

## Applying to take the Delaware Nurse Aide Test

1. **Complete form 1101.** Please print neatly and remember to double check your address, phone number and social security number before signing the 1101. If it is not signed your application will be returned. Please check off box 1-6.

-If you took the nurse aide training course in Delaware within the past 2 years check box 1. **Please attach a copy of your State of Delaware Nurse Aide Training Certificate.** Certificates will not be returned. You **do not** need to fill out Form 1101 Backside if you attached a copy of your training certificate.

-If you are CURRENTLY enrolled in a RN or LPN program approved by the Delaware Board of Nursing and have successfully COMPLETED a Fundamentals/Basic Nursing Course with a clinical component, you may apply to take the test. Please have your school complete Form 1101 Backside or submit a letter from your school of nursing attesting to CURRENT enrollment status and satisfactory course completion. Form must be signed within 120 days of submission or will be returned.

-If you have completed a military nursing assistant course or hospital-based nursing assistant training course of at least 150 hours. Complete 1101 Backside and attach a copy of your course completion certificate **and** proof of nursing related employment (paycheck stub or a letter from your employer on company letterhead.)

-If your Delaware CNA certification has lapsed, attach a copy of your expired CNA registry certificate and complete 1101 Backside.

-If you are certified as a CNA in another state (GNA in Maryland) but do not have three months of full time employment. Complete 1101 Backside and attach a copy of your CNA Certificate from the state you are currently certified.

-If you have graduated from RN or LPN school more than 24 months prior to application, you can take the competency test upon submission of a sealed copy of your diploma. If it has been within the past 24 months contact the Division of Long Term Care Residents Protection.

2. **Complete Form 1402.** A listing of test dates is available on our web site at [www.hdmaster.com](http://www.hdmaster.com) or call our office to have a list faxed or mailed to you. If you choose a test date from our testing schedule, write your first choice and second choice under Option 1: Fixed Test Dates. You do not have to fill out Option 2: D&SDT Approved Flexible Test Sites.

-D&S Diversified requires each candidate to take the written and skills tests on the same day. Under PAYMENT OPTIONS please mark the appropriate boxes. (One skills test consists of five skill tasks) Anyone wishing to fax their application will be charged the \$5.00 Priority Fax Service and will need to write their credit card or information on Form 1402.

-Applicants wishing to test in less than 10 business days from the date D & S receives their application are required to pay \$15 Express Service Fee and \$19.50 Overnight Shipping. (Candidates testing at Webetest sites only pay \$15 Express Service Fee)

Incomplete applications will be returned to the candidate. (missing information,

illegible applications, missing signature, missing payment or incorrect payment.)

**DO NOT send personal checks** or cash.

We accept Money Orders, Cashiers Check, Facility Checks, Mastercard and Visa, and Facility Purchase Order for Webetest sites.

Applications must be received in the Findlay office 10 business days before the requested test date.

D & S will notify the candidate via mail of their test date and time. If you do not hear from D & S within 5 business days of sending your application, please call our toll free number at 1-877-201-0758.