DEPARTMENT OF HEALTH

Nurse Aide Training Program and Test Site Informational Call

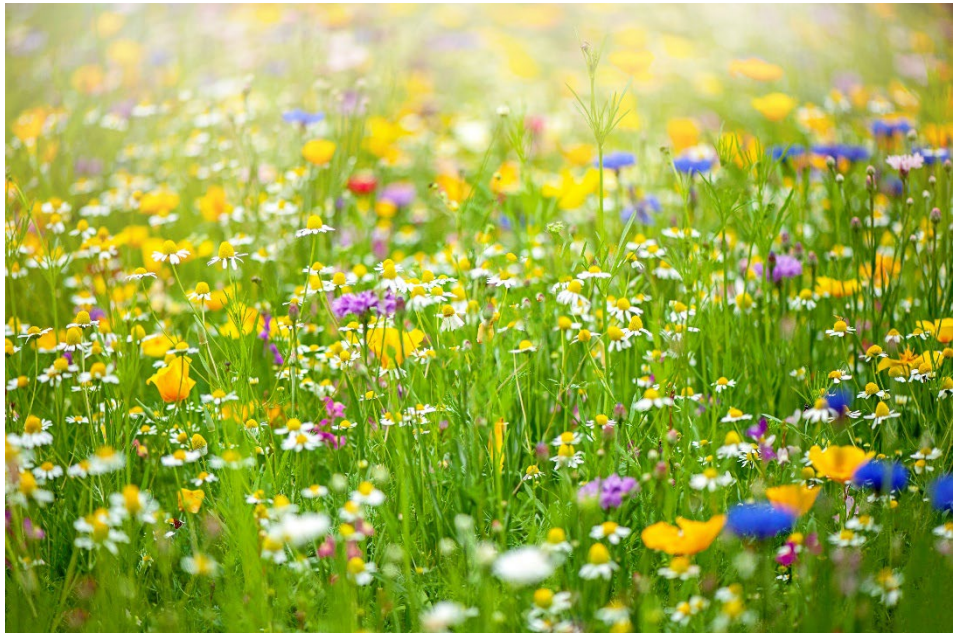
Nurse Aide Registry
August 11, 2025

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

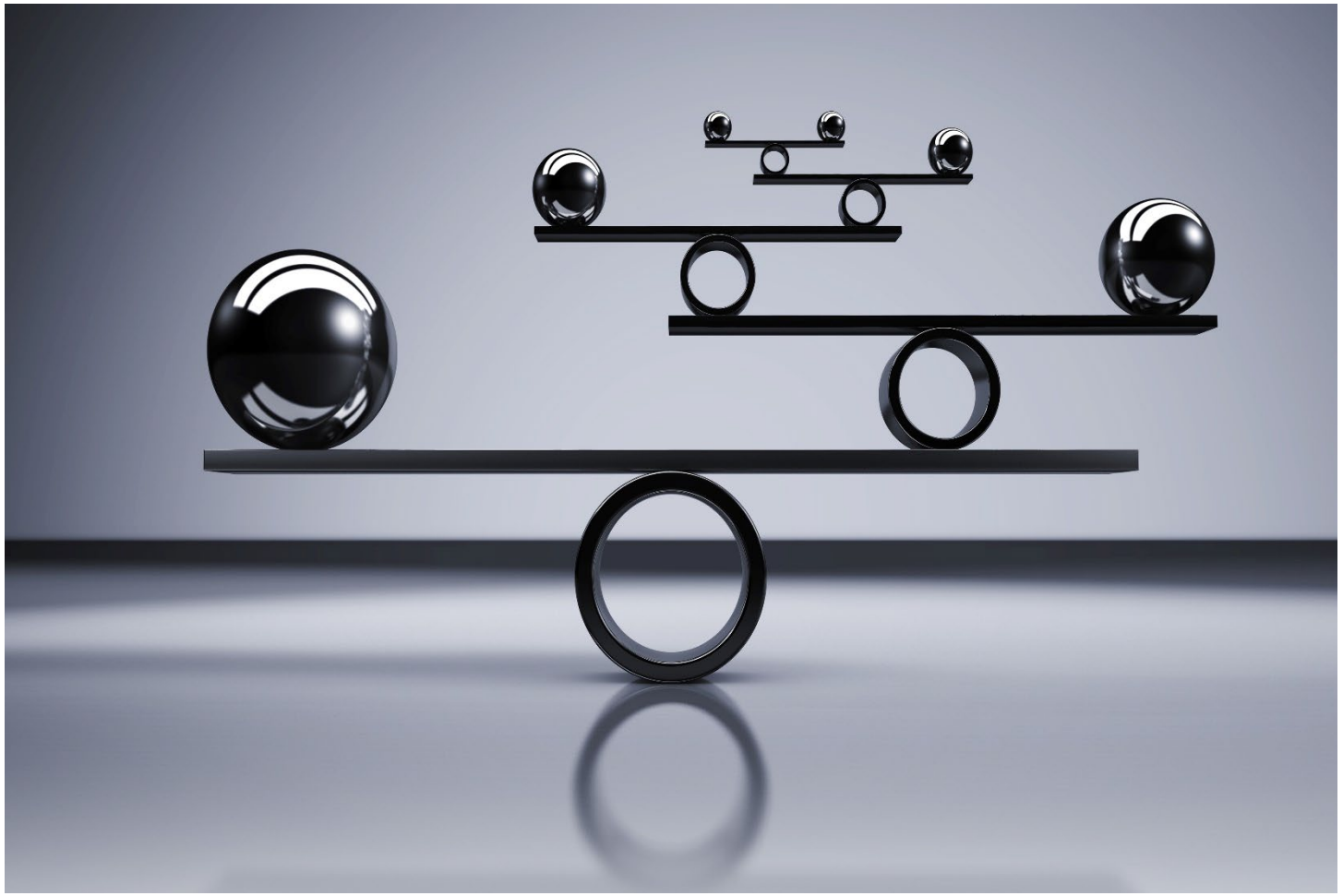


- Attendees are muted. During the Q&A portion, please raise your hand and we will unmute you.
- You can also submit comments or questions in the chat feature.
- As a reminder, please keep your cameras off to ensure adequate bandwidth.

Agenda

- In-facility testing update
- Testing security-
  - Knowledge test
- NATCEP Resource
- Provisional application
- Tuberculosis (TB) resource
  - Nurse aides
- Quarterly testing data
- Resources

In- Facility Testing Update



Application Deadline

DEPARTMENT OF HEALTH

View this as a webpage

Urgent Call to Action: Become a Nurse Aide Test Site, Deadline Approaching

Deadline July 31

The Minnesota Department of Health needs facilities for in-facility testing for Nurse Aide candidates. This convenient option supports both candidates and employers alike. Your support is vital! This is your chance to make a meaningful impact on Minnesota's healthcare workforce.

Submit application by July 31 at 11:59 p.m.

Testing Security-Knowledge Test

Candidate Handbook

Minnesota Nursing Assistant Candidate Handbook

Minnesota Nurse Aide

Candidate Handbook

UPATED: March 26, 2025

Version 7

UPDATES MARCH 26, 2025

Security Policy

Security

If you refuse to follow directions, use abusive language, disrupt the examination environment, or are visibly impaired, your test will be stopped and scored as a failed attempt. You will be dismissed from the testing room and forfeit any testing fees paid. Your training program and MDH will receive a report of your behavior. Your TMU© account will be placed on a 45-day hold, and you will not be eligible to test during that time.

Anyone caught cheating who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and MDH and is subject to prosecution to the fullest extent of the law. Your test will be scored as a failed attempt, and you will forfeit any testing fees that have been paid. Your TMU© account will be placed on a 45-day hold, and you will not be eligible to test during that time. You may need to obtain permission from MDH to be eligible to test again.

Anyone caught using any electronic recording device (which 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.), during testing, or if you give or receive help from anyone during testing, your test will be stopped, you will be dismissed from the testing room, and your test will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to your training program and MDH. Your TMU© account will be placed on a 45-day hold, and you will not be eligible to test during that time.

Revised Forms

MDH NAR Homepage

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
- Minnesota Nurse Aide Testing: D&S Headmaster
- COVID Response: Temporary Health Care Workers Needed

CONTACT INFO

Nurse Aide Registry
651-201-4200
800-397-6124 (toll-free)
health.fpc-nar@state.mn.us

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.

For questions view the Nurse Aide contact information page.

Please note, the Minnesota Department of Health can make in person appointments if needed. **All appointments need to be scheduled in advance.** Please email health.fpc-web@state.mn.us.

Announcements

Expand All

- In-Facility Test Site applications — deadline extended to July 31
- Nurse Aide knowledge test available in three additional languages
- Nurse Aide Knowledge Test requires a passing score of 74%

For Nurse Aides

- Minnesota Nurse Aide Registry
- Nurse Aide Registry Tutorial: Creating Your Account (PDF)
- Nurse Aide Registry Tutorial: Searching the Registry (PDF)
- Nurse Aide Registry Tutorial: Submitting Your Renewal Application (PDF)
- Nurse Aide Registry Tutorial: Facility Renewal for Staff Reporting (PDF)

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

DEPARTMENT OF HEALTH

Link to Forms

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Both Forms Located on Same Page

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NURSE AIDE REGISTRY

How to Start a Nurse Aide Training and Competency Evaluation Program (NATCEP)

1. Fill out the Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form (PDF).
2. An approved nurse aide training and competency evaluation program must be at least 75 clock-hours in length. Training includes 16 hours of supervised practical training with a live person in a laboratory or other setting and curriculum instruction/skills totaling 75 hours. Location of or method of curriculum instruction and supervised practical training should be identified in your application. A list of suggested equipment is available here: Nurse Aide Training Equipment (PDF)
3. Select a curriculum from the list of Minnesota-Approved Training Curricula.
4. Federal and state regulations and program requirements are included in the Federal Nurse Aide Training and Competency Evaluation Program Resource (PDF). Nurse aide training program applicants commit in initial application to read and implement Federal NATCEP requirements.
5. See Frequently Asked Questions about NATCEPs.
6. Qualifications for staff submitted with application for approval.
7. For information and questions, email: Health.nar.coord@state.mn.us

NATCEP Resource

Updated NATCEP Resource

Federal Nurse Aide Training and Competency Evaluation Program Resource

Curriculum

Minnesota Approved Curriculum

Entities seeking training program approval, must select an existing approved curriculum within the Nurse Aide Training Competency Evaluation Program (NATCEP) Application Form and Initial Survey. Curriculums that have been approved in Minnesota are located on the Nurse Aide Registry website - MN Dept. of Health.

Entities seeking curriculum approval for other than existing approved curriculums must complete and submit the Nurse Aide Curriculum Application Process and Form.

Entities seeking curriculum revision must complete and submit the Curriculum Revision Process and Form.

Approved curriculums require at least 75 clock hours.

Entities curriculum approval will be communicated in writing to the applicant.

Programs must not use content from other approved curriculums to substitute or interchange for the program's declared curriculum.

- Example: Programs may augment approved curriculum with other materials. Programs must teach the entire declared curriculum. Additional materials may be added to supplement to provide additional instruction such as other curriculum modules, videos, textbooks or facility policies and procedures.

Programs have different options for method of curriculum instruction and supervised practical training.

English is the primary communication language of majority of Minnesota residents and staff. NATCEP programs must be taught in English.

Nurse Aide Registry: Frequently Asked Questions about NATCEPs - MN Dept. of Health

Competency Evaluation Exam

Competency Evaluation Exam

Competency evaluation (including knowledge and skills exam) must be completed and successfully passed by student within 24 months of completion of training program.

Minnesota does allow **individuals to challenge** the competency evaluation, meaning they have not completed a Minnesota approved training program. The 24 months is calculated from the first test date.

Candidates are eligible to challenge/test out and apply to take the competency evaluation if qualify under one of the following:

- Expired registry status OR
- If trained in another country OR
- If have not taken a nurse aide training program OR
- If have not worked as a nurse aide in the last 24 months.

Candidates have four (4) attempts to pass the knowledge exam and three (3) attempts to pass the skills exam either:

- within 24 months of your date of training program completion
- or from the first (skills or knowledge) test attempt as a challenge candidate

If candidates have **exhausted** knowledge **OR** skill attempts prior to the 24-month cycle ending, they **MUST** complete another MDH-approved training program **BEFORE** they are eligible to re-test.

If 24-month testing cycle has expired and candidate DID NOT exhaust all testing attempts in the 24-month testing cycle, the candidate can either:

Competency Evaluation Exam, cont

If 24-month testing cycle has expired and candidate DID NOT exhaust all testing attempts in the 24-month testing cycle, the candidate can either:

1. Complete new training program OR
2. Test as a challenge candidate

Candidates CANNOT use previous successful test results for the new testing cycle. When a new training program is completed, this will void all past training and testing attempts.

An audio exam is a substitute for the knowledge exam and administered electronically.

MDH contracts with Headmaster knowledge and skills competency evaluation for placement on the Minnesota Nurse Aide Registry. The Nurse Aide Registry reviews administration of the competency evaluation for compliance with Headmaster procedures.

Issuance of Nurse Aide Certificate

Issuance Of Nurse Aide Certificate

The Nurse Aide Registry issues nurse aide certificates to individuals who successfully complete the competency evaluation.

The certificate does not indicate if a nurse aide has completed a Minnesota approved training program or has tested out/challenged the exam. The public search option will indicate most recent testing dates for the skills and knowledge exam, last training date, and if the nurse aide was a test out/challenge candidate.

Nurse aides must register to create an account on the online Nurse Aide Registry system to access their information and perform tasks (e.g., print their certificate, submit a renewal, upload supporting documents). In the online system, nurse aides can update and/or correct their information such as their name, date of birth and social security number.

Recent test candidates must wait to create an account until they have been notified through email or text, by MDH, they have been added to the registry.

Provisional Application

Updated Provisional Application

Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form

Nurse Aide Training and Competency Evaluation Program (NATCEP) Provisional Application Form

All data submitted on this application shall be classified as public information once the approval is issued.
Minnesota Statutes, section 13.04 (https://www.revisor.mn.gov/statutes/cite/13.04).

Curriculum Details

Curriculum

1. Identify the approved curriculum that the training program will be using: _____

   _____

2. How will the training be delivered? _____

   _____

3. Identify location for skills/lab training:

   _____

4. Identify location for supervised practical training:_____

5. Total Clock Hours: _____

6. Method of tracking hours (self-reporting is not acceptable):

   _____

Competency Evaluation Exam, Provisional Application

Competency Evaluation Exam

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Tuberculosis (TB) - MN Dept. of Health

DEPARTMENT OF HEALTH

Health Regulation| May 2025

Your Tuberculosis (TB) Test Results
Why are your test results important to keep?

Quarterly Testing

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...

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SPOTLIGHT

- Nurse Aide Training and Testing Sites

Nurse Aide Registry

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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

Locating Data

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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.

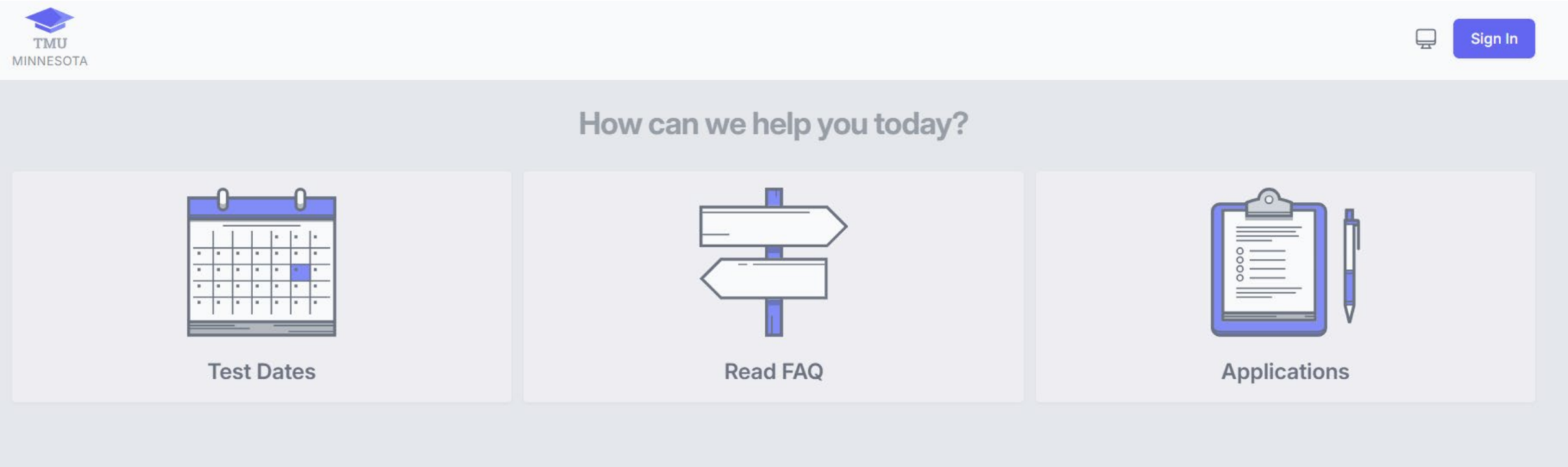
Expand All

2025

Updates/Resources

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.



Request Form

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

Demographic Change/Correction Request Form

TMU
MINNESOTA

Sign

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

BIRTHDATE *

EMAIL *

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.

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.

Choose File No file chosen

Add File

SOCIAL SECURITY CARD

PLEASE UPLOAD AND IMAGE OF YOUR SOCIAL SECURITY CARD.

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?

Ensure Accurate Records

- Test sites must be more cognizant of candidate records and ensure the tests are identified under the correct training program code
- Nurse aides are responsible to ensure they are active on the registry after testing successfully

Example of Duplicate Trainings

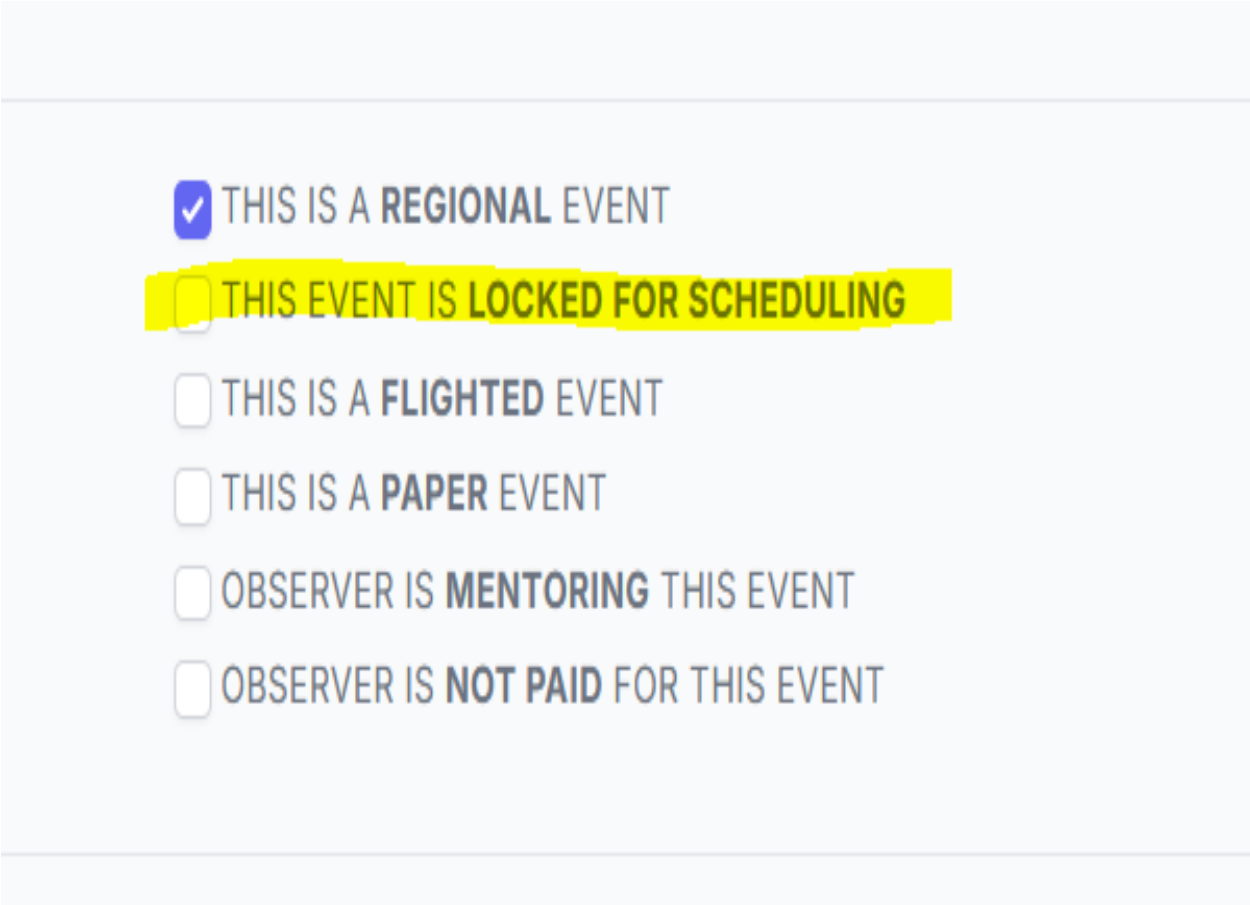
Archived Record

This person's record is archived

Training History

Training	Status	Training Program	Instructor	Ended	Expires	
Nursing Assistant [redacted]	Completed Archived	MINNESOTA DEPARTMENT OF HEALTH CHALLENGE (77777) (TP)	[redacted] CHALLENGE INSTRUCTOR	07/22/2025	07/22/2027	Actions
Nursing Assistant [redacted]	Completed Archived	MINNESOTA DEPARTMENT OF HEALTH CHALLENGE (77777) (TP)	[redacted] CAMPUS CHALLENGE INSTRUCTOR	05/26/2025	05/26/2027	Actions

Reminder to Test Sites



When scheduling exams, please make sure you are marking the locked for scheduling option as well as unchecking the Regional Event option.

This will keep the event closed for just your students

Skills Testing, Glove Correction

The only time RN test observers can stop a candidate and ask them to put on gloves is if it puts the actor at risk

- Mouth care task and partial bed bath; the candidates hands come into contact with the actor's face.
- Please refrain from correcting students on this if it is not either of the tasks as above

Summary

- ✓ In-facility testing update
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- ✓ Resources

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

Questions?

Future Calls

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