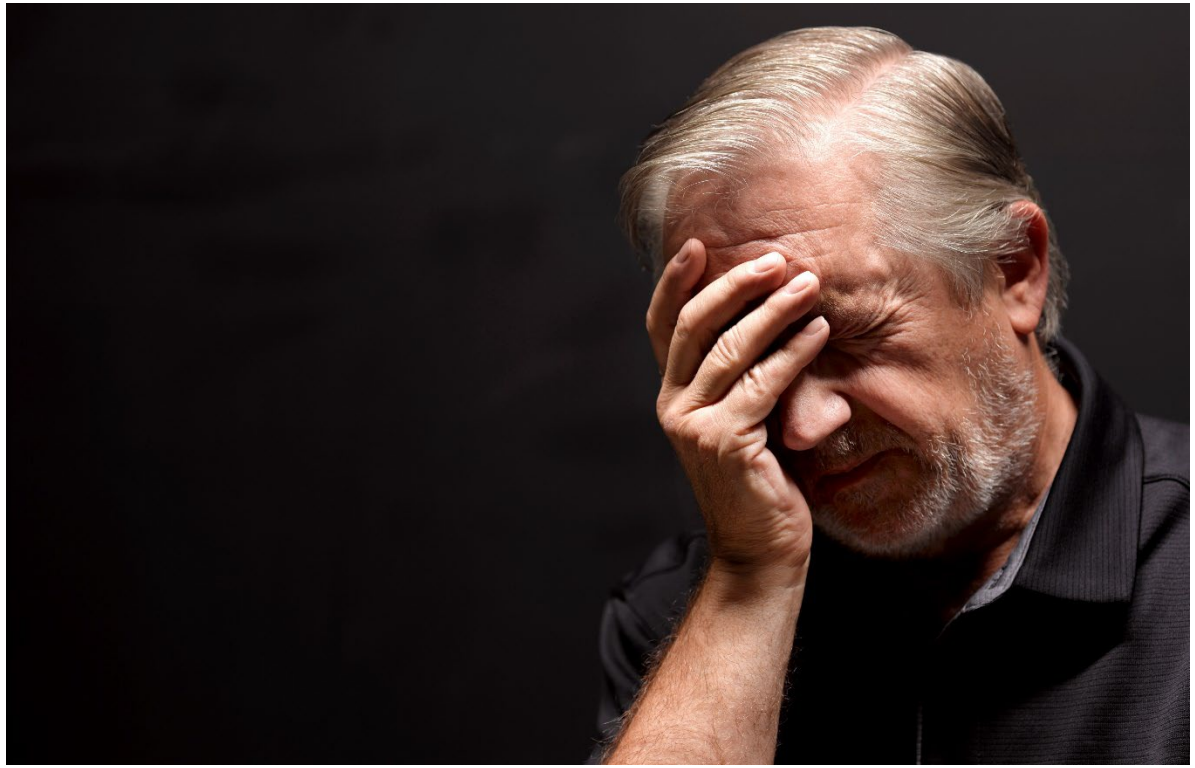
This Photo by Unknown Author is licensed under CC BY

- Define sharps container
- Items that are placed in sharps container
- Proper handling of needles
- Location of sharps container

Hospice

- Define Hospice
- Caring for residents while receiving hospice
- Support family and caregivers of the residents

Resident Pain



- Report signs or symptoms of pain to nurse
- Residents may display pain in different ways
- Some may show anger, sadness, withdrawal, crying, etc

Skill Areas of Focus

This Photo by Unknown Author is licensed under CC BY-ND

Mock Skills

D&S - Minnesota Nurse Aide

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!

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

Candidates

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

Training Programs - Test Sites

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)

Fluid Intake Cups

FLUID INTAKE CUP ORDER FORM

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

Skill Areas

Minnesota Mock Skills

- Position resident in bed on side
- Vital signs count and record radial pulse and respirations
- Perineal care for female and handwashing
- Feeding dependent resident

Position Resident on Side in Bed

From the working side of the bed –

- Gently move the resident's upper body, hips, legs toward self (three individual steps)
- Place or adjust the pillow under the resident’s head for support
- Reposition the resident’s arm and shoulder so that the resident is not lying on their arm

Vital Signs-Count and Record Radial Pulse and Respirations

- The candidate’s recorded radial pulse rate is within four (4) beats of the RN Test Observer's recorded rate
- The candidate’s recorded respiratory rate is within two (2) breaths of the RN Test Observer's recorded rate
- Place call light or signaling device within easy reach of resident

Perineal Care for Female and Handwashing

- Place pad/linen protector under the perineal area, including the buttocks, BEFORE washing
- **Wash the rectal area from front to back using a clean portion of a washcloth with each stroke (key step)**
- Using a clean washcloth, rinse soap from the rectal area from front to back
- Use a clean portion of the washcloth for each stroke
- Pats dry the rectal area from front to back with a dry washcloth/towel

Feeding a Dependent Resident

- Ask the resident to state their name and verify their name matches the name on the diet card
- Offer a napkin, clothing protector, or towel to protect clothing from soiling

Feeding a Dependent Resident, Cont

- Provide hand hygiene for the resident BEFORE feeding.
  - (Candidate may use a disposable wipe and dispose of it in a trash can –or- wash resident's hands with soap and a wet washcloth –or- they may rub hand sanitizer over all surfaces of the resident's hands until dry.)
- Ensure the resident's hands are dry BEFORE feeding.
  - (If a wet washcloth with soap was used, the candidate will need to dry the resident's hands. If a disposable wipe or hand sanitizer was used, must make sure their hands are dry.)
- Sit in a chair, facing the resident, while feeding the resident.

Updated Survey Worksheet

Nurse Aide Registry Home Page

[Nurse Aide Registry - MN Dept. of Health]

DEPARTMENT OF HEALTH | MENU | I am looking for...

Home › Health Care Facilities, Providers and In… › Provider Certifications, Licenses, Regis…

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

Posted Under Training and Testing Programs

For Training and Testing Programs

- Training Program & Test Site Calls
- Testing Information
- How to start a Nurse Aide Training Competency Evaluation Program (NATCEP)
- Frequently Asked Questions about NATCEPs
- Minnesota-Approved Training Curricula
- Nurse Aide Training Competency Evaluation Program (NATCEP) Survey Worksheet
- Nurse Aide Competency Test Site Survey Form
- Training Program Testing Data

DEPARTMENT OF HEALTH

Nurse Aide Training and Competency Evaluation Program (NATCEP) Survey Form

Surveyors will reference the information on this form to ensure nurse aide training program sites meet requirements at 42 CFR 483.152 - Requirements for approval of a nurse aide training and competency evaluation program. (govregs.com)

Onsite Date: _____

Program Code: _____

Program Name: _____

Program Coordinator: _____

Phone: _____ Email: _____

Survey PREP:

Survey Worksheet, Page 1

Survey PREP:

Competency testing results of previous 12 months for skills and knowledge:

Declared Curriculum: _____ _____

Didactic Hours-if any or all hours completed online	Curriculum/Skill Instruction Hours	Supervised PracticalTraining Hours

Instructor Qualifications

Instructor Name	Resume	Train the Trainer (if applicable)- Not a federal requirement. Specified per curriculum.	NSG License expiration

Candidate Records 1

Focus Areas	Candidate (1) Name	Candidate (2) Name	Candidate (3) Name	Candidate (4) Name	Candidate (5) Name
Training completion date					
Didactic hours completed. If any or all hours are completed online, program must provide documentation to surveyor					
Total hours of skills lab. This includes documentation indicating candidate is deemed proficient in skills by instructor **prior** to supervised practical training (SPT) eCFR :: 42 CFR 483.152 -- Requirements for approval of a nurse aide training and competency evaluation program.					
SPT location, dates, times					
SPT total hours. This includes documentation of skills performed under direct supervision of a registered nurse or a licensed					

Candidate Records, 2

SPT total hours. This includes documentation of skills performed under direct supervision of a registered nurse or a licensed practical nurse, while candidate demonstrates knowledge of each					

NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM (NATCEP) SURVEY WORKSHEET

Focus Areas	Candidate (1) Name	Candidate (2) Name	Candidate (3) Name	Candidate (4) Name	Candidate (5) Name
skill that may be performed. A nurse aide performance record (NAPR), or similar document maybe be utilized eCFR :: 42 CFR 483.152 -- Requirements for approval of a nurse aide training and competency evaluation program.					
Evidence of TB screening/testing prior to SPT if completed outside of lab Regulations for TB Control in Minnesota Health Care Settings - MN Dept. of Health (state.mn.us)					
Evidence of background study completed if SPT completed					

Candidate Records, 3

Evidence of TB screening/testing prior to SPT if completed outside of lab Regulations for TB Control in Minnesota Health Care Settings - MN Dept. of Health (state.mn.us)					
Evidence of background study completed if SPT completed outside of lab Minnesota Statutes, section 245C.03, subdivision 4					
Test dates and scores					
Written notice given of reimbursement for training and competencyevaluation Minnesota Statutes, section 144A.611 (recommended)					
Class evaluations given (recommended)					
Student entered and completed in TMU timely					
Instructors to notify candidates to create an account on the NAR Registry once candidate has been notified through email or text by MDH-information can be found Nurse Aide Registry - MN Dept. of Health					
Total clock hours of completed program					

Updates

In-Facility Testing

Applications for In-Facility testing will be coming in June 2025

Nurse Aide Renewal in Long Term Care

Some LTC's choose **not** to do staff reporting

- Nurse aides will need to submit a renewal on their own

If LTC **does** staff reporting and **forgets** to submit

- Nurse aide becomes expired and will need to submit a renewal on their own

No Walk ins Available

Not able to accommodate in person or walk in appointments for nurse aide registry

Please call 651-201-4200

Summary

- ✓ Nurse Aide Knowledge Test offered in three additional languages
  - ✓ Training program and test site responsibilities
- ✓ Headmaster
  - ✓ Test site supply set up
  - ✓ Skills list for candidates
  - ✓ Actor safety
  - ✓ RN test observer protocol
- ✓ Knowledge and skills areas for improvement
  - ✓ Knowledge and skills details reports
- ✓ Training Program survey worksheet update
- ✓ Updates

Questions?

Future Calls

- Next call will be July 14th 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

Liz Silkey, Regional Operations Supervisor,
elizabeth.silkey@state.mn.us

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