



D&S Diversified Technologies LLP
Headmaster LLP

HEADMASTER LLP
P.O. Box 6609, Helena, MT 59604-6609
800-393-8664 – Fax: 406-442-3357
www.hdmaster.com

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

Dear Montana Nursing Assistant Instructors and RN Test Administrators,

In April and May, the Department of Health and Human Services (DPHHS) and Headmaster will offer a series of workshops throughout the state, focusing on CNA training, testing changes and requirements. Our goal is to improve training and testing for all Nurse Aide Training Programs. These workshops will present a cohesive and comprehensive picture of what will be required from training programs and RN Test Administrators. At the end of the workshop, all test administrators will be recertified by Headmaster. In order to maintain the ability to administer the state CNA exam, Headmaster is requiring attendance at this workshop by RN Test Administrators who want to continue being certified testers.

Madeline Boehm, DPHHS Nurse Aide Program Manager, will be presenting changes affecting CNA training and CNA employment during the morning session from 9:00 am until 12:00 pm. Headmaster will be presenting a Test Administrator's workshop from 1:00 pm to 4:00 pm.

Attached is a registration form for the workshop. Please register as soon as possible so we can ensure accommodation at the facility. The facilities will each need to know how many will attend by April 1st, 2014. We will confirm your workshop reservation the day we receive your registration form. There is no workshop fee. If you have any questions, please call Mary Ebert or Naomi Wolfe with Headmaster at 1-800-393-8664.

Thank you,

Madeline Boehm, DPHHS

Mary Ebert, Headmaster

Naomi Wolfe, Headmaster



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WORKSHOP REGISTRATION FORM

LOCATION	DATE	CHECK WORKSHOP ATTENDING
Helena – College of Helena	Monday, April 21, 2014	
Great Falls – Benefis West	Thursday, April 24, 2014	
Box Elder – Stone Child College	Friday, April 25, 2014	
Ronan – Kicking Horse Job Corps	Monday, May 5, 2014	
Missoula – Village Health Care	May, 6, 2014	
Butte – Highland College – South Campus	Wednesday, May 7, 2014	
Bozeman – Gallatin CNA School (Home Instead Senior Care)	Thursday, May 8, 2014	
Lewistown – Central Montana Skilled Nursing Center	Monday, May 12, 2014	
Wolf Point – Faith Lutheran Home	Tuesday, May 13, 2014	
Miles City – Miles City Community College	Wednesday, May 14, 2014	
Billings – Adult & Community Education	Thursday, May 15, 2014	
Kalispell – Flathead Valley Community College	Tuesday, June 3, 2014	

NAME: _____ PHONE: _____

NURSE AIDE TRAINING PROGRAM: _____

EMAIL: _____

ADDRESS: _____ CITY _____ ZIP _____